



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

MEDICAL AND CLINICAL LABORATORY TECHNICIANS

Class Title	Class Code	Pay Band	Alt Pay Band*
Medical and Clinical Lab Technicians-B	K2012B	40	
Medical and Clinical Lab Technicians-O	K2012O	45	
Medical and Clinical Lab Technicians-A	K2012A	50	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

Nature of Work

Clinical laboratory technicians prepare specimens and operate automated analyzers, perform manual tests in accordance with detailed instructions. They usually work under the supervision of medical and clinical laboratory technologists or laboratory managers. Like technologists, clinical laboratory technicians may work in several areas of the clinical laboratory or specialize in just one. Phlebotomists collect blood samples and histotechnicians cut and stain tissue specimens for microscopic examination by pathologists.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in performing standardized laboratory work, based on CUA and OSHA regulations and guidelines.

Recommended Education and Experience for Full Performance*

High school diploma or GED and one and half (1.5) years as a Medical Laboratory Technician in a hospital.

Minimum Qualifications

High school diploma or GED and three (3) months experience as a Medical Laboratory Technician in a hospital.

Operational

- Employees in this Role perform difficult laboratory work requiring knowledge of laboratory procedures to perform a wide variety of laboratory examinations, based on CUA and OSHA regulations and guidelines.

Recommended Education and Experience for Full Performance

Associates Degree in medical laboratory technology or other biological, chemical or physical science degree

Minimum Qualifications

High school diploma or GED and (6) months as a Medical Laboratory Technician in a hospital.

Advanced

- Employees in this Role perform difficult and advanced laboratory work that includes specialization in one or several areas of laboratory examinations based on CUA and OSHA regulations and guidelines, and provide training and assistance to less experienced technicians.

Recommended Education and Experience for Full Performance

Associates Degree in medical laboratory technology or other biological, chemical or physical science degree and two (2) years as a Medical Laboratory Technician in a hospital

Minimum Qualifications

High school diploma or GED and one and half (1) year as a Medical Laboratory Technician in a hospital.

Knowledge and Skills

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Knowledge

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to

understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Science — Using scientific rules and methods to solve problems.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Speaking — Talking to others to convey information effectively.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.