



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### HEALTH TECHNOLOGISTS AND TECHNICIANS, ALL OTHER

Class Title	Class Code	Pay Band	Alt Pay Band*
Health Technologists & Tech, All Other-B	K2099B	40	
Health Technologists & Tech, All Other-O	K2099O	45	
Health Technologists & Tech, All Other-A	K2099A	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

All health technologists and technicians not listed separately.

#### Nature of Work

Health technologists and technicians provide all the required technical support to enable a scientific laboratory to function effectively. Health technologists and technicians run standardized laboratory tests and handle specimens. They prepare specimen samples and treatment rooms for examination and perform equipment maintenance. They maintain the laboratory operating room by following established standards of sanitation, including sterilizing laboratory and surgical equipment. Health technologists and technicians often work in hospitals, clinics research laboratories, or commercial facilities.

#### 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 operations of scientific laboratory, pre-rinsing and washing glassware, sorts and packaging glassware for re-sterilization and assists in the maintenance of records and supplies.
- Employees may assist in preparing animals for injection, autopsy, and bleeding: may pick up samples.

#### Recommended Education and Experience for Full Performance

High School Diploma or GED and six (6) months to one (1) year clinical experience, working in a laboratory setting.

#### Minimum Qualifications

High School Diploma or GED.

#### Operational

- Employees in this Role provide services in a scientific laboratory.

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- Employees prepare animals for injection, autopsy and bleeding; observe laboratory data and report on their conditions; keep areas and equipment in sanitary condition and record test data; performs pipetting and dilution operations.

### **Recommended Education and Experience for Full Performance\***

High School Diploma or GED and two (2) years clinical experience, working in a laboratory setting.

### **Minimum Qualifications**

High School Diploma or GED and six (6) months to one (1) year clinical experience, working in a laboratory setting.

### **Advanced**

- Employees in this Role perform complex duties or duties with high accountability in the operations of a scientific laboratory.
- Employees prepare glassware, equipment, specimens, animals, media, reactive agents and slides for analysis; pre-rinse and wash glassware; sort and package glassware for re-sterilization; and assist in the maintenance of records and supplies.
- Employees provide training and technical assistance to less experienced staff.

### **Recommended Education and Experience for Full Performance**

High School Diploma or GED and four (4) years clinical experience, working in a laboratory setting.

### **Minimum Qualifications**

High School Diploma or GED and two (2) years clinical experience, working in a laboratory setting.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### **Knowledge**

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

**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.

**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.

**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.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**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.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

### 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.

**Science** — Using scientific rules and methods to solve problems.

**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.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**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.

**Speaking** — Talking to others to convey information effectively.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

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

**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.

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**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](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*