

**LABORATORY ASSOCIATE (HELP Program)**

**Duties and Responsibilities**

Under direct supervision, performs clinical laboratory procedure which require limited technical skill and responsibility in specialties specified in the New York City Health Code; performs similar laboratory procedures in non-clinical laboratories in various City Departments. The following are typical assignments within this class of positions. All personnel perform related work as required.

**Assignment Level 1**

Obtain specimens and labels with name date and source. Stores and preserves specimens; disposes of completed specimens.

Prepares specimens and performs or assist in the performance of routine tests and analyses employing standard controls in accordance with stipulated procedures utilizing manual or automated techniques.

Prepares reagents and media according to prescribed formulae; maintains upkeep of designated laboratory instruments before and after usage.

Records results and submits written reports of diagnostic tests, utilizing safeguards such as checks and cross checks.

**Assignment Level II**

May assign work to those in Assignment Level 1, and train them in laboratory procedures, reviewing their work as required.

Sets up standard controls and calibrations for equipment and tests as required; prepares, packages, labels and standardizes laboratory reagents and media.

Supervises the maintenance or maintains upkeep of designated laboratory instruments before and after usage, including minor repair and adjustments; maintains inventory of laboratory supplies and equipment; oversees storage and security of same.

Performs test employing standard controls in accordance with stipulated procedures, utilizing manual and automated techniques; analyzes and records results and submits written reports.

**LABORATORY ASSOCIATE (Help Program)** (continued)

**Qualification Requirements**

High School graduation and one year of full-time experience or training in a clinical laboratory acceptable to the Department of Health.

However, at the time of appointment to clinical laboratories, eligible will be required to possess a valid certificate of qualification issued by the Commissioner of the New York City Department of Health as a clinical laboratory technician in the appropriate specialty and subspecialty areas, except histology for which a certificate is not presently issued; or a certificate as a Clinical Laboratory Technician trainee plus six months of experience in a clinical laboratory acceptable to the Department of Health.

**NOTE:**

This title is classified in the non-competitive class for a 12-month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into "Laboratory Associate (21512)" as permanent competitive class employees.