

MEDICAL LABORATORY TECHNICIAN

Recruitment #1901-1920-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	2/13/2019 5:10:00 PM
Filing Deadline	3/6/2019 11:59:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

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HEALTH DEPA

PURPOSE

Under supervision of the Public Health Deputy Laboratory Director, the Medical Laboratory Technician (MLT) performs laboratory testing of clinical samples and provides analytical testing support to the Milwaukee Health Department Laboratory (MHDL). The MLT works to support local public health by providing phlebotomy services at MHD clinics, processing and recording clinical samples and performing routine quality assurance.

ESSENTIAL FUNCTIONS

Laboratory Testing Support and Analysis:

- Process and analyze clinical specimens in a Clinical Laboratory Improvement Amendments (CLIA) certified laboratory.
- Perform specimen accessioning and resulting in the Laboratory Information Management System (LIMS) and the Electronic Medical Records (EMR) system.
- Maintain patient confidentiality per MHD HIPAA guidelines.
- Assist MHDL management and clinic supervisors with regulatory compliance related to CLIA and other state and federal guidelines.
- Operate basic instruments including laboratory balance, pH meter, heater-stirrer, pipetting machine, autoclave, agar and media dispenser, and hot-air ovens.
- Prepare standard microbiology media and other laboratory reagents.
- Operate autoclaves and filtration units for the preparation of sterilized media.
- Prepare diagnostic transport kits for distribution to health centers, clinics, hospitals, and physicians.
- Prepare Sexually Transmitted Infection (STI) and Family Planning program related test supplies, including media for the MHD clinics.

Quality Control Activities:

- Perform maintenance and repair of instrumentation and document quality control activity per regulatory guidelines and MHDL standards.
- Evaluate quality control results, document all appropriate information and corrective action, track and trend media and reagents performance, and assist in quality improvement activities at all MHD laboratory locations according to established protocol.
- Perform proficiency testing according to the same procedure as patient samples.

- Assist in improving the quality and efficiency of laboratory procedures, policies, and processes.
- Attend departmental meetings and annual in-service training.
- Ensure compliance with accrediting agencies such as CLIA.
- Actively maintain competency in laboratory function in accordance with CLIA regulations.

Laboratory Maintenance and Inventory Management:

- Record the temperature of the incubators, freezers, and refrigerators on temperature charts.
- Assist in the cleaning and maintenance of laboratory instruments and equipment such as water baths, pH meter, pipettes, incubators, refrigerators, freezers, and centrifuges; troubleshoot issues.
- Maintain and prepare specimen collection kits, inventory of microbiological median, laboratory reagents, supplies, glassware and disposables in order to assure continuous laboratory operation.
- Assist in preparing specimens and samples for processing.
- Assist in disposal of biohazards according to regulatory protocols.
- Perform job-related technical training for new laboratory staff and MHD interns.

Phlebotomy Duties:

- Perform routine blood draws for adult patients at MHD Health Centers.
- Assist in entering patient demographics and results into LIMS for test samples in the laboratory.
- Assure that specimens are properly labeled and acceptable for testing.
- Follow laboratory bio-safety and general safety practices per MHDL Blood-borne Pathogen (BBP) and Safety Program guidelines.
- Monitor and maintain specimen collection, testing and phlebotomy supplies for the MHD clinics and prepare specimens for transport.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Carry a mobile device during business hours.
- Work outside standard business hours when needed.
- Lift and move items weighing up to 50 pounds occasionally, 20 pounds frequently.

MINIMUM REQUIREMENTS

1. Associate's degree from an accredited college or technical school with a major in Medical Laboratory Technician (MLT) or Clinical Laboratory Science (CLS).
2. Certification by the American Medical Technologists (AMT) or the American Society of Clinical Pathologists Board of Certification (ASCP BOC) within six months of employment and throughout employment.

Related links for certification information in #2

above: AMT: <https://www.americanmedtech.org/Get-Certified> ASCP

BOC: <https://www.ascp.org/content/board-of-certification/get-credentialed>

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Laboratory experience in a public health, hospital or clinical laboratory.
- Valid certification by the American Medical Technologists (AMT) or the American Society of Clinical Pathologists Board of Certification (ASCP BOC)

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of microbiology and chemistry.
- Knowledge of quality assurance and laboratory safety standards.
- Knowledge of word processing and excel spreadsheet software applications.

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Analytical, problem-solving, and data interpretation skills.
- Ability to prioritize and multitask.
- Ability to accurately perform laboratory procedures, accession data, keep records and enter test results in the LIMS.
- Ability to follow Standard Operating Procedures (SOP).
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze and interpret technical information, procedures, and government regulations.
- Ability to effectively present information and respond to questions appropriately.
- Ability to solve practical problems and deal with a variety of concrete variables with limited standardization.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to build and maintain good working relationships with a multi-cultural and multi-disciplinary staff and other internal and external partnering agencies.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Ability to maintain confidentiality.

CURRENT SALARY

THE CURRENT STARTING SALARY (PG 3DN) for City of Milwaukee residents is \$38,042 annually, and the non-resident starting salary is \$37,109 annually.

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance

- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2019>

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **Wednesday, March 6, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.