



Office of Human Resources  
Medical Technologist Section Supervisor - CO0583  
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### General Statement of Duties

Directs and supervises the work of technical staff in a specialty area of the Denver Health Medical Center Laboratory, such as Chemistry, to ensure accurate completion of laboratory tests and compliance with accrediting and inspecting agencies requirements.

### Distinguishing Characteristics

The Medical Technologist Section Supervisor is distinguished from the Medical Technologist Unit Supervisor which supervises the work of technical staff performing tests in a clinical laboratory or specialty unit of the Medical Laboratory such as Serology. This class is also distinguished from the Medical Technologist which performs highly technical routine and emergency laboratory procedures in the Medical Laboratory including Hematology, Chemistry, Toxicology, and the Blood Bank.

### Level of Supervision Exercised

Supervises one subordinate supervisor and/or two or more professional employees who do not supervise.

### Essential Duties

Supervises subordinate supervisors and technical staff in a specialty section of Denver Health Medical Center's Medical Laboratory.

Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Implements and interprets policies and procedures developed by higher level managers or supervisors.

Develops and monitors work teams or units and assigns staff to efficiently and effectively accomplish the division's goals and objectives.

Assists in the development of departmental budgets.

Recognizes and resolves unusual conditions, test results and procedures.

Communicates operational problems to the Laboratory Manager and recommends solutions.

Reviews work upon completion for adherence to guidelines and standards

Resolves problems encountered by employees during the course of the assignment.

Monitors safety, environmental and infection control standards and implements a quality improvement program.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Trains employee in day to day procedures.

Interviews and selects staff reporting directly to this position and assists with other interviews as required.

Initiates and recommends disciplinary action for employees as necessary.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **Knowledge & Skills**

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment

Skill in developing and implementing policies and procedures related to the work assignment.

Skill in training others to perform the duties of the work assignment.

Skill in applying existing guidelines or creating new approaches to a variety of unprecedented and problematic situations for a unit or project.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting the objectives of the unit or project.

Skill in reviewing work for accuracy and completeness.

### **Education Requirement**

Bachelor's Degree in Biology, Chemistry or a related field.

### **Experience Requirement**

Two (2) years of experience of the type and at the level of Medical Technologist Unit supervisor.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for one year of the minimum, experience requirement.

### **Licensure & Certification**

Must meet Clinical Laboratory Improvement Amendments (CLIA) for specific job duties at the time of application.

Possession of Certification as a Medical Technologist or Histologic Technician by the American Society of Clinical Pathologists required.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Potential exposure to bio- hazardous, radioactive substances  
Potential exposure to hazardous anesthetic agents, body fluids and waste  
Potential exposure to housekeeping/cleaning agents/chemicals  
Potential exposure to infection from disease-bearing specimens  
Potential exposure to odorous chemical and specimens  
Potential exposure to patient elements  
Potential exposure to the risk of blood borne diseases  
Potential exposure to infections and contagious diseases.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Sitting: remaining in the normal seated position.

Reaching: extending the hand (s) and arm (s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand (s)

Fingering: picking, pinching, or otherwise working with fingers

Talking: expressing or exchanging ideas by means of spoken words

Repetitive motions: making frequent movements with a part of the body

Eye/hand/foot coordination: performing work through using two or more

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### **Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check  
Licensure/Certification

### **Assessment Requirement**

None

### **Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: O-810**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**