



Office of Human Resources  
Medical Technologist Unit Supervisor - CO0585  
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### General Statement of Duties

Supervises the work of technical staff performing tests in a clinical laboratory or specialty unit of the Medical Laboratory such as Serology.

### Distinguishing Characteristics

The Medical Technologist Unit Supervisor is distinguished from the Medical Technologist Section Supervisor which 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. 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 two or more employees who do not supervise.

### Essential Duties

Supervises the daily activities of Medical Technologists and other laboratory staff performing tests in a clinical laboratory or specialty unit of the Medical Laboratory such as Serology.

Plans, schedules, coordinate, and assign work and establish goals and priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

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

Performs laboratory tests.

Reviews, analyzes and interprets tests performed in a medical laboratory.

Ensures the section's compliance with accrediting and inspecting agency requirements.

Ensures the maintenance and repair of laboratory equipment.

Compiles and prepares statistical data and assists in the preparation of operating reports.

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.

Maintains appropriate levels of supply inventory.

Trains employees in day to day procedures.

Performs other duties as assigned or requested.

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 accrediting entity requirements sufficient to be able to manage personnel in meeting standards.

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.

Knowledge of statistics sufficient to be able to interpret and analyze information and perform statistical calculations.

Knowledge of medical technology principles and practices sufficient to be able to perform a variety of functions in a laboratory setting.

Skill in writing, clearly expressing ideas and facts, and utilizing proper grammatical form.

Skill in using complex laboratory equipment.

Skill in reviewing work for accuracy and completeness.

Skill in performing a full range of laboratory tests in a specialty area such as chemistry, serology, microbiology, histology, cytology, hematology, toxicology, or blood banking.

Skill in analyzing and resolving problems related to the work assignment.

### Education Requirement

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

### Experience Requirement

Three (3) years of experience of the type and at the level of Medical Technologist.

### 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).

**Working Environment**

Potential exposure to hazardous anesthetic agents, body fluids and wastes.  
Potential exposure to hazards of handling diseased organs and tissues.  
Potential exposure to infection from disease-bearing specimens.  
Potential exposure to the risk of blood borne diseases.  
Potential exposure to unpleasant elements (accidents, injuries and illness).  
Potential exposure to infections and contagious diseases.  
Handles absentee replacement on short notice.  
Subject to many interruptions.

**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.  
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.  
Hearing: perceiving the nature of sounds by the ear.  
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**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** O-809  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**