

Summary of Duties: Takes and develops radiographs; does biochemical tests and urinalysis, orders laboratory tests and supplies, secures reagents and pharmaceuticals; may supervise employees engaged in these activities; and does related work.

Distinguishing Features: An X-ray and Laboratory Technician performs both X-ray and laboratory work. An employee of this class is distinguished from a Radiologic Technologist by the fact that the former is required to possess specialized limited permits in x-ray technology from the State of California and performs X-ray, laboratory and other types of medical tests, while the latter is licensed as a Certified Radiologist and performs X-ray related duties exclusively. Assignments are normally received in terms of general directives from the Medical Director, however, some incumbents may work under direct supervision of another employee in this class.

Examples of Duties: Performs phlebotomy and chemical analysis using desk-top analyzer; collects urine samples and performs urinalysis; prepares laboratory requisition forms to accompany samples to the contract laboratory including those from drug screening programs; operates X-ray equipment in making photographic plates to detect irregularities in the chest, skull; spine, joints, kidneys, pelvic region, digestive tract, and other portions of the body; develops radiological films; operates electrocardiography equipment and electronic body fat analyzer;

Cleans and adjusts x-ray and laboratory equipment and reports the need for major adjustments, repairs, or maintenance work; files X-ray films; keeps a log of lab tests requested; compiles reports of test results; orders and maintains inventory and security of reagents and biological, and laboratory supplies;

May supervise other employees engaged in the above activities; and occasionally may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the procedures and techniques for taking and developing X-ray films; a good knowledge of operating principles of X-ray equipment; a good knowledge of hazards and safety principles and practices with regard to radiology and phlebotomy, including knowledge of hepatitis and AIDS and techniques to minimize risks; a working knowledge of the maintenance and sterilization of X-ray and laboratory equipment; a working knowledge of the operation of electrocardiograph equipment; a general knowledge of laws and regulations related to equal employment opportunity and affirmative action; the ability to perform phlebotomy quickly and accurately and to analyze and interpret results; the ability to operate X-ray and developing equipment efficiently; the ability to keep clear and concise laboratory tests records and make minor repairs and adjustments to equipment and to recognize the need for major

maintenance or repairs; and the ability to deal tactfully and effectively with employees and the public.

Valid Limited Permits in X-Ray Technology issued by the State of California in the following areas: chest, extremities, and torso-skeletal and three years of full-time paid experience in taking and developing radiographs and performing urinalysis, phlebotomy and chemical analysis are required for X-Ray and Laboratory Technician.

Licenses: Valid Limited Permits in X-Ray Technology issued by the State of California, State Department of Health in the following areas: chest, extremities and torso-skeletal.

Physical Requirement: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling and feeling; and good eyesight and color perception.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of this position. Such determination must be made on an individual basis in light of the persons limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and restrictive. It is not intended to declare and responsibilities of any position shall be.