

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**PHLEBOTOMIST**

**JOB DESCRIPTION**

Employees in this job, under the direction of a licensed medical provider, collect blood specimens from clients, patients, and prisoners in state facilities.

**Position Code Title - Phlebotomist-E**

Phlebotomist 6

This is the entry level. The employee performs a range of Phlebotomist assignments while learning the methods of the work.

Phlebotomist 7

This is the intermediate level. The employee performs an expanding range of Phlebotomist assignments in a developing capacity.

Phlebotomist E8

This is the experienced level. The employee performs a full range of Phlebotomist assignments and uses independent judgement to make decisions in specific work situations.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Collects blood specimens from patients/prisoners/clients through the performance of venipuncture and capillary puncture techniques.

Obtains a variety of other specimens including urine and various cultures, based on a valid physician's order, standing order, or acceptable protocol.

Documents collection in the patient/prisoner/client electronic health record.

Logs samples with pertinent information, ensures containers and specimens include proper labeling and packaging, and arranges for pick-up or delivery.

Maintains appointment schedule, logs patient/prisoner/client information, collects data, and performs related clerical tasks.

Maintains logs, records, and reports related to the work.

Attends in-service training programs.

Assists training others in the theory and practice of phlebotomy, under the directions and supervision of medical staff.

Performs related work and other duties as assigned.

**JOB QUALIFICATIONS**

## **Knowledge, Skills, and Abilities**

Knowledge of the theory of phlebotomy, and venipuncture and capillary puncture methods.

Knowledge of infection control procedures.

Skill in the application of venipuncture and capillary puncture techniques.

Ability to collect a variety of specimens including drawing blood samples using proper phlebotomy methods.

Ability to successfully complete in-service training.

Ability to observe, evaluate, and record conditions, reactions, and changes in the physical condition of patients.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

## **Working Conditions**

The job requires an employee to work in a state hospital, mental health, or correctional facility, or human services agency and to have direct contact with patients, prisoners, or clients.

Some jobs require an employee to work in an environment that involves exposure to disease and illness.

The employee may be assigned to work any day of the week or on any shift.

## **Physical Requirements**

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to handle the physical demands of the work including positioning patients.

## **Education**

Education typically acquired through completion of high school.

## **Experience**

### **Phlebotomist 6**

No specific type or amount is required.

### **Phlebotomist 7**

One year of experience equivalent to a Phlebotomist 6.

### **Phlebotomist E8**

Two years of experience equivalent to a Phlebotomist, including one year equivalent to a Phlebotomist 7.

## **Alternate Education and Experience**

### **Phlebotomist 7**

Certification as a phlebotomist from a nationally recognized professional organization may be substituted for the experience requirements.

Phlebotomist E8

State licensure as a practical nurse or registered nurse may be substituted for the experience requirements.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

**Special Requirements, Licenses, and Certifications**

See individual position descriptions.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

PHLEBOTOM

**Job Code Description**

PHLEBOTOMIST

**Position Title**

Phlebotomist-E

**Position Code**

PHLEBOTE

**Pay Schedule**

U11-016

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02/02/2025