

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**LABORATORY EVALUATION SPECIALIST**

**JOB DESCRIPTION**

Employees in this complete or oversee a variety of assignments to determine and assure that laboratories performing tests on human specimens within the state are in compliance with federal statutory and regulatory standards.

There are four classifications in this job.

**Position Code Title – Laboratory Evaluation Specialist-E**

Laboratory Evaluation Specialist 9

As a trainee, the employee carries out a range of professional laboratory evaluation specialist assignments while learning the methods of the work.

Laboratory Evaluation Specialist 10

The employee performs an expanding range of professional laboratory evaluation specialist assignments in a developing capacity.

Laboratory Evaluation Specialist P11

The employee performs a full range of professional laboratory evaluation specialist assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Laboratory Evaluation Specialist-A**

Laboratory Evaluation Specialist 12

The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments that have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

## **LABORATORY EVALUATION SPECIALIST**

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Surveys and inspects laboratory facilities and procedures, with emphasis on qualifications and responsibilities of staff as they relate to quality assurance plans, quality control procedures, corrective and remedial action plans, and other control measures to assure the quality of work performed.

Prepares survey and inspection reports outlining deficient practices; reviews and evaluates proposed plans for corrections; recommends certifications and sanctions based on findings and enforcement standards.

Determines that laboratories are enrolled in approved proficiency testing programs covering all regulated analytes and tests performed; recommends sanctions based on federal standards for unsatisfactory proficiency testing results.

Determines that laboratories have adequate policies and procedures to ensure that accurate and reliable test results are reported for use by physicians and other authorized personnel.

Provides consultation to laboratories and blood collection and transfusion facilities to assist them in upgrading their services and personnel.

Maintains lists of certified laboratories for public use.

Serves as liaison with appropriate federal agencies involved with laboratory certification.

Keeps informed on new developments in laboratory methods, procedures and equipment, changes in state and federal laws and regulations, and developments in other states.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

### **Additional Job Duties**

#### **Laboratory Evaluation Specialist 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Laboratory Evaluation Specialist 12 (Senior Worker)**

Performs on a regular basis professional laboratory evaluation specialist assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of federal statutory and regulatory standards for laboratory facilities performing tests on human specimens.

Knowledge of laboratory sciences, techniques, instrumentation, and apparatuses as they relate to laboratory facilities performing tests on human specimens.

Knowledge of the goals of a public health program.

Knowledge of statistical procedures relating to quality control programs.

Knowledge of laboratory evaluation techniques and procedures.

Knowledge of the goals of the laboratory improvement program and applicable federal statutory and regulatory requirements.

Ability to follow complex oral and written directions.

Ability to critically observe, obtain accurate data, and analyze information for writing reports.

Ability to evaluate plans for proposed corrections and recommend sanctions if non-compliance is determined.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Laboratory Evaluation Specialist 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**Working Conditions**

None.

**Physical Requirements**

None.

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### Education

Possession of a bachelor's degree in medical technology, microbiology, biochemistry, or a related field involving chemical, or biological laboratory procedures.

### Experience

#### Laboratory Evaluation Specialist 9

No specific type or amount is required.

#### Laboratory Evaluation Specialist 10

One year of professional experience providing laboratory evaluation services equivalent to a Laboratory Evaluation Specialist 9.

#### Laboratory Evaluation Specialist P11

Two years of professional experience providing laboratory evaluation services equivalent to a Laboratory Evaluation Specialist, including one year equivalent to a Laboratory Evaluation Specialist 10.

#### Laboratory Evaluation Specialist 12

Three years of professional experience providing laboratory evaluation services equivalent to a Laboratory Evaluation Specialist, including one year equivalent to a Laboratory Evaluation Specialist P11.

### Alternate Education and Experience

#### Laboratory Evaluation Specialist 10

Two years of full-time, professional, clinical laboratory experience in two or more specialties which include chemistry, clinical cytogenetics, diagnostic immunology, hematology, histocompatibility, microbiology, pathology, or radiobioassay may be substituted for the experience requirement.

#### Laboratory Evaluation Specialist P11

Four years of full-time, professional, clinical laboratory experience in two or more specialties which include chemistry, clinical cytogenetics, diagnostic immunology, hematology, histocompatibility, microbiology, pathology, or radiobioassay may be substituted for the experience requirement.

### Special Requirements, Licenses, and Certifications

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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

**Job Code**

LABEVL SPL

**Job Code Description**

Laboratory Evaluation Specialist

**Position Title**

Laboratory Evaluation Specialist-E

Laboratory Evaluation Specialist-A

**Position Code**

LABESPLE

LABESPLA

**Pay Schedule**

H21-001

H21-009

ECP Group 2  
Revised 6/1/06  
TeamLeaders