

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

***Occ. Code 6204000***

**Laboratory Aide, Grade 6**

Brief Description of Class Series

Laboratory Aides assist clinical lab technologists, medical technicians, and pathologists in a hospital or medical research laboratory. Incumbents perform a variety of laboratory support tasks in a clinical environment that collects human blood and tissue samples for diagnosis of pathogen or disease.

Distinguishing Characteristics

*Laboratory Aide:* non-competitive; under close direction from clinical lab technologists, medical technicians, and research professionals, ensures the receipt, handling, documentation, and transport of human blood and tissue samples. The positions do not supervise.

Related Classes

Laboratory Workers tend apparatus and instruments to maintain ongoing tests and experiments and prepare facilities for use by technicians and professional scientists. They may assist technicians and scientists in the performance of routine standardized test procedures by manipulating scientific apparatus and equipment under close supervision. They also copy information in identifying samples and recording experimental results.

Laboratory Animal Caretakers handle, treat, and observe animals used in laboratory experiments, biological tests, and research. They handle laboratory animals to implement ongoing experiments; treat them to provide for the general health and comfort of the animals; and observe them to detect symptoms of disease and changes in condition. Incumbents communicate with physicians, veterinarians, and research scientists to report unusual experimental results and to receive instructions concerning the handling and treatment of animals relative to specific experiments.

### Illustrative Tasks

Performs specimen receiving, patient registration, test ordering, shipping and receiving of specimen containers, aliquoting blood specimens received for proper storage and deferred testing, and other related functions for the hospital and research laboratories.

Creates and maintains accurate specimen records, and contact information for laboratories to address issues with mislabeled specimens.

Processes and prepares patient specimens for analysis to include centrifugation and measurement, and logging of results.

Transports specimens and performs pre-analytical processing of specimens in preparation for testing performed by clinical staff.

Follows all laboratory safety work practices, including the use of appropriate personal protective equipment when handling patient specimens.

Answers the telephone relaying messages and providing information on laboratory services, specimen collection requirements, and shipping instructions to clients.

Performs a variety of clerical functions such as entering data, preparing documents, mailing, copying, faxing, scanning, and printing.

### Minimum Qualifications

#### *Laboratory Aide*

Non-competitive: There are no minimum education or experience qualifications.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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