



## **FUNCTION A – 70%: Laboratory**

- A1:** Perform duties related to private water & paint samples to include consulting, distributing, doing intake, data entry and reporting.
- A2:** Perform duties related to samples (drinking water, pool, paint) to include data entry and reporting (DNR, Madison Water Utility, and Zoo).
- A3:** Revise forms and review lab website.
- A4:** Provide training on administrative lab procedures.
- A5:** Record orders and reconcile costs for lab supplies on annual Excel lab budget spreadsheet.
- A6:** Provide back-up for private/TNC/PHMDC/Engineering sample entry when chemistry lead worker is off.
- A7:** Provide special projects clerical assistance as needed.
- A8:** Perform record keeping for private client fees and make deposits.
- A9:** Scan old lab records for electronic storage.

## **FUNCTION B – 15%: Administrative Support**

- B1:** Provide back up for Legistar/Board of Health.
- B2:** Provide back up for contract entry and routing.
- B3:** Provide back up for Admin Attendance Line
- B4:** Provide back up for department fax distribution
- B5:** Provide new employees with phone, computer, and cell phone, in accordance to position need and in coordination with City IT, and make necessary changes upon termination.
- B6:** Maintain inventory of computers, phones, cell phones, multi-function devices, and other hardware, including tracking assignment of devices by staff and location.
- B7:** Coordinate annual computer replacement.
- B8:** Serve as authorized security contact for IT for permissions and security audits, including network activation and termination for employees.

## **FUNCTION C – 5%: Client Records Maintenance**

- C1:** Fulfill internal records requests.
- C2:** Perform duties related to State Records Storage to include requests, box creation, box retention and records destruction.
- C3:** Process confidential release of information requests.

## **FUNCTION D – 5%: General Environmental Health Division Functions**

- D1:** Receive calls related to environmental health questions or concerns and direct callers to the appropriate staff.
- D2:** Provide information to callers when possible and refer to staff or supervisor when you do not know the answer.
- D3:** Responsible for consulting, providing instructions, referring, and providing radon information and test kits to customers.
- D4:** Respond to questions from the other agencies about environmental health issues.
- D5:** Assist with updating forms used within the Division and coordinate the printing of new or existing forms.

## **FUNCTION F – 5%: Other Duties**

- F1:** Assist in emergency preparedness activities by insuring that you are trained to internal policies and procedures to meet agency response and recovery needs safely. Be prepared and respond as directed to all hazards when PHMDCs emergency plans are activated.
- F2:** Actively participate in quality improvement activities to effect positive change in your programs and the Department by informing your supervisor of areas needing improvement, offering possible solutions, helping to gather data that will inform decisions, and working with others to test and implement new practices.
- F3:** Participate in professional development as determined by supervisor to meet program, departmental and professional development goals.
- F4:** Actively participate in health/racial equity activities and strategies to ensure all people in Dane County have fair and equitable opportunities to be healthy. Strategies and activities include but are not limited to health / racial equity trainings, using a health/racial equity lens/assessment to evaluate potential policies or programs, consulting with the PHMDC health equity team with specific questions and working on specific projects or program with the PHMDC health equity team.
- F5:** Attend required HIPAA Privacy and Security training regarding federal and state laws related to confidentiality requirements. Know and abide by your program-specific confidentiality policies and procedures that ensure client privacy and electronic health records security. Inform the Privacy Officer of areas that need improvement and do your part to prevent HIPAA violations and to create a culture of confidentiality compliance.
- F6:** Other duties as assigned.

**POSITION REQUIREMENTS:**

Education: High School graduate or its equivalent  
 Certifications: None required  
 Licenses: None required

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge and skills related to functions and activities listed in position description; demonstrated ability and desire to learn; demonstrated ability to work effectively with others as well as independently; demonstrated ability to consistently produce quality work; demonstrated ability to exemplify effective communication skills; demonstrated ability to effectively cope with change, frequent interruptions, deadlines, dissatisfied and/or angry customers and other work-related demands; demonstrated ability to perform accurate, error-free work, to be flexible, focused, and to be organized; demonstrated ability to work under tight time constraints; demonstrated ability to be patient, helpful, positive, courteous and an attentive listener; experience with word processing and a variety of software programs, to include Microsoft Office Suite and Microsoft Outlook, Referral Tracking System, SPHERE, WEDSS, LIMS (Laboratory Information Management Systems); demonstrated ability to effectively prioritize and organize work to meet the Department's needs.

Ability to speak clearly and appropriately in the English language is essential. Good vision and hearing are essential and the ability to sit for at least two hours at a time.

**PHYSICAL DEMANDS:** Work involves a variety of physical activity, such as talking, listening, writing, typing, word processing, sitting, standing, walking, bending, stooping, lifting, carrying, reaching, grasping, pulling, pushing, and going up and down stairs. Also may include prolonged periods of data entry and other work related to use of a computer, as well as use of a variety of other office equipment.

**WORK ENVIRONMENT:** Majority of work occurs at 210 Martin Luther King Jr Blvd, Madison WI 53703, but can include occasional travel to and from other Dane County sites. The person in this position may be called upon to participate in emergency preparedness exercises and real events as needed to include compensated work after hours,