

VENTURA COUNTY, HEALTH CARE AGENCY INVITES APPLICATIONS FOR:



Certified Phlebotomy Technician I/II/III - REG and PDP I/II/III 0159HCA-22AB (KM)

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$16.36 - \$27.19 Hour \$2,835.53 - \$4,713.22 Monthly \$34,026.39 - \$56,558.65 Annually

This posting is for the Ventura County Health Care Agency; vacancy location is Ventura & Santa Paula.

POSITION INFORMATION



Under supervision, performs phlebotomy tasks in the VCMC Clinical Laboratory and assists with general laboratory operations as needed.

The Per Diem Pool (PDP) classifications are distinguished from the Regular classifications in that the incumbents in these classifications receive limited benefits. They will receive shift differential, standby and callback premium pay and will participate in the Ventura County Employees' Retirement Association if they are assigned a biweekly work schedule of 64 hours or more. Incumbents hired into these positions are not guaranteed any specific number of work hours per biweekly pay period, and management has the authority to relieve them from duty when there is insufficient work.

APPROXIMATE SALARIES:

Certified Phlebotomy Technician I (CPT I): \$16.36 - \$22.88 per hour
Certified Phlebotomy Technician II (CPT II): \$17.18 - \$24.05 per hour
Certified Phlebotomy Technician III (CPT III): \$18.03 - \$25.25 per hour
Certified Phlebotomist I - Per Diem Pool (CP I - PDP): \$24.60 per hour
Certified Phlebotomist II - Per Diem Pool (CP II - PDP): \$25.90 per hour
Certified Phlebotomist III - Per Diem Pool (CP III - PDP): \$27.19 per hour

NEW HIRE/RETENTION/REFERRAL INCENTIVES

Subject to the applicable section of the SEIU 721 MOA 2019-2022, Amendment #6 (Secs. 3801 – 3803): Upon request of the appointing authority and the CEO or their designee New hires may be eligible for the following:

- New hires may be eligible for a one-time New Hire Incentive up to 10% of the current annual base wage

EDUCATION/BILINGUAL INCENTIVE: Incumbents may be eligible for an educational incentive of 2.5%, 3.5%, or 5% based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification. Incumbents may also be eligible for bilingual incentive depending upon operational need and certification of skill.

AGENCY/DEPARTMENT: Health Care Agency

Certified Phlebotomy Technician I/II/III and Certified Phlebotomist I/II/III - Per Diem Pool are represented by the Service Employees' International Union (SEIU) and are eligible for

overtime compensation.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-Term), Per Diem Pool, Intermittent, and Extra-Help vacancies within the Health Care Agency.

TENTATIVE SCHEDULE

OPENING DATE: October 04, 2022

CLOSING DATE: Continuous and may close at any time; therefore, the schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs. It is to your advantage to apply as soon as possible.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Performs venipuncture and capillary collection on inpatients and outpatients of all ages on all wards.
- Prepares materials and equipment necessary for phlebotomy.
- Stocks phlebotomy trays and storage areas keeping work area clean.
- Answers the telephone, takes messages and relays requests for blood draws.
- Looks up information in the computer and gives out test results.
- Assists in the delivery of specimens to departments and prepares specimens for referral.
- Enters patient demographics and requests into the laboratory computer.
- Assists in the orientation of new employees.
- Performs other related duties as assigned.

In addition to the duties above, the Certified Phlebotomy Technician III and CPT III-PDP:

- Provides functional supervision of personnel providing phlebotomy services, including orienting, scheduling, training, reviewing work, and resolving conflicts.
- Performs routine and complex phlebotomy services to inpatients and outpatients.
- Maintains inventory and supplies.
- Represents the phlebotomy function at meetings; coordinates with other medical center divisions relating to phlebotomy services.
- Performs more complex laboratory testing in hematology, chemistry, and microbiology.

TYPICAL QUALIFICATIONS

These are entrance requirements and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE

Certified Phlebotomy Technician I/ Certified Phlebotomy Technician I- Per Diem Pool: No experience is required.

Certified Phlebotomy Technician II/ Certified Phlebotomy Technician II- Per Diem Pool: One (1) year of recent experience in a hospital laboratory performing full phlebotomy duties and responsibilities is required.

Certified Phlebotomy Technician III/ Certified Phlebotomy Technician III- Per Diem Pool: Two (2) years of recent experience performing general (post-collection and pre-analytical) laboratory and phlebotomy duties and responsibilities.

Necessary Special Requirements

- Must possess and maintain a valid Phlebotomy Certificate issued by the California State Department of Health Services.
- Must be willing to work rotating weekends as needed.

Knowledge, Skills, and Abilities:

Working knowledge of and ability to: utilize phlebotomy methods in assigned work; gain confidence and effective relations with professional staff and patients; maintain accurate records; utilize proficiently procedures and methods of phlebotomy service in an acute care hospital and outpatient laboratory; communicate with and maintain the confidence of subordinates, co-workers, physicians, and patients.

RECRUITMENT PROCESS

FINAL FILING DATE: This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

To apply on-line, please refer to our web site at www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to Applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here \(Download PDF reader\)](#) for additional information.

SUPPLEMENTAL QUESTIONNAIRE – qualifying: All applicants are required to complete and submit the questionnaire for this examination at the time of filing. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

APPLICATION EVALUATION – Pass/Fail: An application evaluation will be conducted to determine whether each applicant possesses the required licensure, certification and/or experience for this recruitment. Those candidates who do will be placed on the eligible list.

Applicants successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information, and driving record may be required for this position.

For more information about this recruitment, please contact Kristy Madrigal by e-mail at Kristy.Madrigal@ventura.org or by telephone at (805) 654-2556.

Certified Phlebotomy Technician I/II/III - REG and PDP I/II/III Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Do you currently possess a Phlebotomy Certificate issued by the California State Department of Health Services?
If yes, you MUST include your date of license/certificate and a current valid license/certificate number in the Certificates and Licenses section of your application. Failure to do so will result in your application being disqualified.
- ☐ Yes
☐ No
2. Are you willing and able to work rotating weekends as needed?
- ☐ Yes
☐ No
3. Describe your experience as a Certified Phlebotomy Technician. In your response please include the following:
A) the name of employer(s) where you acquired the experience,
B) Specific job duties you performed
NOTE: This experience must be included in the Work History section on your application.
If you do not have this experience state, "No experience."

4. Candidate qualifies for:

- ☐ CPT/CP-PDP I
☐ CPT II/CP II- PDP
☐ CPT III/CP III- PDP