



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FORENSIC HISTOLOGIST

Job Number: 21004725

Job Code: 40800V240516

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 05/16/2024

Job Revised:

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees all laboratory operational and/or administrative functions in a histology laboratory. Performs outsourcing of clinical laboratory testing, processes, embeds, and performs microtomy on forensic human tissue samples; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements

EXPERIENCE, TRAINING, OR SKILLS:

Three years of professional anatomical laboratory experience performing work in routine histology, special stains, and Immunohistochemistry (IHC).

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be certified as a Histotechnician (HT) or Histotechnologist (HTL) through the American Society for Clinical Pathology (ASCP). Certification must be current and up-to-date. ASCP.ORG Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the day-to-day work of the forensic histology laboratory system as set by internal policy or as directed by the Chief Medical Examiner. Assists with the revision of department policy manuals and training materials to align with the National Association of Medical Examiner (NAME) requirements. Works with the Chief Medical Examiner to address agency procedures for the lab and assists in developing methods for solving problems. Performs functions of histology laboratory operations and purchases lab equipment and supplies for histological purposes while being mindful of the budget. Confers with the Chief Medical Examiner on work-related histology lab problems, assesses training needs, and makes recommendations. Defines and evaluates laboratory procedures, program goals, objectives, and problem areas. Coordinates and oversees procedures to promote the standardization and increased efficiency of the histology laboratory system. Oversees management information systems used in the scientific reporting and tracking of: timeliness of tissue processing, volume of microscopic slides and blocks, DNA sample requests, data, evidence, inventory, purchasing, statistical reports, and utilization of equipment. Develops and maintains working relationship with local, state, and federal officials to coordinate histology laboratory activities at specific regional medical examiner offices. Performs outsourcing of clinical laboratory testing; processes, embeds, and performs microtomy on forensic human tissue samples. Oversees all requests for DNA and evidence. Oversees record archiving and other administrative duties as required.

UNIQUE PHYSICAL REQUIREMENTS:

Standing for long periods of time and possibly assisting in lifting deceased individuals.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this classification will typically perform their job duties in a forensic laboratory setting. Have daily contact with human body tissues and fluids; possible exposure to contagious diseases. Regular handling of sharp surgical instruments. Regular use of technical histology equipment. Regular exposure to noxious odors, chemical substances, biohazardous compounds, and deceased individuals that may be decomposed or severely injured. Some of the above working conditions may require the following of safety procedures.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.