

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Histotechnologist

**SERIES NO.:**

6595

**MAJOR AGENCIES:**

Agriculture

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the histotechnologist occupation is to cut, stain, mount & prepare tissues for microscopic examination.

**CLASS TITLE:**

Histotechnologist

**CLASS NUMBER:**

65951

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The advanced level staff works under direction & requires thorough knowledge of histologic techniques/skills compatible with HT-ASCP certification or eligibility, laboratory mathematics, basic inorganic & organic chemistry principles, anatomy, microanatomy, ultrastructure & laboratory safety practices in order to manage & oversee daily operations of histology laboratory & assist in collection, fixation & trimming of tissues preparatory to processing for routine light microscopy & specialized histologic techniques (e.g., histochemical staining).

<b>CLASS TITLE:</b> Histotechnologist	<b>CLASS NUMBER:</b> 65951	<b>BARGAINING UNIT:</b> 13
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages & oversees daily operations of histology laboratory & assists in collection, fixation & trimming of tissues preparatory to processing for routine light microscopy & specialized histologic techniques (e.g., histochemical staining), prepares laboratory reagents (e.g., fixative solutions; staining solutions, buffers, dehydrating solutions) utilized by pathology & histology laboratory personnel, operates & maintains histology laboratory equipment, orders supplies & maintains inventory, maintains records & files (e.g., slide & block inventories, chemical inventory, special procedures logs), disposes of tissues & chemicals/spent reagents in accordance with applicable regulations, recommends changes in histology & electron microscopy procedures & conducts research & provides technical support & information & aids in development of appropriate laboratory protocols for implementation of specialized histologic techniques (e.g., special stains, histo-chemistries) upon request of pathologist.

Prepares tissues specimens for transmission electron microscopic (i.e., EM) examination; screens tissues on light microscope for assessment of specimen quality; records & maintains case files for transmission electron microscopic examinations; orders supplies & maintains inventory control for EM laboratory; conducts research & provides technical support & information for EM operations; resolves problems with tissue fixation & processing; explains routine laboratory procedures, reports & logs (e.g., special stains; chemical inventory) to other laboratory personnel; completes rush/priority casework as requested.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of basic histologic techniques & skills compatible with HT-ASCP certification or eligibility; laboratory mathematics (e.g., calculation of percent solutions, molar solutions, dilutions, temperature conversions); basic inorganic & organic chemistry principles; anatomy, microanatomy & ultrastructure; inventory control; laboratory safety practices. Skills in manual dexterity; histologic techniques compatible with HT-ASCP certification or eligibility. Ability to define problems, collect data, solve routine practical problems; research special problems, interpret technical information; aid in development of protocol for special histologic & EM techniques; prepare or assist in preparation of protocol for routine & special histologic procedures; maintain accurate records, inventory control; work independently on most routine tasks.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Successful completion of accredited two-year histotechnology program or successful completion of undergraduate program, or at least 40 quarter hours or equivalent in biology or related field of study including biology & chemistry course work; 2 yrs. full-time experience in histopathology with attainment of American Society of Clinical Pathologists (i.e., ASCP) certification.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Retention of ASCP certification.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; exposed to diseased animal carcasses or diagnostic specimens; potential exposure to animal disease producing agents such as bacteria, viruses, parasites, chemicals & other intoxicants.