

 Oroville Hospital	Job Description for L.I.S Tech.	Department: Lab
		Dept.#: 7500 Last Updated: 09/30/08

Reports To

Director Laboratory Services

Job Summary

The L.I.S Tech is responsible for assuring operation and the processing of all data into the computer as scheduled by L.I.S. Management is accurate and timely, separates multi-part paper, maintains accurate file retentions, control logs, run books and manuals for computer processing, resolves errors and warnings involving the computer system and peripheral devise, notifies L.I.S. Management of any unusual problems. Monitors functions of data communication lines and assist with any problems that may arise.

Duties

1. Performs daily, weekly, monthly, and yearly operations of the computer
2. Operator will be responsible for executing, monitoring, and completing routine test and on request programs
3. Responsible for supporting all software systems on the computer and reconcile any problems which may arise with these procedures
4. Operate data entry programs
5. Decollate, separate and distribute reports
6. Assists operations manager in forms stocking and supplies ordering
7. Maintain current back-up of all software systems
8. Under the direction of L.I.S. Management, performs system recovery procedures and scheduled system maintenance and repair functions
9. On a regular basis, operate and maintain hardware designated under the direction of the L.I.S. Operations Department
10. Notify L.I.S. Management of current or potential problems
11. Assist L.I.S. Management in education of all system users
12. Cover other computer operator positions as needed
13. Perform L.I.S. maintenance and related duties as assigned by L.I.S. Manager

Qualifications

1. High School Graduate or Equivalent
2. Ability to operate keyboard
3. One or more years of experience in computer operations preferred (prefer IBM On-Line System)

Lifting Requirements

Medium- generally lifting not more than 50 lbs. Maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.