AcademicKeys
UNLOCKING ACADEMIC CAREERS

(Limited) Certified Phlebotomy Technician (9391C)
University Health Services 80963
University of California, Berkeley

Direct Link: https://www.AcademicKeys.com/r?job=262209
Downloaded On: Nov. 14, 2025 5:31pm
Posted Sep. 8, 2025, set to expire Jun. 30, 2026

Job Title	(Limited) Certified Phlebotomy Technician (9391C) University Health Services 80963
Department	University Health Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Services
Apply Online Here	https://apptrkr.com/6548624
Apply By Email	

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our Guiding Values and Principles, Principles of Community, and Strategic Plan.

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for supportive colleague communities via numerous employee resource groups (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with up to 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can grow your career at UC Berkeley.

Departmental Overview

UC Berkeley's University Health Services (UHS) is a comprehensive college health service providing fully accredited medical care, counseling and psychological services, and innovative health promotion programs for students, faculty, and staff. Approximately 65,000 visits occur annually including Primary Care, Urgent Care, Occupational Health, and Specialty Clinics. Services are designed to enable students to get the most from their educational experience, minimizing the impact of illness, injury and emotional distress on their academic careers. Medical care and wellness programs for faculty and staff are designed to meet their occupational health needs and minimize lost work time. These visits generate ancillary encounters with the Radiology, Clinical Laboratory, Physical Therapy and Pharmacy departments, and supplemental needs for off-campus care are coordinated through a network of community specialists and hospitals.

Learn more by visiting the UHS website, our strategic plan, and our UHS values.

Responsibilities

Phlebotomy and Processing

- Greets and assists patients coming into the laboratory in a courteous manner.
- Interprets clinician order, contacts provider for any discrepancy or confusion, secures requisition before performing test.
- Prepares all tubes and media needed to obtain specimen, checks procedures or vetted resources if at all uncertain.
- Provides specimen collection requirements to the patient and confirms compliance.
- Explains and performs phlebotomy procedures accurately, efficiently and with minimal discomfort following laboratory guidelines as to proper patient identification.

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- Documents time of collection or receipt of all specimen as indicated by departmental policy.
- Alerts response team as needed for any adverse event that may happen during specimen collection.
- Prepares various samples for testing by Lab Scientist or Technician.
- Prepares samples and work lists for reference lab send-outs.
- Prepares reagents as outlined in department procedures as needed.
- May be called to other clinical areas to assist with finger stick and veni-puncture, which can include blood cultures.
- Adheres to departmental policies and procedures at all times and alerts supervisor to any unusual occurrence or discrepancies in services provided from that in policy or procedure.

Clerical and Support

- Calls, mails or faxes reports to the ordering clinician as necessary.
- Answers all incoming calls courteously, directing the call to the appropriate person and performing any necessary follow-up.
- Performs computer key entry of patient data. Utilizes various computer programs to view patient data. Sends and receives email and Secure Messages, keeps up with required reading (i.e. dept email).
- Provides workload statistics, patient logs and other laboratory reports as requested by Lab Manager or UHS Leadership and within training.
- Performs routine and non-routine maintenance on a variety of laboratory equipment.
- Confirms send out labs are picked up, adjusts pick ups as needed and by direction of CLS or Lab Manager.

Other duties as assigned, may include but not limited to:

- Provides adequate supply levels in the reception and phlebotomy area. Unpacks, restocks and documents supply deliveries.
- Orders and maintain media and laboratory supplies under direction of the CLS.
- Maintains safe, clean and organized work area.

- Actively participates in huddles and staff meetings and contributes to overall excellence in the UHS Lab functioning.
- Participates in committees and work groups as assigned.
- Assists in preparation for any inspections or regulatory visits within scope of license.

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Testing

Following Clinical Laboratory Laws and Regulations the employee may operate various automated laboratory analyzers and perform certain laboratory tests such as pregnancy, mono and strep testing. The laboratory assistant will work under the supervision of the CLS who will certify all results. Patient testing may not be performed until required quality control is checked by the CLS.

Required Qualifications

Education

- Must be a Certified Phlebotomist by the State of California
- High school diploma.

Licenses/Certifications

- Current CA phlebotomy certification

Skills, Knowledge & Abilities

- Perform venous and/or skin punctures on adults and pediatric patients.
- Excellent written and oral communication skills
- Basic computer skills and experience required.
- Excellent organizational skills
- Detail oriented with the ability to follow written and oral instruction
- Excellent customer service and people skills
- Experience working with diverse individuals and lifestyles.
- Must Demonstrate effective and positive communications. Requests and accepts feedback.
- Demonstrates courteous and service-oriented behavior at all times when interacting with patients, families and UHS staff.
- Respects and guards confidentiality of patients and other staff members.
- Identifies potential interpersonal conflict and intervenes to promote resolution of conflict; deals with conflict on a one-to-one basis.
- Promotes effective and collaborative interdepartmental relationships and strives to move the UHS mission forward

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Preferred Qualifications

- At least one year experience in a clinical laboratory setting.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefitswebsite.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted hourly range that the University reasonably expects to pay for this position is Step 1 $28.62 to Step 8 $32.84.
- This is a 900-hours, 100%, full-time (40 hours per week), limited (temporary) position that is not eligible for UC benefits.
- This position is non-exempt and paid bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is governed by the terms and conditions in the agreement for the Patient Care Technical Unit (EX) between the University of California and the American Federation of State, County, and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at: http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ex/index.html.
- Your employment is dependent on obtaining and maintaining a credentialing clearance (if

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applicable), background clearance and medical clearance according to University Health Service policies.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of

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misconduct:

UC Sexual Violence and Sexual Harassment Policy
UC Anti-Discrimination Policy
Abusive Conduct in the Workplace

To apply, visit
https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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University of California, Berkeley
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