

I. DESCRIPTION OF WORK

Positions in this banded class perform a variety of support tasks in a laboratory, including maintenance, cleaning and sterilization of equipment and the laboratory, maintenance and ordering of inventory, and various record keeping functions. Positions may pickup and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area. Positions may be responsible for supervision of students.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level typically spend the majority of their time in cleaning, sterilizing and maintaining the laboratory, as well as various types of glassware and equipment.	Positions at this level typically maintain a clean, organized and safe laboratory. They maintain an inventory of supplies and materials, and order materials and equipment. They set up equipment needed. They coordinate the disposal of contaminated or hazardous material. They maintain safety data appropriate to the laboratory.	Positions at this level typically prepare samples, chemical solutions and media needed for the laboratory. They may make minor adjustments to correctly calibrate various types of equipment. They may supervise students and act as lead workers and mentors.

III. COMPETENCIES

Competency	Definition
Knowledge – Technical	Knowledge of laboratory techniques, equipment and terminology. Knowledge of and ability to use appropriate cleaning materials and sterilizing techniques. Knowledge of and ability to use computer software.
Safety and Health Compliance	Ability to demonstrate an understanding of applicable policies and procedures. Ability to maintain conditions that ensure a healthy and safe working environment.
Communication	Ability to convey information clearly and concisely either verbally or in writing. Ability to record data accurately.
Interpersonal Skills	Ability to develop and maintain effective relationships with staff and others

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge - Technical

Knowledge of laboratory techniques, equipment and terminology. Knowledge of and ability to use appropriate cleaning materials and sterilizing techniques. Knowledge of and ability to use computer software.

Contributing	Journey	Advanced
Basic knowledge of appropriate cleaning and sterilizing materials and techniques. Ability to maintain a clean and safe laboratory environment.	Working knowledge of appropriate cleaning and sterilizing techniques. Working knowledge of appropriate laboratory techniques, equipment and terminology. Working knowledge and skill in the use of laboratory equipment.	Full knowledge of appropriate laboratory techniques, equipment and terminology. Knowledge of appropriate procedures and ability to prepare various laboratory media. Ability to maintain and calibrate laboratory equipment. Ability to supervise students and mentor other staff.

Basic knowledge - The span of knowledge minimally necessary to complete defined assignments.

Working knowledge - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishment of the research objective.

Full knowledge - The broad scope of knowledge demonstrated on the job that is beyond journey competencies.

Safety and Health Compliance

Ability to demonstrate an understanding of applicable policies and procedures. Ability to maintain conditions that ensure a healthy and safe working environment.

Contributing	Journey	Advanced
Ability to clean and maintain the laboratory and equipment according to written directions and procedures.	Ability to recognize the safety issues involved with contaminated or hazardous materials. Ability to handle and dispose of those materials safely and appropriately, with no risk of exposure to self or others.	Ability to instruct students and other staff in the safe handling of various chemical solutions and operation of equipment.

Communication

Ability to convey information clearly and concisely either verbally or in writing. Ability to record data accurately.

Contributing	Journey	Advanced
Ability to listen to instructions, and ask necessary questions to complete assigned tasks.	Ability to maintain appropriate records and databases. Ability to advise other staff and supervisors of issues and concerns.	Ability to instruct students and other staff in appropriate cleaning and sterilizing procedures, as well as other laboratory procedures.

Interpersonal Skills

Ability to develop and maintain effective relationships with staff and others.

Contributing	Journey	Advanced
Ability to communicate appropriately with fellow staff and supervisors.	Ability to develop and maintain effectively working relationships with others to encourage and support communication and teamwork.	Ability to relate positively to staff both without and outside of the assigned laboratory. Ability to work with a variety of professionals.

V. MINIMUM TRAINING & EXPERIENCE

Demonstrated possession of competencies required for the class.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.