

## **Job Template: Laboratory Assistant**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Assistant</b>
<b>Job Category: P</b>	<b>Job Level: 1</b>
<b>FLSA Status: N</b>	<b>Job Code: G10000</b>

### **P1: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance
- Assignments tend to be re-occurring and work outputs generally are delivered in a prescribed form/format
- May alter the order in which work or a procedure is performed

#### **DECISION MAKING**

→ *Supervision Received*

- Works under supervision
- Progress and outcomes are reviewed for consistency with instructions and established procedures

→ *Context of Decisions*

- Determines the process of how work is to be done based on precedent, practice and existing policy at the unit/office level

→ *Job Controls*

- Receives some instructions with respect to details of most work assignments

#### **COMPLEXITY AND PROBLEM SOLVING**

→ *Course of Resolution*

- Resolutions are typically generated by utilizing existing procedures or practice
- Typically, problems can be quickly and relatively easily resolved

→ *Measure of Creativity*

## **Job Template: Laboratory Assistant**

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<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Assistant</b>
<b>Job Category: P</b>	<b>Job Level: 1</b>
<b>FLSA Status: N</b>	<b>Job Code: G10000</b>

- Recurring tasks or activities with emphasis typically on precision and timeliness of execution

### **COMMUNICATION EXPECTATIONS**

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others

### **SCOPE AND MEASURABLE EFFECT**

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process

## **Job Template: Laboratory Assistant**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Assistant</b>
<b>Job Category: P</b>	<b>Job Level: 1</b>
<b>FLSA Status: N</b>	<b>Job Code: G10000</b>

### **Job Template**

#### **GENERAL SUMMARY**

Assists faculty in the care, use, and maintenance of animals, plants, chemicals, and/or reagents used in research and/or teaching.

#### **REPORTING RELATIONSHIPS AND TEAMWORK**

Works under supervision of a supervisor or manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Plans, assembles, and prepares any apparatus necessary to carry out all experiments in the laboratories.
- Monitors safety and security of labs.
- May act as a stockroom clerk.
- Maintains sterility and cleanliness of all apparatus. Performs minor repairs on equipment.
- Maintains inventory of supplies and orders as necessary.
- Assists in preparing, setting up, and monitoring laboratory practicals.
- Participates in discipline-specific lab procedures, including tissue or specimen collection and testing.
- Operates equipment, instrumentation, and software to maintain conditions as required by research or educational goals.
- Performs related work as required.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in a related field.
- Up to one year of related experience

OR

- Associate's degree in related field.
- Two years of related experience.

## **Job Template: Laboratory Assistant**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Assistant</b>
<b>Job Category: P</b>	<b>Job Level: 1</b>
<b>FLSA Status: N</b>	<b>Job Code: G10000</b>

### **COMPETENCIES**

#### **Knowledge of:**

- General laboratory safety practices and protocols
- Chemical and biological waste procedures
- Basic chemistry
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Maintain clean labs and glassware
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Prepare and maintain complete and accurate records
- Follow established procedures and safety protocols
- Operate applicable laboratory equipment
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

## Job Template: Laboratory Technician 1

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 1</b>
<b>Job Category: P</b>	<b>Job Level: 2</b>
<b>FLSA Status: E</b>	<b>Job Code: G10001</b>

### **P2: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance
- Assignments tend to be re-occurring and work outputs generally are delivered in a prescribed form/format
- May alter the order in which work or a procedure is performed

#### **DECISION MAKING**

→ *Supervision Received*

- Works under general supervision
- Periodic checks on accuracy, quality and timeliness of outcomes

→ *Context of Decisions*

- Independently develops how work is to be done based on precedent, practices, and existing policy at the unit/office levels

→ *Job Controls*

- Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments
- Guided by general procedures and professional norms

#### **COMPLEXITY AND PROBLEM SOLVING**

→ *Range of issues*

- Problems tend to be modestly technical or operational problems

→ *Course of Resolution*

## Job Template: Laboratory Technician 1

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 1</b>
<b>Job Category: P</b>	<b>Job Level: 2</b>
<b>FLSA Status: E</b>	<b>Job Code: G10001</b>

- Performs comparisons, verifications, reconciliations, compilations, etc. and such of data, program or student services/practices, or operational/staff output
- Understands the end product/outcome and where to send and receive information and materials to fulfill the assigned responsibilities

### → *Measure of Creativity*

- Once problem is identified, solutions generally can be resolved using conventional or standard procedures
- Most of the obstacles, issues or concerns can be handled with established practice and policy

## **COMMUNICATION EXPECTATIONS**

### → *Manner of Delivery and Content*

- Regularly provides information on finished materials to others

## **SCOPE AND MEASURABLE EFFECT**

- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process

## Job Template: Laboratory Technician 1

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 1</b>
<b>Job Category: P</b>	<b>Job Level: 2</b>
<b>FLSA Status: E</b>	<b>Job Code: G10001</b>

### Job Template

#### GENERAL SUMMARY

Provides laboratory support for laboratory courses, teaching assistants, and professors. Ensures lab experiments run safely and efficiently, troubleshooting problems that occur during the experiment, providing direction and support for the teaching assistants running the experiments, assisting the main stockroom, and testing new equipment and procedures as needed. Monitors compliance with all laboratory safety protocols.

#### REPORTING RELATIONSHIPS AND TEAMWORK

Works under general supervision of a supervisor or manager.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Collects materials/specimens to be used in laboratory exercises and prepares any needed reagents, media, stains, enzymes, solutions, lab supplies, or apparatus.
- Sets up and maintains laboratory. Assigns equipment, glassware, and supplies. Assists others in proper and safe use of equipment.
- Assists in editing and updating lab manuals in assigned area of responsibility, and keeps current on new procedures.
- Identifies and resolves problems/complications with methods, techniques, and procedures to improve the effectiveness of the demonstration materials.
- Assists in maintaining up-to-date inventory of supplies.
- Ensures cleanliness and proper working order of laboratories. Performs maintenance and minor repair of laboratory equipment and instruments.
- Participates in meetings to evaluate laboratory procedures.
- Performs related work as required.

#### MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- One to two years of related experience.

## **Job Template: Laboratory Technician 1**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 1</b>
<b>Job Category: P</b>	<b>Job Level: 2</b>
<b>FLSA Status: E</b>	<b>Job Code: G10001</b>

### **COMPETENCIES**

#### **Knowledge of:**

- Concepts, practices, and standard laboratory procedures
- Laboratory safety procedure and protocols
- Chemical and biohazardous waste handling and processing
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Assist in gathering, interpreting, and recording research and data
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Explain laboratory procedures and edit laboratory manuals
- Organize data sets and other information
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management



## **Job Template: Laboratory Technician 2**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 2</b>
<b>Job Category: P</b>	<b>Job Level: 3</b>
<b>FLSA Status: E</b>	<b>Job Code: G10002</b>

### **P3: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance
- Alter the order in which work or a procedure is performed
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice
- May specifically supervise several student employees

#### **DECISION MAKING**

→ *Supervision Received*

- Works under limited supervision

→ *Context of Decisions*

- Utilizes general departmental guidelines to develop resolutions outside the standard practice

→ *Job Controls*

- Possesses considerable freedom from technical and administrative oversight while the work is in progress
- Defines standard work tasks within departmental policies, practices, and procedures to achieve outcomes
- Serves as the advanced resource to whom more junior employees go to for technical guidance

## **Job Template: Laboratory Technician 2**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 2</b>
<b>Job Category: P</b>	<b>Job Level: 3</b>
<b>FLSA Status: E</b>	<b>Job Code: G10002</b>

### **COMPLEXITY AND PROBLEM SOLVING**

→ *Range of issues*

- Handles a variety of work situations that are cyclical in character, with occasionally complex situations
- Issues are regularly varied
- Problems tend to be technical or programmatic in nature

→ *Course of Resolution*

- Assesses a variety of situations, and develops resolutions through choosing among options based on past practice or experience

→ *Measure of Creativity*

- Issues are solvable through deep technical know-how and imaginative workarounds
- Most of the obstacles, issues or concerns encountered require considering alternative practice or policy interpretation

### **COMMUNICATION EXPECTATIONS**

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others

### **SCOPE AND MEASURABLE EFFECT**

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards
- Incumbents have an indirect impact on a larger action or process; such as serving as a single component in an approval process, where the process is “owned” by a different work unit
- May be designated to guide or organize the work of several student employees within the unit

## **Job Template: Laboratory Technician 2**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 2</b>
<b>Job Category: P</b>	<b>Job Level: 3</b>
<b>FLSA Status: E</b>	<b>Job Code: G10002</b>

### **Job Template**

#### **GENERAL SUMMARY**

Assists in the support of the research, teaching, or service activities of faculty and teaching assistants in assigned laboratory for designated department. Monitors compliance with all laboratory safety protocols.

#### **REPORTING RELATIONSHIPS AND TEAMWORK**

Works under limited supervision of a supervisor or manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Collects materials/specimens to be used in laboratory exercises and prepares any needed reagents, media, stains, enzymes, solutions, lab supplies, or apparatus. Prepares samples for analysis or testing according to standard procedures.
- Performs tests or analyses according to standard practice; calculates results, documents and evaluates findings, and recommends methods for improving efficiency and/or effectiveness of demonstrations.
- Operates, tests, and calibrates analytical instruments, equipment, and related components. Makes adjustments and resolves problems.
- Maintains necessary records, proper laboratory conditions, and safety procedures. Maintains an adequate inventory of laboratory supplies.
- Investigates and tests new technologies. Identifies trends, evaluates needs, and recommends acquisition of hardware, software, and applications.
- Suggests edits and updates to lab manuals in assigned area of responsibility, and keeps current on new procedures.
- Assists students and others with technical problems related to laboratory techniques or equipment.
- Assists in conducting more complex analyses as requested.
- Performs related work as required.

## **Job Template: Laboratory Technician 2**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 2</b>
<b>Job Category: P</b>	<b>Job Level: 3</b>
<b>FLSA Status: E</b>	<b>Job Code: G10002</b>

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field.
- Three years of related experience.

### **COMPETENCIES**

#### **Knowledge of:**

- Concepts, practices, and standard laboratory procedures
- Laboratory safety procedure and protocols
- Chemical and biohazardous waste handling and processing
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Gather, interpret, and record research and data
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Explain laboratory procedures and edit laboratory manuals
- Organize data sets and other information
- Maintain laboratory equipment
- Research, document, maintain, and recommend software, hardware, applications, and databases
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively

## **Job Template: Laboratory Technician 3**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 3</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: G10003</b>

### **P4: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance
- Alter the order in which work or a procedure is performed
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice

#### **DECISION MAKING**

→ *Supervision Received*

- Works under direction

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization

→ *Job Controls*

- Given the latitude to make decisions on projects that they are accountable for delivering on
- Free to plan and carry out all phases of work assignments

## **Job Template: Laboratory Technician 3**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 3</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: G10003</b>

### **COMPLEXITY AND PROBLEM SOLVING**

→ *Range of issues*

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consists of development or refinement of programmatic or administrative objectives

→ *Course of Resolution*

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution

### **COMMUNICATION EXPECTATIONS**

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others

### **SCOPE AND MEASURABLE EFFECT**

- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area
- Generally have a more direct impact on a larger action or process; such as serving as a single component in an approval process, where the process is “owned” by a different work unit

## Job Template: Laboratory Technician 3

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 3</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: G10003</b>

### Job Template

#### GENERAL SUMMARY

Provides support to faculty, undergraduate, and graduate students in lab set up. Maintains and provides materials needed for experiments and/or research, performs safety inspections, and provides technical support. Ensures compliance with all laboratory safety protocols.

#### REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a supervisor or manager. Serves a lead worker to employees who perform similar functions.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Collects materials/specimens to be used in laboratory exercises and prepares any needed reagents, media, stains, enzymes, solutions, lab supplies, or apparatus. Prepares samples for analysis or testing according to standard procedures.
- Researches, prepares, and/or tests difficult laboratory experiments to ensure such experiments will demonstrate the intended scientific principle or procedure for which the experiment was designed.
- Identifies and resolves difficult problems with methods and techniques to ensure or improve the effectiveness of the demonstration. Modifies difficult experiments to incorporate new technology.
- Operates, tests, and calibrates analytical instruments, equipment, and related components. Makes adjustments and resolves problems.
- Edits and updates lab manuals in assigned area of responsibility, and keeps current on new procedures.
- Maintains necessary records, proper laboratory conditions, and safety procedures.
- Maintains an adequate inventory of laboratory supplies. Determines costs and generates order requests.
- Investigates and tests new technologies. Identifies trends, evaluates needs, and recommends acquisition of hardware, software, and applications.

## **Job Template: Laboratory Technician 3**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 3</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: G10003</b>

- Assists students and others with technical problems related to laboratory techniques or equipment.
- Participates in meetings to plan and evaluate lab experiments. Evaluates procedures for intended results and recommends improvements and solutions.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field.
- Four to five years of related experience.

### **COMPETENCIES**

#### **Knowledge of:**

- Concepts, practices, and standard laboratory procedures
- Laboratory safety procedure and protocols
- Chemical and biohazardous waste handling and processing
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Troubleshooting
- Leadership
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Gather, interpret, and record research and data
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Explain laboratory procedures and edit laboratory manuals
- Conduct tests and experiments
- Maintain laboratory equipment



### **Job Template: Laboratory Technician 3**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Technician 3</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: G10003</b>

- Research, document, maintain, and recommend software, hardware, applications, and databases
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively

## Job Template: Laboratory Manager

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Manager</b>
<b>Job Category: M</b>	<b>Job Level: 5</b>
<b>FLSA Status: E</b>	<b>Job Code: G10004</b>

### **M5: Level Standards**

#### **GENERAL ROLE**

This level is the first full level of managing. Incumbents may initiate and communicate a variety of staffing actions (i.e. performance review and scheduling). These positions generally supervise a small number of staff.

Oversees the day-to-day operations of a group of employees. Responsible for training and development of subordinate staff, estimating staffing needs, assigning work, meeting completion dates, interpreting and ensuring consistent application of organizational policies.

Incumbents:

- Alter the order in which work or a procedure is performed.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure.
- Distributes work and monitors workload among staff.

#### **DECISION MAKING**

→ *Supervision Received*

- Works under direction
- Seeks supervisory approvals when significant changes to process steps are considered and additional resources for task completion are required

→ *Context of Decisions*

- Decisions are driven by office/departmental policy and procedures

→ *Job Controls*

- Free to plan and carry out all phases of work assignments, which include the oversight of staff
- Given the latitude to make daily operational decisions

#### **COMPLEXITY AND PROBLEM SOLVING**

→ *Range of issues*

## Job Template: Laboratory Manager

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Manager</b>
<b>Job Category: M</b>	<b>Job Level: 5</b>
<b>FLSA Status: E</b>	<b>Job Code: G10004</b>

- Problems arise from normal departmental operations

→ *Course of Resolution*

- Identifies issues and gathers facts
- Must understand the smallest details of a circumscribed area

→ *Measure of Creativity*

- Problems can be resolved within provided guidelines

### COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views

### SCOPE AND MEASURABLE EFFECT

Incumbents:

- Supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- OR
- Supervise a larger process-oriented area whose members perform like activities.
    - Actions regularly affect a department or a project outcome with office/programmatic impact
    - Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services
    - Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

## **Job Template: Laboratory Manager**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Manager</b>
<b>Job Category: M</b>	<b>Job Level: 5</b>
<b>FLSA Status: E</b>	<b>Job Code: G10004</b>

### **Job Template**

#### **GENERAL SUMMARY**

Coordinates and provides technical support for undergraduate and graduate laboratory instruction.

#### **REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a manager. Manages the day-to-day operations and a group of employees.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Assists in designing lab experiments. Develops and pre-tests lab experiments and analyzes procedures for intended results.
- Assigns and coordinates use of all lab equipment and supplies for all department courses.
- Evaluates effectiveness of lab experiments to determine student comprehension of theory and principles, in consultation with lab instructors. Makes modifications as appropriate.
- Monitors teaching laboratories in assigned area of responsibility; resolves problems as they arise and makes changes as needed to achieve intended results.
- Purchases and orders all laboratory equipment and supplies, processes necessary paperwork, and maintains appropriate records.
- Prepares budget requests for supplies and equipment.
- Maintains, monitors, and ensures proper security of laboratory equipment; oversees maintenance of equipment and performs minor repairs.
- Assists in administrative planning, development, and evaluation of policies and procedures.
- Performs related work as required.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field.

## **Job Template: Laboratory Manager**

<b>Occupational Group</b>	Laboratory and Research Operations
<b>Job Family</b>	Laboratory
<b>Job Path</b>	Laboratory
<b>Job Title</b>	<b>Laboratory Manager</b>
<b>Job Category: M</b>	<b>Job Level: 5</b>
<b>FLSA Status: E</b>	<b>Job Code: G10004</b>

- Six years of related experience.

### **COMPETENCIES**

#### **Knowledge of:**

- Principles and practices of employee supervision
- Research and teaching laboratories
- Chemical laboratory principles and practices
- Laboratory safety practices and protocols
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Determine equipment and inventory needs
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Prepare and maintain records and reports
- Operate and maintain instrumentation
- Assemble and organize data
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management