

CLASSIFICATION: LABORATORY ASSISTANT II

Class Code: 5576-12

Date Established: 02-23-76

Occupational Code: 9-1-4

Date of Last Revision: 7-17-15

Exempt Status: Non- Exempt

BASIC PURPOSE: To perform laboratory and chemical duties involving the testing of a variety of substances.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs routine chemical and biological tests on a variety of industrial and clinical specimens.
- Calibrates test equipment according to manufacturer and industry standards.
- Isolates and verifies laboratory samples for the presence of indicator organisms.
- Enters and records results of tests performed on clinical specimens.
- Maintains precision instruments and other related equipment for use in performing routine laboratory procedures.
- Cleans equipment, laboratory and storage area as required.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical institute with a major study in laboratory technology. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year of experience in laboratory work conducting a wide variety of sample analyses relative to the laboratory to which assigned. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Considerable knowledge of the procedures and practices of laboratory technology. Considerable knowledge of the use of laboratory equipment and skill in the application of techniques utilized in conducting analyses using complicated laboratory equipment. Ability to follow standard laboratory methods and procedures. Ability to follow verbal and written instructions. Ability to maintain exact records of tests conducted. Ability to establish and maintain effective working relationships with other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.