

## DRAFT – January 5, 2018

### LABORATORY JOB FAMILY

**JOB FAMILY CONCEPT:** The Laboratory job family is responsible for providing support to a medical, research, clinical, academic, agricultural, and/or teaching laboratory. The Laboratory job family conducts laboratory tests, calibrates and repairs equipment, sets up laboratory facilities to perform tests, maintains the laboratory facility, ensures safety compliance, and produces reports with laboratory test results. The laboratory job family is also responsible for mentoring students utilizing laboratory facilities.

#### LABORATORY

The Laboratory Associate role performs a variety of non-technical and technical tasks related to laboratory support, testing and lab management. This includes cleaning, sterilizing, and maintaining equipment, lab space and facility; providing animal care; stocking materials; collecting and processing specimens; analyzing results of tests or experiments and gathering/reporting data; managing space and lab usage.

The **Laboratory Associate** role is distinguished from the **Research Technician** role in that it is responsible for performing laboratory related tasks in a laboratory setting as the primary responsibility.

### LABORATORY ASSOCIATE 1

#### Typical Functions

Supports lab functions under close supervision by performing various sanitation and housekeeping duties in a lab environment. Cleans feeders, waterers, cages, pens, bedding, walls and floors in animal care facility according to standard operating procedures. Cleans, sterilizes, and stores glassware and equipment in a laboratory setting. Performs general housekeeping duties such as sweeping, mopping, and emptying trash. Sanitizes and autoclaves laboratory equipment. Disassembles and reassembles cages, pens and other laboratory equipment. Prepares cages and pens with fresh bedding. Feeds and waters animals as directed. Operates autoclave, automated cage washer, high-pressure water hose and other sanitation equipment. Keeps sanitation and feeding logs. Reports sick or stressed animals to supervisor. May mix sanitation chemical in accordance with standard operating procedures or as directed. May handle and assist with transportation of animals.

#### Complexity and Decision Making Authority

Closely follows standard operating procedures or supervisor instruction. Reports incidents of any deviation from standard operating procedures to supervisor.

#### Knowledge, Skills, and Abilities

Ability to lift and move heavy equipment. Ability to follow specific instructions. Ability to notice and report unusual situations. Ability to safely operate equipment.

#### Education/Experience

High school graduation or equivalent. May require applicable certification, or willingness to complete certification.

### LABORATORY ASSOCIATE 2

#### Typical Functions

Supports lab functions under direct supervision by performing routine, non-technical tasks. Performs a variety of well-defined laboratory operations. Maintains the physical environment of the lab. Prepares lab for daily use. Cleans, disinfects, and repairs equipment, cages and pens. Sanitizes and autoclaves laboratory glassware, lab equipment and animal rooms. Performs preventative maintenance on laboratory equipment. Maintains the health and welfare of

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laboratory animals used in research and teaching by feeding, watering, grooming, bathing, exercising, handling, or otherwise caring for animals such as mice/rat colonies, cats, dogs, cattle, horses. Cleans, disinfects, and repairs cages and pens. Maintains records and logs of feeding and animal care, environmental conditions, animal inventory, sanitation, and equipment maintenance. Maintains supply inventories. Prepares solutions, media and reagents and disposes of contaminated materials under the direction of supervisor. Administers oral medications or post-operative care to lab animals as directed. Transports equipment and/or animals. May train or provide work direction to others. May supervise students.

### Complexity and Decision Making Authority

Incumbent follows established laboratory procedures, schedules and protocols to complete work. Unusual situations are referred to the supervisor. Work is frequently reviewed for accuracy and to ensure adherence to research protocols.

### Knowledge, Skills, and Abilities

Ability to handle, restrain, and care for animals. Ability to follow specific instructions. Ability to observe and notice unusual situations. Ability to prepare solutions and supplies.

### Education/Experience

High school graduation or equivalent. May require applicable certification, or willingness to complete certification.

## LABORATORY ASSOCIATE 3

### Typical Functions

Supports lab functions under direct supervision by performing established semi-technical laboratory procedures. Performs a variety of standard laboratory tests and analyses. Collects samples, dissects tissues and prepares specimens and samples for study. Prepares solutions, compounds, reagents or other media. Calibrates equipment and instrumentation and mixes media in preparation for experiments. Assists with set up of experiments. Performs preventative maintenance and minor repairs of laboratory equipment. Collects and organizes data and documents results. May care for experimental animals, observe conditions and report unusual developments to senior personnel, assist with experimental procedures or assist in surgeries. May order supplies and materials to maintain inventories. May train or provide work direction to others. May supervise students.

### Complexity and Decision Making Authority

Relies on instructions and pre-established guidelines to perform functions of the job.

### Knowledge, Skills, and Abilities

Knowledge of laboratory techniques, equipment and terminology. Knowledge of chemical and physical properties of materials or substances. Knowledge of appropriate specimen handling techniques. Ability to handle, restrain, and care for animals. Ability to observe and notice unusual situations.

### Education/Experience

High school graduation or equivalent and one year laboratory experience or equivalent combination of training and experience. May require applicable certification, or willingness to complete certification.

## LABORATORY ASSOCIATE 4

### Typical Functions

Supports lab functions under minimal supervision by applying standard techniques and analytical principles. Performs a variety of laboratory tests and analyses. Operates a variety of laboratory equipment. Examines cells stained with dye to

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locate abnormalities. Sets up, maintains, calibrates, cleans and tests sterility of laboratory equipment. Assists with the conduct of research including the collecting of data and samples such as blood, water, soil, plants and animals. Conducts experimental procedures as instructed. Analyzes results of tests or experiments. Analyzes data and prepares reports. May oversee student experiments in laboratory setting. May supervise the care of research animals; perform minor animal surgery or collect animal tissues and specimens for laboratory analysis. May maintain inventories including performing some financial functions.

### Complexity and Decision Making Authority

Work requires exercising independent judgment and basic theoretical knowledge of the applicable science.

### Knowledge, Skills, and Abilities

Knowledge of advanced laboratory techniques, equipment and terminology. Ability to analyze data and prepare reports.

### Education/Experience

Associate's degree in related field and two years of relevant experience or equivalent combination of training and experience. May require applicable certification, or willingness to complete certification.

## LABORATORY ASSOCIATE 5

### Typical Functions

This level typically operates as the manager of a laboratory facility. Manages the daily activities of a laboratory engaged in planning and performing analyses and tests. Responsible for long-term planning; supervising laboratory personnel; conducting and overseeing quality assurance and quality control; and collecting, analyzing, and interpreting lab results. Performs duties such as managing financial transactions and preparing budgets; scheduling space and use of lab or equipment; coordinating the acquisition, repair, security and maintenance of equipment, supplies and facilities; ensuring proper safety procedures and record keeping; and ensuring compliance with hazardous waste disposal. Assists, teaches, and consults with students and researchers regarding lab procedures and experiments, design and planning of experiments, tests, and laboratory sequences by providing knowledge/expertise. Instructs and trains on safe and proper use of lab equipment and materials. May draft grant proposals. May collect and analyze data. May contribute to publications.

### Complexity and Decision Making Authority

Work requires exercising independent judgment and knowledge of the applicable science.

### Knowledge, Skills, and Abilities

Knowledge of coordination of laboratory operations and safety procedures. Expert level knowledge of laboratory techniques, procedures, equipment and terminology. Ability to supervise.

### Education/Experience

Bachelor's degree in related field and two years progressively responsible experience or an equivalent combination of training and experience. Experience in the coordination of lab operations, maintenance, procedures and research required. May require applicable certification, or willingness to complete certification.