



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LABORATORY ASSISTANT II	23	E	10.729
LABORATORY ASSISTANT I	21	E	10.736

SERIES CONCEPT

Laboratory Assistants perform routine, repetitive and standardized duties to assist professional staff in scientific research, chemical or microbiological analysis or related activities; receive and process samples and specimens for laboratory examination; and maintain laboratory facilities and equipment in a clean and orderly condition.

Receive, label and record identifying data for samples and specimens according to established procedures; prepare specimens for laboratory analysis by sorting and separating items for special tests, smearing and staining slides, adding reagents, balancing, centrifuging or performing other procedures appropriate for the specimen.

Prepare various types of media after reviewing the written orders of professional staff; measure, mix, boil or autoclave ingredients; pour or pipette into appropriate containers for analysis; take temperature and pH readings.

Maintain a clean and orderly laboratory environment; sweep and mop floors; wipe counters, sinks, tables and other fixtures; wash, rinse, sterilize and dry glassware including flasks, beakers, pipettes, test tubes and other items according to established laboratory procedures.

Operate and maintain a variety of meters and scales, centrifuge, autoclave, incubator, oven, dishwasher, balance and other laboratory equipment.

Prepare and maintain records and information related to the assignment using computer equipment and applicable software; enter, retrieve and back-up data as required; ensure records are kept pursuant to standard operating procedures or accreditation requirements; may participate in accreditation audits.

Receive and store laboratory supplies, materials and equipment according to established laboratory policies; observe health and safety regulations; handle, store and dispose of hazardous materials in compliance with federal and State regulations and agency policies.

Perform related duties as assigned.

Representative duties within a Nevada System of Higher Education (NSHE) University Laboratory Animal Facility may also include:

Perform routine maintenance of laboratory facilities, cages and equipment; maintain the care and health of laboratory animals; feed, water, observe and record appearance, behavior and general health; recognize abnormal conditions; receive and transport animals; handle animals through direct contact and/or through barrier equipment (sterile glove box isolators); ensure adherence to all regulatory requirements.

CLASS CONCEPTS

Laboratory Assistant II: Incumbents in this class perform all of the duties described in the series concept under the direction of Chemists, Microbiologists or other professional staff. The majority of work assignments involve running clearly defined tests, media preparation and other duties requiring knowledge of laboratory operations,

CLASS CONCEPTS (cont'd)

Laboratory Assistant II: (cont'd)

health and safety regulations, and specific procedures used to prepare specimens and samples for analysis.

Representative duties within a NSHE University Laboratory Animal Facility may also include:

Perform euthanasia, disposal, restraining and transporting of animals; stain, label and process samples and specimens for examination; clean facilities, care of animals and perform routine laboratory procedures; perform technical laboratory work, such as collect tissue, blood, urine or other samples; give injections; treat, euthanize and breed animals; incumbents have proximate responsibility for the physical environments of a colony (or multiple colonies) of animals; function as lead worker accountable for overall cleanliness, ongoing functionality of laboratories and equipment; recognize compromised or potentially compromised environment, develop and implement a plan for repair or resolution and notify higher level staff when circumstances dictate.

Laboratory Assistant I: Incumbents at this level perform routine, repetitive and standardized laboratory tests and procedures, and laboratory maintenance duties not requiring previous laboratory experience. Incumbents receive training in performing the duties described in the series concept and may progress to the journey level following completion of the probationary period, and with the approval of the appointing authority. However, some positions in this class may remain below the journey level if incumbents perform lower level laboratory custodial duties the majority of the time.

Representative duties within a NSHE University Laboratory Animal Facility may also include:

Perform routine and recurring environmental maintenance of animal facilities, as well as basic care for and record keeping of laboratory animals; clean and sanitize cages and enclosures; clean and sanitize animal facility rooms, floors, equipment, instruments or other; perform minor adjustments or repair of cages or other equipment; feed and water animals on prescribed schedule; observe animal appearance and report unusual conditions or circumstances to supervisor; log standard and repetitive information concerning animals and facilities maintenance on prescribed schedule; maintain the animal and cage identification tags and cards; complete incident reports; technical animal work is limited to observing surgical and other procedures as performed by researchers, veterinarians and higher level laboratory staff.

Once incumbents acquire a base knowledge of technical procedures, they may perform routine and basic animal procedures in preparation for advancement to the next level in the series. Procedures are performed in the presence of a supervisor or in a situation of close control and easy reference. Routine and basic animal procedures include euthanasia, disposal, restraining and transporting animals.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * In order to meet the needs of the hiring agency, certification in a specific field may be required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in those positions must submit to a pre-employment screening for controlled substances.
- * Positions in an NSHE University animal care facility are considered essential personnel. Incumbents may be required to work weekends, holidays and report to work during campus closures to provide care.
- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * Three college credits in chemistry may be substituted for six months of work experience at the Laboratory Assistant I level.
- * Within a NSHE University animal care facility, one year of experience working in an animal facility is required at the Laboratory Assistant II level; additionally, American Association for Laboratory Animal Science (AALAS) training and certification may be required at the time of appointment and as a condition of continuing employment.

LABORATORY ASSISTANT II

EDUCATION AND EXPERIENCE: Graduation from high school and one year of work experience in a laboratory environment which included performing routine or standardized tests, laboratory maintenance, and assisting professional staff; **OR** one year of experience as a Laboratory Assistant I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: aseptic techniques used in preparing laboratory samples and specimens; sterilization of glassware, plasticware, and other laboratory equipment; laboratory safety procedures including the proper handling, storage and disposal of hazardous materials. **Working knowledge of:** laboratory maintenance including the care of autoclaves, centrifuges, dishwashers and other equipment. **Ability to:** perform routine or standardized tests according to established protocols and instructions; operate laboratory equipment and instruments; prepare culture media, reagents and chemical solutions used in testing; pick up and handle small instruments and objects such as slides, pipettes, tweezers and balances; follow detailed written testing instructions to ensure standardization of test results; operate a computer to enter data and maintain records; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: testing procedures used in the laboratory to which assigned; laboratory safety procedures and regulations; operation and basic maintenance of laboratory equipment and instruments; agency policies, procedures and practices related to the laboratory services provided. **Ability to:** receive, label and process samples and specimens according to established procedures; work independently with minimal supervision.

LABORATORY ASSISTANT I

EDUCATION AND EXPERIENCE: Graduation from high school and six months of general work experience; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: basic cleaning procedures applicable to laboratory surfaces and equipment. **Ability to:** follow oral and written instructions; communicate with others to obtain and relay information; distinguish colors, shapes, turbidity and sizes; work cooperatively with others; perform basic arithmetic calculations; maintain a clean and orderly work environment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Laboratory Assistant II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

LABORATORY ASSISTANT II

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LABORATORY ASSISTANT I

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