



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 TECHNICIAN II	27	C	10.726
LABORATORY TECHNICIAN I	25	C	10.733

SERIES CONCEPT

Laboratory Technicians perform standardized technical laboratory procedures requiring knowledge in the life and physical sciences, agricultural, natural resource or other scientific areas in a teaching, research, or public health laboratory.

Perform routine laboratory tests as directed by professional staff; prepare a variety of standard culture media; stain and label specimens; draw blood and collect tissue samples from animal and/or human subjects; conduct observations and record test results; sterilize and/or decontaminate equipment; and label, mount, and file specimens.

Prepare equipment, supplies, and specimens for testing according to standardized laboratory procedures and protocols; prepare chemical solutions; perform micro-technique and culture procedures; and prepare samples for analysis.

Construct and test laboratory equipment; pipette aqueous and organic fluids; prepare smear and imprint impressions; and process and section tissues.

Mix and prepare a variety of reagents and solutions for classroom and laboratory demonstrations and experiments; collect, store and dispose of hazardous chemicals and biohazardous materials according to established health and safety regulations.

Maintain and store laboratory equipment, supplies, and inventories; project estimates of needed supplies; initiate purchases according to established policies and procedures.

Ensure the safe handling and storage of chemicals and supplies which require special treatment; perform sterile procedures such as autoclaving; calibrate instruments before use; maintain instrumentation, furniture, floors, and research areas in a clean and orderly condition.

Perform record keeping duties related to the operation and maintenance of a laboratory stockroom; issue, receive and inspect laboratory equipment and supplies to ensure proper condition.

Receive, catalog, organize, store, issue and maintain laboratory equipment, instruments, tools, solutions, supplies and materials in proper condition and location.

Clean, adjust and perform minor repairs to a variety of mechanical equipment, instruments and apparatus; maintain records of repair and service to laboratory equipment and machinery.

Establish and maintain files and records related to equipment, supplies, work performed, and experiment schedules; operate computer equipment to enter data and generate reports.

Perform related duties as assigned.

CLASS CONCEPTS

Laboratory Technician II: Under general supervision, incumbents perform the full range of duties described in the series concept in a designated field of specialization, and in addition, perform complex technical duties that require specialized knowledge in a specific scientific discipline such as biology, chemistry, zoology, botany or other field. Duties frequently require the application of judgment in identifying and selecting the most appropriate laboratory techniques which may vary with laboratory circumstances and the analytical testing required. Incumbents may be assigned to supervise lower level technicians, volunteers and/or students. This is the advanced journey level in the series.

Laboratory Technician I: Under general supervision, incumbents perform the full range of duties described in the series concept in a designated field of specialization. This is the journey level for the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

LABORATORY TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in a laboratory setting that involved performing various laboratory tests and experiments, and maintaining and repairing basic laboratory equipment; **OR** an equivalent combination of education and experience; **OR** one year as a Laboratory Technician I in Nevada State service. (*See Special Requirement*)

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

Working knowledge of: specialized laboratory techniques used in a specific scientific field; materials, supplies and equipment used in a laboratory; and scientific literature and references needed to research information in the designated scientific discipline. **Ability to:** perform complex laboratory tests and procedures requiring specialized knowledge and skills; perform standardized and recurring technical laboratory procedures in the biological sciences, physical sciences, social sciences or agriculture and natural resource areas in a teaching, research or public health laboratory; prepare charts, graphs or models to graphically present experimental data; *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: advanced mathematical concepts and calculations. **Ability to:** coordinate operations and supervise others as assigned; and order, distribute, and maintain laboratory equipment and supplies.

LABORATORY TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of laboratory experience performing various laboratory procedures; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

Working knowledge of: basic scientific theories and principles in the field of specialization; metric system weights and measures; universal precautions used in testing bodily fluids and potentially infectious tissue

MINIMUM QUALIFICATIONS (cont'd)

LABORATORY TECHNICIAN I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

samples; laboratory health and safety procedures including the proper handling and storage of hazardous materials; technical experimental procedures and in the area of specialization; and math and algebra sufficient to perform calculations and take precise measurements. **Ability to:** understand and follow basic technical procedures and laboratory protocols; draw blood and collect tissue samples from animal and human subjects; receive, label and process samples and specimens for analysis and testing; and use laboratory instruments and equipment requiring manual dexterity and mechanical applications.

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

Working knowledge of: agency policies and procedures related to laboratory operation and tests performed; analytical equipment or instrumentation used in a research, teaching or scientific laboratory; and materials and supplies used in a laboratory. **General knowledge of:** technical experimental procedures in the area of specialization; and basic data analysis. **Ability to:** operate and maintain sophisticated laboratory equipment and instruments; and conduct and modify laboratory procedures based on test results.

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.

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ESTABLISHED:	1/19/77	7/1/70
REVISED:	7/19/87-12P	11/16/72
	7/18/86PC	
REVISED:		2/11/74
REVISED:		6/21/76
REVISED:		5/19/77
REVISED:		3/21/78-3
REVISED:		5/8/80-3
REVISED:		12/11/81
REVISED:		1/7/83-3
REVISED:		12/7/84
REVISED:		3/1/85-3
REVISED:		7/1/87-12P
		7/18/86PC
REVISED:	7/1/99P	7/1/99P
	12/17/98PC	12/17/98PC