



Laboratory Technician II – Biological Sciences

Classified Range: 50

Board Approved: TBD P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Provides instructional support services for faculty and students in the use of a variety of equipment, materials, and supplies in the biology, anatomy and physiology laboratory setting with the exception of assisting with the cadaver program.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates with faculty in the planning and implementation of experimental design and preparation of laboratory experiments.
2. Working from knowledge of the subject area, reference materials, course outline, and without specific instructions organizes, arranges, and prepares materials, equipment, solutions, and media for class demonstrations and experiments; applies specific industry standards and methods to reference instructional materials and course outlines within the biology, anatomy and physiology laboratories.
3. Determines, designs, develops, assembles, tests and installs new equipment; ensures efficient laboratory operations; maintains cleanliness and sanitary conditions upon conclusion of each lab session by washing, sterilizing tools, equipment, and supplies.
4. Prepares various chemical and biohazardous solutions for laboratory activities; prepares and dispenses solutions and chemical materials used for lab classes which may include reagents, acids, bases, buffers, carcinogens, and unknowns; prepares solutions and preservatives by mixing, bottling, and labeling; ensures proper handling and disposal in accordance with applicable regulations and policies.
5. Orders, receives, and provides care for, or stores live or preserved laboratory specimens such as taxidermy and skulls; cleans and maintains the integrity of specimens; maintains preserved specimen fluid levels; maintains and ensures sufficient population of Dermestid beetles for lab experiments.
6. Maintains care of laboratory specimens, including aquariums, small vivarium animals and plants.
7. May assist in breaking down and setting up labs in other areas, such as filling solutions needed for lab.
8. Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use; determines and compiles lists of needed laboratory items and supplies for upcoming semester instruction; requests quotes from vendors; enters purchasing requests for needed items; receives and



Laboratory Technician II – Biological Sciences

Classified Range: 50

Board Approved: TBD P. 2|4

tracks missing items; arranges for the return of damaged items; searches for vendors for specialty items.

9. Monitors production and collection of toxic chemicals, hazardous waste and biohazardous waste resulting from lab classes and experiments; arranges for proper storage and disposal of hazardous waste materials.
10. Calibrates, maintains, cleans, and performs repairs on laboratory and scientific equipment and supplies.
11. Maintains records and reports on laboratory materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
12. Maintains expenditure records and provides data for budget estimates.
13. Demonstrates to students proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies and materials.
14. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**



Laboratory Technician II – Biological Sciences

Classified Range: 50

Board Approved: TBD P. 3|4

- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences



Laboratory Technician II – Biological Sciences

Classified Range: 50

Board Approved: TBD P. 4|4

- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education:

- An associate's degree or the completion of sixty (60) semester units of college level coursework that includes a minimum of eighteen (18) semester units in biological laboratory sciences, including anatomy and physiology, chemistry, microbiology, biology, or a related field.

Experience:

- Four (4) years of experience as a laboratory technician in anatomy and physiology, chemistry, microbiology, biology, or a related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom/laboratory setting; exposure to dusts, mists, fumes, moderately high levels of chemicals and solvents; risk of exposure to blood borne and/or other carcinogens and pathogens; work with laboratory equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, gloves, respirators, or face shields.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.