



# Laboratory Technician I – Geo-Science and Anthropology

**Classified Range: 47**

Board Approved: 11/18/21 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**

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Provides instructional support services by performing technical work in Geo-science and Anthropology laboratories.

### **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**

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*The following duties are typical for this classification.*

1. Working from knowledge of the subject area, reference materials, course outline, and without specific instructions, organizes, arranges, and prepares class demonstrations and experiments within the Geo-Science and Anthropology laboratories.
2. Places and arranges samples, equipment, and models for instructional use; assembles and installs new equipment; ensures efficient laboratory operations.
3. Inventories, places orders, receives, and stocks materials, supplies, and equipment for laboratory field use; determines and compiles lists of needed items and supplies for upcoming semester instruction; requests quotes from vendors; enters purchasing requests for needed items; receives and tracks missing items; arranges for returns of damaged items; searches for vendors for specialty items.
4. Curates, catalogs, inventories and cares for laboratory samples and collections in Geo-Science and Anthropology; organizes and maintains map and bone collections.
5. Issues and maintains records on materials loaned to students, instructors, and other departments.
6. Demonstrates the proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, field supplies and materials.
7. Prepares and performs analyses on rock and mineral samples as well as a variety of known and unknown specimen.
8. Calibrates, maintains, and performs repairs on scientific equipment and field supplies.
9. Edits and reads maps utilizing geospatial software and maintains map collection.
10. Performs other duties related to the primary job duties.

## **MINIMUM QUALIFICATIONS**

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*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.*



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## **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\*\*
- 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 \*\*



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## 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
- 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/Training:

- An Associate's Degree or sixty (60) semester units of college level coursework that includes a minimum of eighteen (18) semester units in Geo-Science-related coursework. Courses may include, but are not limited to, ecology, environmental science, geography, oceanography, atmospheric science, petrography, biogeography, climatology, soil science, and general, organic and environmental chemistry.

### Experience:

- Two (2) years of experience in the Geo-science field.

### License/Certificate:

Possession of a valid driver's license.

## DESIRED EDUCATION/EXPERIENCE

A Bachelor's Degree from an accredited college or university with major coursework in Environmental Science or a related field.



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## **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 or field setting; exposure to dust; work with laboratory equipment, apparatus, rocks and minerals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a 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 occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; 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; distinguish color.

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