



Laboratory Technician I – Biological Sciences

Classified Range: 47

Board Approved: 11/18/21 P. 1|4

SUMMARY DESCRIPTION

Provides instructional support services by performing technical work in a biology laboratory specializing in microbiology, anatomy and physiology.

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. Working from knowledge of the subject area, reference materials, course outline, and without specific instructions, arranges, prepares, and gathers materials, equipment, solutions, and media for class demonstrations and experiments; applies specific biology-related industry standards and methods to reference instructional materials and course outlines.
2. Determines, designs, develops, and tests a variety of equipment for use in the biology lab.
3. Monitors the 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; reports maintenance problems as they occur.
4. Prepares and dispenses chemical solutions for labs; prepares and performs analyses on reagents and a variety of known and unknown chemical compounds; maintains safety protocols in preparing chemical solutions.
5. Prepares biohazardous solutions and media; ensures proper handling and disposal in accordance with applicable regulations and policies; prepares and dispenses stains, solutions, and preservatives by mixing bottling, and labeling.
6. Calibrates, maintains, cleans, and performs repairs on scientific equipment and supplies.
7. 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 tracks missing items; arrange for returns of damaged items; search for vendors for specialty items.
8. Maintains records and reports on laboratory materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
9. Maintains expenditure records and provides data for budget estimates.
10. 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.
11. Maintains care of laboratory specimens, including aquariums, insects, and plant.
12. Demonstrates to students the proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies and materials.



Laboratory Technician I – Biological Sciences

Classified Range: 47

Board Approved: 11/18/21 P. 2|4

13. Performs other duties related to the primary job duties.

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**
- 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



Laboratory Technician I – Biological Sciences

Classified Range: 47

Board Approved: 11/18/21 P. 3|4

- 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
- 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 – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

- Equivalent to completion of sixty (60) semester units of college level coursework that includes a minimum of eighteen (18) semester units in biological laboratory sciences including microbiology.

Experience:

- Two (2) years of experience as a laboratory technician in Biology, Anatomy and Physiology, Chemistry, Microbiology, or a related field.



Laboratory Technician I – Biological Sciences

Classified Range: 47

Board Approved: 11/18/21 P. 4|4

Preferred Education and/or Experience

A Bachelor's Degree from an accredited college or university with major coursework in Biology, Anatomy and Physiology, Chemistry, Microbiology, 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 moderately high levels of toxic chemicals and solvents, allergenic plants and materials, and microbiological pathogens; work with laboratory equipment and apparatus.

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 occasionally 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; distinguish color.

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