

**STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION**

CLASSIFICATION SERIES:

Laboratory Technician

SERIES NO.:

8611

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

06/11/2006

SERIES PURPOSE:

The purpose of the laboratory technician occupation is to prepare samples, collect specimens & prepare them for laboratory testing or independently conduct elementary laboratory test procedures

At the first level, incumbents prepare samples & collect specimens for use in laboratory tests & assist higher-level laboratory personnel in conducting elementary tests.

At the highest level, incumbents independently conduct elementary laboratory test.

For positions solely involved in venipuncture & preparing blood specimens for transport for outside testing, please refer to Phlebotomist, 86121, classification. For positions involved in medical laboratory testing of human body fluids &/or tissues, please refer to Laboratory Scientist series.

CLASS TITLE

Laboratory Technician 1

CLASS NUMBER

86111

PAY RANGE

24

EFFECTIVE

06/11/2006

CLASS CONCEPT:

The first developmental level class works under general supervision & requires working knowledge of laboratory sampling & collection & preparation procedures in order to prepare samples, collect specimens & prepare them for laboratory testing & assist higher-level laboratory personnel in conducting elementary laboratory test procedures (i.e., reagents are ready-to-mix, all testing procedures are outlined in stepwise manner & test systems are visually evaluated, with all possible results being previously defined as to how they will look & require no interpretation).

CLASS TITLE

Laboratory Technician 2

CLASS NUMBER

86112

PAY RANGE

27

EFFECTIVE

06/11/2006

CLASS CONCEPT:

The full performance level class works under general supervision & requires thorough knowledge of elementary laboratory testing in order to independently conduct elementary laboratory test procedures (i.e., reagents are ready-to-mix, all testing procedures are outlined in stepwise manner & test systems are visually evaluated, with all possible results being previously defined as to how they will look & require no interpretation) using simple equipment & in Ohio Department Of Rehabilitation & Correction maintains chain-of-custody procedure.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Laboratory Technician 1	86111	007	06/11/2006	24

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares samples, collects specimens for laboratory tests & otherwise prepares for laboratory analysis/tests (e.g., furnishes laboratory sections with properly cleaned materials; receives samples of fertilizers, liming materials &/or other substances from field inspectors, hospitals, local public health laboratories or other sources; assigns identification numbers to samples, grinds samples & delivers to proper section; assists in preparation of chemical reagents & standard solutions; sets up test tube trays; prepares substances for storage) & assists laboratory personnel in performance of elementary laboratory tests (e.g., weighing, digestion & dilution of samples for fertilizer analysis; analysis of stream samples for intensive water quality surveys; microbiological examination of non-human specimens).

Cleans, sanitizes & maintains glassware, equipment & laboratory area (e.g., receives glassware & equipment from laboratory sections; sorts & stores glassware to be distributed upon request to laboratory sections; cleans/sterilizes &/or maintains supplies, equipment & instruments; maintains adequate stock levels such as trays for daily use or supply of containers & protective devices for distribution of samples; performs general housekeeping tasks of laboratory sinks, benches & other laboratory areas; orders supplies & maintains inventory).

Prepares & maintains work related documentation (e.g., maintains reference library of samples; fills orders for sub-sample materials from laboratory personnel & other interested parties; maintains records for identification & dispensing of all samples; reports to supervisor results of data gathered from routine testing or resulting from specimen identification; logs in specimens received); performs work related miscellaneous tasks (e.g., disposes of discarded or unused sample & reagent materials according to established procedures; opens mail; assists staff in other sections; contacts hospitals, physicians & clinics regarding specimens received & tests performed).

MAJOR WORKER CHARACTERISTICS:

Knowledge of fractions, decimals & percentages; science & related laboratory techniques/procedures. Skill in use, maintenance & sanitation of laboratory equipment & supplies. Ability to carry out instructions in written, oral or picture form; complete routine forms; sort items into established categories; cooperate with co-workers.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that included fractions, decimals & percentages & reading, writing & speaking English; 1 course or 3 mos. exp. in high school science (e.g., biology, chemistry, geology, microbiology) which included laboratory testing & use & maintenance/sanitation of laboratory equipment.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to animal body fluids/tissues.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Laboratory Technician 2	86112	007	06/11/2006	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares samples & specimens for testing & independently conducts elementary laboratory test procedures (i.e., reagents are ready-to-mix, all testing procedures are outlined in stepwise manner & test systems are visually evaluated, with all possible results being previously defined as to how they will look & require no interpretation) (e.g., performs plate agglutination & agar gel immunodiffusion; stains specimens/samples with applicable solutions to discern organism present; salt determination of feeds & meal products by chloride ion determination; determination of added water in milk products using cryoscope; moisture determination in meat & feed products; administers breath alcohol tests; performs tests on urine samples to detect substance abuse) using simple equipment & in Ohio Department Of Rehabilitation & Correction maintains chain-of-custody procedure.

Prepares & maintains work related documentation; answers telephone calls/inquiries regarding tests being conducted &/or nature & use of prescriptions; orders supplies & maintains inventory for assigned laboratory site.

Decontaminates & properly disposes of all discarded materials from laboratory; washes & sterilizes glassware; packs clean glassware & plastic &/or other laboratory supplies for distribution; cleans & maintains laboratory & equipment; maintains samples having positive results for substance abuse as required; travels to sites to collect &/or transport specimens for testing at laboratory site; testifies at revocation hearings concerning test procedures & results; calibrates & maintains equipment; confers with appropriate staff regarding positive test results; trains staff & offenders concerning specimen collection, testing procedures & applicable policies; trains staff in use of intoximeters.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fractions, decimals & percentages; science & related laboratory techniques/procedures. Skill in use, maintenance & sanitation of laboratory equipment & supplies. Ability to carry out instructions in written, oral or picture form; complete routine forms & reports; sort items into established categories; work alone on most tasks.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Laboratory Technician 1, 86111.

-Or formal education in arithmetic that included fractions, decimals & percentages & reading, writing & speaking English; 3 courses in high school science (e.g., biology, chemistry, geology, microbiology) which included laboratory testing & use & maintenance of laboratory equipment or 12 mos. exp. in science laboratory preparing specimens & samples for testing, preparing reagents &/or conducting basic/routine laboratory tests.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to animal fluids/tissues.