

**SCIENCE LABORATORY TECHNICIAN I  
SCIENCE LABORATORY TECHNICIAN II**

**DEFINITION**

To perform technical work for a college biology, biotechnology, chemistry, or physical sciences laboratory area.

**DISTINGUISHING CHARACTERISTICS**

Science Laboratory Technician I

This is the entry level class in the Science Laboratory Technician series and positions within this class are considered to be in a training status. This class is assigned a wide range of technical duties in a specific field, and work at this level is distinguished from that of the Science Laboratory Technician II in that the duties are of a standard and prescribed nature. Positions in this class may be required to train student assistants. As experience is acquired, the employee performs with increasing responsibility.

Science Laboratory Technician II

This is the journey level class in the Science Laboratory Technician series. Positions in this class are flexibly staffed and are normally filled by advancement from the entry class of Science Laboratory Technician I, or, when filled from the outside, require prior science laboratory work experience in a related field. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class requiring complete knowledge of laboratory equipment, materials, supplies, and procedures as used in the particular science laboratory and meet the qualifications standards for the class.

Positions assigned to this class may be distinguished from those allocated to the lower level of Science Laboratory Technician I by the higher level of applied knowledge and skill which is expected, supervision of student assistants, and budgetary responsibilities.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an educational manager.

May exercise technical or functional supervision over student assistants and/or tutors.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Prepare and/or supervise the preparation of microbiological media, cultures, reagents, solutions, recombinant DNA samples and unknown samples; prepare equipment and supplies for specific experiments.

Maintain, test, calibrate, and perform preventative maintenance on scientific lab equipment, including microscopes, balances and dissecting scopes; requisition repairs as necessary.

Assist in checking out equipment and chemicals; assist in the organization of lab lockers.

Select, train, supervise, and evaluate student assistants and/or tutors; check student time cards for accuracy and turn in to Payroll.

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**EXAMPLES OF DUTIES (CONTINUED)**

Clean and restock lab and storage area; wash glassware.

Prepare purchase orders for equipment and supplies; order live or preserved animals; order cadavers and arrange for their delivery; maintain cadavers; cut up cadavers and box parts for cremation.

Perform general clerical work, such as typing, filing, and maintaining lab records.

Inventory capital and consumable supplies.

Oversee and operate an audio-tutorial center; ensure audio-visual equipment is operating properly.

May assist an instructor in teaching laboratory; assist students with their projects and research; act as a resource person to instructors and students.

Administer and monitor the budget; maintain records of student billings for breakages.

Tutor students in a science laboratory.

Attend conferences and seminars as required.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Science Laboratory Technician I

Knowledge of:

Laboratory equipment, materials, supplies, and procedures as used in the particular laboratory.  
Principles and practices of the appropriate science or sciences.

Skill to:

Perform routine and analytical determinations; solve problems and do research as needed.  
Assist staff in the use and operation of equipment.  
Train and supervise student assistants and/or tutors.  
Prepare demonstrations and laboratory set-ups.  
Operate, maintain, and repair technical laboratory equipment.  
Maintain records and perform clerical duties, including operation of a typewriter.  
Communicate effectively and tactfully in both oral and written form.  
Understand and carry out both oral and written instructions.  
Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Work experience in the operation and maintenance of a science laboratory facility, preferably in biology, biotechnology, chemistry, or the physical sciences.

Training:

Equivalent to a Bachelor's degree in the scientific field to which assignment is to be made.

Science Laboratory Technician II

In addition to the minimum qualifications for Science Laboratory Technician I:

Knowledge of:

Principles and practices of basic bookkeeping and accounting procedures, purchasing, and inventory. Basics in one or more of the following areas of biological science: microbiology, anatomy, physiology and general biology.

Skill to:

Select, train, supervise and evaluate student assistants and/or tutors.  
Record and maintain proper documentation of purchases and inventory levels.  
Exercise sound judgment in purchasing and identifying purchasing needs.  
Analyze laboratory procedures and make constructive suggestions for improvement.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years performing duties equivalent to those assigned to a science Laboratory Technician I in the District.

Training:

Equivalent to a Bachelor's degree in the scientific field to which assignment is to be made.