CLASS SERIES CONCEPT AND RESPONSIBILITIES

The LABORATORY TECHICIAN performs routine and standardized laboratory and laboratory-related tests and recognized laboratory techniques, including specimen collection, chemical, biochemical, microbiological, immunological, and/or instrumental testing and analyses on a variety of specimens or samples.

Employees in this class work under close supervision of a laboratory supervisor, physician, dentist, scientist, academician, or other administrative superior. Test data and its interpretation are reviewed routinely for accuracy and precision. Reports are reviewed upon completion for thoroughness and accuracy (which may be used in cases of litigation). Records are reviewed routinely for quality control. Guidelines used in performance of duties include standardized testing procedures, accepted aseptic and sterilization procedures, established laboratory procedures, and applicable State and Federal regulations.

Employees in this class have regular contact with agency staff, county health departments, physicians, industrial and business representatives, and other agencies to notify them of test results or to discuss issues pertaining to a sample or specimen. Some employees may have regular contact with patients for specimen collection.

Positions are found in central and remote locations throughout State government (e.g., general government agencies, human or natural resource agencies, correctional, mental health, or higher education institutions, hospitals, etc.). They require the willingness to work within the environment associated with the position's location. Employees may work in the presence of x-ray sources, high and/or low temperatures, open flames, hazardous chemicals and fumes.

**Testing.** Perform standardized chemical, microbiological, or physical tests, microscopic examinations, procedures and quality assurance reviews, which are characterized by well-defined, written instructions; may assist with standard quality control tests; verify appropriate sample preservations following established guidelines; may assist in experimental or research activities involving specifically designed laboratory procedures; may assist in conducting exercises or experiments for teaching exercises or research experiments;

**Equipment.** Operate equipment common to laboratories, such as waived equipment, autoclaves, pH meters, spectrophotometers, thermometers, etc.; adjust, verify/calibrate, and maintain laboratory instruments and equipment; recognize and may correct malfunctions of simple instruments and analytical procedures; assemble laboratory equipment and apparatus.

**Preparation.** Collect specimens or samples from appropriate sources; receive, log, and accept samples for analysis from qualified collectors; identify and record which tests must be performed on certain specimens or samples; prepare specimens or samples for analysis (identifies, labels, and weighs sample); prepare laboratory reagents, solutions, stains, and media; handle samples and materials with proper aseptic techniques; sterilize media and instruments; maintain laboratory in a neat and orderly fashion and free of recognizable hazards; may wash glassware.

**Miscellaneous.** Log in samples as they arrive at laboratory; review chain of custody forms for completeness; maintain sample custody for routine and legal samples; record test data and test results; maintain records, prepare and transmit reports of test results; monitor thermal preservation on sample storage areas; stock and restock supplies in storage rooms and refrigerators; order supplies; dispose of samples following designated procedures; may feed and care for laboratory animals; may direct the work of student employees in the laboratory.

**DISTINGUISHING FEATURES**
This is a two level support classification series.

Level 1

The LABORATORY TECHNICIAN 1 is the first of a two-level series. Detailed standard practices and well-defined procedures covering situations and immediately available assistance govern decisions. Employees have clearly understood work instructions, established work routines or close supervision. At this level, employees apply general science knowledge to perform standardized specimen queries, sample collection, entry and acceptance, clerical verification of specimen and source, and reading test requisitions. They handle simple laboratory inquiries and perform general housekeeping and supply maintenance. This level is further distinguished from the higher level by a lack of responsibility to utilize a full range of commonly applied laboratory principles, theories, methods, procedures, and analyses.

Level 2

The LABORATORY TECHNICIAN 2 is the second level of a two-level series. Well-defined and somewhat diversified procedures and precedents covering situations and readily available assistance govern decisions. Situations will vary and solutions are easily identified and clear. Employees have clearly understood work instructions and expected results. Choices can be made amongst various processes and procedures as they relate to the situation at hand. Employees at this level identify problems as they occur and seek remedy. They provide more detailed advice to clinical staff based on their knowledge of sampling methodology; perform housekeeping and maintenance on pre-analytical systems, as well as further upkeep on point-of-care analyzers. Employees participate in generating reports and collecting information. This level is further distinguished from the lower level by having responsibility to utilize a full range of commonly applied laboratory principles, theories, methods, procedures, and analyses.

The responsibilities within the Concept and Distinguishing Features are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the responsibilities listed as well as other related responsibilities.

MINIMUM QUALIFICATIONS AND SKILLS

Laboratory Technician 1

One year of experience in a laboratory setting AND high school courses in chemistry, biology, mathematics, or any course which included laboratory work; OR

An equivalent combination of training and experience.

NOTE: An Associate's degree in Laboratory Science may substitute for the required experience.

Knowledge and Skills:

Knowledge of laboratory terminology, materials, equipment, procedures, and techniques.
Knowledge of general science and mathematics.
Knowledge of quality control procedures.
Knowledge of the operation and maintenance of basic standard laboratory instruments and equipment.
Knowledge of the techniques required for general laboratory safety and the proper handling of hazardous materials.
Skill in preparing laboratory specimens, reagents, solutions, and stains for testing.
Skill in the care and handling of laboratory specimens and/or samples.
Skill in operating standard laboratory equipment and instruments.
Skill in preparing written reports, some which may contain analysis of laboratory test results.
Skill in reading and following scientific laboratory methods and procedures.
Skill in maintaining and calibrating or verifying standard laboratory equipment.
Skill in aseptic techniques.
Skill in performing repetitive tasks while maintaining accuracy and speed.

Laboratory Technician 2

Two years of experience performing routine, standardized analytical tests and laboratory procedures in accordance with well-defined written instructions AND high school courses in chemistry, biology, mathematics, or any course which included laboratory work; OR

An equivalent combination of training and experience.

NOTE: An Associate's Degree in Laboratory Science may substitute for one year of the required experience.

Knowledge and Skills: (in addition to those listed above)

Knowledge of commonly applied laboratory principles, theories, methods, procedures, and analyses.
Knowledge of laboratory sampling methodology.
Skill in providing more detailed advice to clinical staff.
Skill in identifying problems and seeking remedy.
Skill in performing housekeeping and maintenance of pre-analytical systems.

OREGON STATE POLICE OPTION

Two years of experience performing routine, standardized analytical tests and laboratory procedures in accordance with well-defined written instructions AND high school courses in chemistry, biology, mathematics, or any course which included laboratory work; OR

A Bachelor’s degree in Biology, Chemistry, Microbiology, or a closely related field.

NOTE: An Associate's Degree in Laboratory Science may substitute for one year of the required experience.

To receive credit for all required/related coursework, you must submit a photocopy of your transcripts with your application.

DISTINGUISHING FEATURES FROM SIMILAR SERIES

The Laboratory Technician series differs from the Medical Laboratory Technician series by its focus on providing laboratory support functions to technical and professional laboratory scientists in a non-medical environment.

NOTE: The KNOWLEDGE and SKILLS (KS) are required for initial consideration. Some duties performed by positions in this class may require different KS. No attempt is made to describe every KS required for all positions in these classes. Additional KS requirements will be explained on the recruiting announcement.

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