

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Laboratory Technician IV

**Class Code:** 3254

**Pay Grade:** 114

**GENERAL CLASS DESCRIPTION:**

Under general supervision, directs the operation of an entire clinical, environmental, teaching or research laboratory function or a series of functions directed toward completion of a single clinical, environmental, teaching or research function. Provides administrative supervision to laboratory employees.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

1. Directs the performance of complex laboratory procedures in research and service laboratories.
2. Directs data collection, statistical analyses, and data recording using computer software programs.
3. Directs preparation of chemical solutions and drugs.
4. Assists with complex animal surgical procedures and may perform simple animal surgical procedures, such as exposing vessels or nerves and inserting tubes or attaching electrodes.
5. Directs care of laboratory animals.
6. Demonstrates histological and other techniques used as a part of a laboratory function.
7. Constructs or assists in the construction of complex electrical and mechanical apparatus, and directs the assembly and dismantling of equipment and apparatus for complex experiments.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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8. Directs the maintenance of a laboratory area and equipment.
9. Inventories and accounts for all equipment and supplies in the laboratory; orders supplies on depletion or at regular intervals, and orders equipment and apparatus upon direction.
10. Directs the performance of data entry, labeling and processing of laboratory specimens.
11. Directs responses to telephone inquiries regarding laboratory specimens or samples. Investigates and resolves laboratory questions with minimum guidance.
12. Trains, assigns work to, checks work of, evaluates, disciplines and effectively recommends the hiring and termination of merit staff.

**KNOWLEDGES, SKILLS AND ABILITIES**

1. Knowledge of care and use of laboratory equipment.
2. Knowledge of principles of sanitation, health hazards, and the necessary precautionary measures.
3. Knowledge of and ability to apply the principles of supervision.
4. Knowledge of keyboarding and computer data entry skills.
5. Skill in utilizing computer software packages and online systems to develop unit-specific applications.
6. Ability to use proper lifting and bending techniques.
7. Ability to communicate effectively with others.
8. Ability to follow oral and written instructions.
9. Ability to collect data, keep accurate records, and prepare reports.

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10. Ability to count, add, subtract, multiply, divide and determine percentages.
11. Ability to work with computerized inventory control systems.
12. Ability to use and care for tools in maintenance and repair work.
13. Ability to perform difficult lab procedures and prepare chemical solutions according to instructions.
14. Ability to perform aseptic techniques.
15. Ability to organize and prioritize multiple tasks.
16. Ability to make decisions requiring interpretation and judgment.
17. Ability to organize work flow and to supervise the work of others.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Five years of laboratory experience, including one year of Laboratory Technician III or equivalent level experience, or

Certification as a Certified Laboratory Assistant and three years laboratory experience (one year at Laboratory Technician III or equivalent level), or

Any combination of related post high school education and experience which totals five years, or

Certification as a Medical Laboratory Technician (MLT) and one year of related laboratory experience.

**REVISION EFFECTIVE: August 1, 2000**