

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

**Class Title:** Laboratory Technician II

**Class Code:** 3252

**Pay Grade:** 408

**GENERAL CLASS DESCRIPTION:**

Under general supervision, performs difficult technical procedures and allied duties related to a function of a clinical, environmental, teaching or research laboratory; maintains laboratory area and equipment. Provides functional supervision to Laboratory Assistants as required.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Performs difficult procedures in research and service analysis, such as cholesterol extraction from serum, color intensity tests using a spectrophotometer, injections of virus into open cavities of animals, connecting electrodes to animals, de-ionizing water, etc.
2. Records data from somewhat complex electrical and mechanical recording and display devices as well as from observations from other tests. Performs standardized statistical analyses on data as required using computer software programs.
3. Prepares and may direct the preparation of standardized mixes of chemicals for media, reagents, etc., according to established procedures.
4. Performs and may direct the performance of duties related to animal care in the laboratory including diet plans, cleaning, experimental observations and records, etc.
5. Assembles and dismantles standard laboratory equipment for experiments and instruction.

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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6. Cleans and maintains a medium-sized laboratory area and equipment therein, makes inventory reports and performs simple maintenance on complex laboratory equipment.
7. Maintains supplies and equipment in medium sized laboratory area and reports stock deficiencies.
8. Distributes incoming freight, laboratory supplies, environmental samples or biological specimens, and packs outgoing sample or specimen containers.
9. Performs, or may direct performance of, data entry, labeling and processing of laboratory specimens.
10. Responds to, or may direct response to, telephone inquiries regarding laboratory specimens or samples. Investigates and resolves laboratory questions with minimum guidance.
11. Assists in training of laboratory 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 standard cleaning techniques and equipment and supplies required.
4. Knowledge of keyboarding and computer data entry skills.
5. Ability to use proper lifting and bending techniques.
6. Ability to communicate effectively with others.
7. Ability to follow oral and written instructions.
8. Ability to collect data, keep accurate records, and prepare reports.

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9. Ability to count, add, subtract, multiply, divide and determine percentages.
10. Ability to work with computerized inventory control systems.
11. Ability to use and care for tools in maintenance and repair work.
12. Ability to perform difficult lab procedures and prepare chemical solutions according to instructions.
13. Ability to organize and prioritize multiple tasks.
14. Ability to exercise functional supervision over employees.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Two years of related laboratory experience including one year as a Laboratory Technician I or equivalent level experience, or

Certified Laboratory Assistant (CLA) certification, or

Any combination of related post high school education and experience which totals two years.

**REVISION EFFECTIVE: August 1, 2000**