

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LABORATORY ASSOCIATE SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
LABORATORY ASSOCIATE I	22997
LABORATORY ASSOCIATE II	22998

Effective: 07-01-2004

SERIES DISCUSSION:

The Laboratory Associate series encompasses positions which perform technical work in a state laboratory setting with specimens not derived from the human body. Technical work is defined as work that requires a basic scientific knowledge which is obtained through post-high school education or experience. Technical positions may perform some of the same basic functions as professional positions, but tests interpreted are limited to those where results are obvious. Technical positions also perform support functions such as media and sample preparation and equipment maintenance and repair. However, those positions which perform only nontechnical laboratory support duties are properly allocated to the Laboratory Assistant class. Specifically excluded from this series are positions in state laboratories subject to the Illinois Clinical Laboratory Act which perform technical work on specimens obtained from the human body; such positions are properly allocated to the Clinical Laboratory Technician series.

Progression within the Laboratory Associate series is predicated upon the nature and scope of duties performed and supervision exercised. Both the Laboratory Associate I and II are engaged in technical work in a state laboratory. The Laboratory Associate II is designed for those positions that also either: a) receive and store samples for an entire agency, b) coordinate equipment usage and repairs equipment for a regional laboratory, or c) serve as lead worker of other Laboratory Associates.

LABORATORY ASSOCIATE I

POSITION CODE: 22997

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, conducts and interprets tests in a state laboratory where the tests result in obvious conclusions; prepares samples (e.g., embeds tissue; cuts tissue; filters solutions) for use in professionals' experiments.

LABORATORY ASSOCIATE I (Continued)

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepares animal tissue for use in the staining process and conducts same; cuts tissue; embeds tissue in paraffin; slices tissue into fine pieces (e.g., three to seven microns); mounts tissue onto microscope slides; stains slides through the application of a series of different solutions; furnishes stained specimens to pathologist for diagnosis, identification and/or interpretation.
2. Prepares media for use in laboratory experiments; measures water; weighs media and dissolves same in water by heating; sterilizes media in autoclave; after cooling, dispenses media into Petri dishes for use by the requesting laboratory.
3. Observes the daily behavior of a nonhuman primate colony during the entire length of an experimental drug study and enters data observed into a computer for later analysis by professional research staff.
4. Prepares seed samples for professional's tests; weighs samples; mixes seed types together; operates a Steinlite Electronic Moisture Tester to determine the moisture content of the seed sample.
5. Measures hydrogen ion concentration and specific conductance in minerals and other nonpreserved water samples, using a pH meter and conductivity meter respectively; enters results into log books and computer.
6. Prepares water, fish and sediment samples for gas chromatography analysis; performs several extraction procedures - including column chromatography - to prepare the environmental samples for use.
7. Assists chemists by performing various tests (resulting in obvious conclusions) of feed and fertilizer samples; weighs samples; operates Kjeldahl distillation and digestion apparatus to prepare samples; operates autoanalyzer to test chemical content of feed or fertilizer.
8. Performs serological examinations of swine, bovine and canine sera to determine the presence of antibodies due to brucellosis; uses the acid plate test, the card test and the tube test to make the determinations.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

LABORATORY ASSOCIATE I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to an associate's degree with courses in the laboratory sciences.

Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specific proficiency tests and training programs.

Knowledges, Skills and Abilities

Requires elementary knowledge of the principles and practices of chemistry, biology, physics and related sciences.

Requires elementary knowledge of laboratory procedures and techniques.

Requires ability to use laboratory equipment safely in performing routine and standard laboratory tests.

LABORATORY ASSOCIATE II

POSITION CODE: 22998

DISTINGUISHING FEATURES OF WORK:

Under general supervision, serves as a designated lead worker of other Laboratory Associates; or, receives all samples sent to the agency laboratory and stores same; or, coordinates laboratory equipment usage in a regional laboratory and repairs laboratory equipment as required.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a designated lead worker of technical staff engaged in laboratory work, assigns and coordinates subordinates' work; ensures work is completed each day; guides and trains lower level staff in new or existing testing techniques; provides input to supervisor concerning subordinates' performance.
2. Receives and stores all rock dust samples sent to the agency; weighs, screens, bottles and distributes samples; operates Brabender semi-automatic moisture tester to analyze the moisture content of the samples; records results of moisture tests.
3. Coordinates the installation and calibration of new equipment for a regional laboratory; uses proper tools and test equipment to repair scientific equipment used in the laboratory (e.g., autoclaves, biological safety cabinets, deionization apparatus, incubators).

LABORATORY ASSOCIATE II (Continued)

4. Prepares environmental samples for analysis via a variety of extraction techniques (e.g., floras and silicic column chromatography, Kuderna-Danish sample evaporations).
5. Conducts such tests on animal specimens as Equine Infectious Anemia tests, conduction counterelectrophoresis tests, brucellosis standard plate tests, tube tests and card tests; records results of tests; forwards information to supervisor.
6. Prepares animal tissue for use in the staining process and conducts same; cuts tissue; embeds tissue in paraffin; slices tissue into fine pieces; mounts tissue onto microscope slides; stains slides by putting the sample through a series of different solutions; furnishes stained specimens to pathologist for diagnosis, identification and/or interpretation.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to an associate's degree in the laboratory sciences, supplemented by one year's technical laboratory experience.

Knowledges, Skills and Abilities

Requires elementary knowledge of the principles and practices of chemistry, biology, physics or other related sciences.

Requires working knowledge of laboratory equipment.

Requires ability to prepare and maintain written records.

Requires ability to use laboratory equipment safely in performing routine and standard laboratory tests.