



Specialized Laboratory Technician Job Description

JOB INFORMATION

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|--------------------------|---|
| <i>Job Code:</i> | 185027 |
| <i>Job Title:</i> | Specialized Laboratory Technician |
| <i>FLSA Status:</i> | Non-Exempt |
| <i>Supervisory:</i> | May supervise student, temporary and/or resource workers. |
| <i>Job Family:</i> | Research - Laboratory |
| <i>Job Family Group:</i> | Research and Clinical Support |
| <i>Management Level:</i> | 7 Individual Contributor |

JOB SUMMARY

Performs moderate to complex specific laboratory procedures, testing etc, utilizing techniques and technology related to specialized scientific field (e.g. May prepare regular and special media formulations; produce grow or culture microbiological materials; performs Elisa plate testing with consistent high quality test results).

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X | | Bachelor's degree | |
| | X | Master's degree | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|-------------------------|
| X | | 4 years | |
| | X | 7 years | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|---|
| X | | Previous specialized laboratory experience, knowledgeable in use of specialized laboratory equipment. |
| X | | Working knowledge of lab procedures, techniques and testing related to specialized scientific field. |
| X | | Computer literacy. |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|---|---------------|------------------|-----------------|------------|
| Performs moderate to complex specific laboratory procedures, testing etc, utilizing techniques and technology related to specialized scientific field. (e.g. May prepare regular and special media formulations; produce grow or culture microbiological materials; performs Elisa plate testing with consistent high quality test results). | | | | |
| Trains investigators and students in specialized laboratory techniques. Provides technical consulting in area of expertise. Assists in protocol or policy development. | | | | |
| Performs other highly specialized laboratory tests as appropriate. | | | | |
| Complies with any quality control policies and procedures and maintains required documentation. | | | | |
| Maintains a safe environment in accordance with standards, policies and safety regulations. Ensures compliance with infection control policies. | | | | |
| Handles and disposes of hazardous and non-hazardous materials in accordance with safety protocols. | | | | |
| Maintains and calibrates laboratory equipment. Performs or arranges for basic repairs. May alter equipment to meet experiment requirements. Makes recommendations for equipment acquisitions. | | | | |
| Creates and maintains databases and/or spreadsheets to manage and process information or data. | | | | |
| May supervise unit employees and/or student workers as assigned. Trains and provides additional instruction as required. Schedules, assigns, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit's work. Assigns and oversees progress of special projects for staff and student workers. | | | | |
| Assists in budget preparation by gathering historical data in a limited area, such as materials and supplies or salaries. Tracks and monitors assigned budget expenditures and reports on variances. | | | | |
| Organizes and maintains supplies. Monitors inventory levels, maintains records of supplies and equipment, and prepares purchase orders as needed. Provides advice on equipment upgrades and acquisitions. | | | | |
| Keeps informed of developments in field. Reads journals and other relevant publications, attends professional association meetings and seminars as appropriate. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/ | | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.