UNIVERSITY OF SOUTHERN CALIFORNIA
Research Lab Technician III/Supervisor
Job Code: 185019

Grade: H
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:
Plans and conducts research experiments in accordance with laboratory and safety protocols. Independently performs non-routine and complex research laboratory procedures and techniques. Selects, modifies or adapts equipment and procedures to specific research needs. Supervises other research laboratory personnel as assigned.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

---     ___ Supervises unit employees and/or student workers, as assigned. Assists in recruitment, screening, hiring, orientation and training of unit staff. Evaluates employee performance and provides guidance and feedback. Counsels or disciplines supervised employees, as required. Recommends stronger disciplinary action or terminates employees, if so assigned.

---     ___ Plans and conducts research experiments in accordance with laboratory and safety protocols. Independently performs non-routine and complex research laboratory procedures and techniques.

---     ___ Maintains accurate records of procedures used to conduct experiments. Provides analyses and interpretations of results for review by supervisor. May contribute to the writing of technical papers.

---     ___ Provides input and updates on progress of research and makes recommendations for modification as appropriate.

---     ___ Selects, modifies or adapts equipment and procedures to specific research needs. Operates and maintains sophisticated laboratory and scientific equipment. Troubleshoots equipment problems and performs standard repairs.

---     ___ Controls equipment and supplies inventory. Recommends purchase, locates, negotiates prices, and orders equipment and supplies for funded research, proposals, graduate research and student labs. Maintains vendor contacts and backup purchase documentation files for reference or reporting, as needed.

---     ___ Prepares chemical solutions for experimental use.

---     ___ Researches, compiles and evaluates background information to enhance planning and design of experiments. Stays current in field of research to contribute to research planning and design activities and equipment planning.

---     ___ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
Yes

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.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's Degree
- Specialized/Technical Training

**Minimum Experience:**
- 3 Years

**Minimum Field of Expertise:**
- Fully competent and proficient in the operation of sophisticated scientific equipment and independently able to perform complex procedures and techniques with accuracy

**Preferred Education:**
- Master's Degree

**Preferred Field of Expertise:**
- Masters Degree or advanced technical schooling combined with 1-2 years of directly related laboratory experience to provide advanced knowledge of research procedures, equipment and analysis methods

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Organization
- Problem identification and resolution
- Project management
- Research

**Skills: Laboratory:**
- Advanced Laboratory Safety Techniques
- Basic Laboratory Safety Techniques
- Blood Borne Pathogen Safety Precautions
- General Laboratory Techniques
- Maintenance of Lab Notebook
- Radiological Safety Techniques

**Skills: Machine:**
- Centrifuge
- Computer Network (Department or School)
- Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

**Supervises: Level:**

- Leads employees performing similar work on a project basis
- Leads one or more employees performing similar work

**Supervises: Nature of Work:**

Technical

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**SIGNATURES:**

Employee: ___________________________  Date: ___________________________

Supervisor: ___________________________  Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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