UNIVERSITY OF SOUTHERN CALIFORNIA

Specialized Laboratory Technician

Job Code: 185027

Grade: HE
OT Eligible: Yes
Comp Approval: 3/16/2016

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, etc.)

JOB ACCOUNTABILITIES:

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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, etc.) |
| _______ | _______ |
| 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. |
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

**Minimum Experience:**

4 years

**Minimum Field of Expertise:**

Degree in directly related specialized scientific field. Previous specialized laboratory experience, knowledgeable in use of specialized laboratory equipment. Working knowledge of lab procedures, techniques and testing related to specialized scientific field. Computer literacy.

**Preferred Education:**

Master’s degree

**Preferred Experience:**

7 years

**Skills: Administrative:**

Answer telephones
Assemble and organize numerical data
Balance figures
Communicate with others to gather information
Coordinate work of others
Gather data
Input data
Prioritize different projects
Research information
Understand and apply policies and procedures
Use computer packages to prepare graphics
Use computerized spreadsheets
Use database and/or word processing software
Use desktop publishing software

**Skills: Laboratory:**
Advanced laboratory safety techniques
Blood borne pathogen safety precautions
General laboratory techniques
Maintenance of lab notebook
Radiological safety techniques

**Skills: Machine/Equipment:**

- Centrifuge
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**

May supervise staff, student, temporary or resource workers.

**Supervises: Nature of Work:**

Technical

**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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