



## **JOB FAMILY CONCEPT**

This family consists of four levels of research/scientific work. Levels are distinguished based on complexity and level of supervision received. This job family is distinguished from the Research Professional family in that it is responsible for performing technical research related tasks in support of quantitative and qualitative research projects and/or academic programs under the direction of research/science professionals and faculty. Where applicable, this job family is distinguished from the Environmental Health and Safety job family, by the responsibility for implementing and enforcing safety procedures and policies related to a lab space. The research technician job family addresses responsibility for the following functions:

- Data Entry
- Data Collection
- Microscope work
- Performance of tests
- Laboratory maintenance
- Project maintenance
- Field Research

Incumbents may perform one or more of these functions in support of a wide range of equivalent research technician activities in the field and/or laboratory settings.

## **TYPICAL FUNCTIONS**

***[Note: A single position may involve one or more of the functions listed, and may include functions not listed.]***

- Perform data entry
- Perform field camp maintenance
- Perform data collection, and reporting in support of research professional/faculty projects
- Calculate data in support of project and test hypotheses associated with project
- Develop tables, graphs and charts
- Maintain records
- Operate, adjust, calibrate, and assemble equipment
- Read, record and tabulate instrument data
- Maintain labs and equipment related to assigned projects
- Collect specimens and/or samples
- Maintain lab spaces and equipment
- Consistent with OSHA and certification requirements may serve as Chemical Hygiene Officer



- Maintain current Material Safety Data Sheets (MSDS) for hazardous substances used by project and/or stored in laboratories
- Order laboratory equipment and supplies; inventory and stock laboratory areas as required
- Identify and develop data sources
- Advise technicians or graduate assistants on laboratory techniques
- Lead or supervise a workgroup

### **LEVELS AND COMPETENCIES**

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

#### **Level 1**

**PCLS: 05021**

**Grade 75  
Non-Exempt**

#### ***Descriptors***

Work is performed under direct supervision and works within well-defined guidelines. Performs routine technical tasks requiring application of standard techniques, procedures, and criteria. Produces charts and graphs to display trends in data.

#### ***Knowledge, Skills, and Abilities***

Knowledge of data collection procedures, data entry procedures, and computerized spreadsheets and databases. Ability to manipulate data to produce charts and graphs to display trends in data. Ability to interpret data to detect problems or irregularities.

#### ***Education and Experience***

High school graduation and six months experience in a field relevant to the research or an equivalent combination of training and experience.

#### **Level 2**

**PCLS: 05022**

**Grade 76  
Non-Exempt**

#### ***Descriptors***

Work is performed under general supervision and works within guidelines that are generally defined. Performs technical tasks requiring application of standard techniques, procedures, and criteria. Positions at this level perform one or more of the following: advise graduate assistants or lower level technicians on laboratory techniques; identify and develop additional data sources other than those provided; organize data and interpret data results for reporting; work in remote locations to collect data.



***Knowledge, Skills, and Abilities***

Same as level one, plus: Knowledge of data collection procedures, data entry procedures, and computerized spreadsheets and databases. Ability to manipulate data to produce charts and graphs to display trends in data. Ability to interpret data results for reporting. Ability to work in remote locations, sometimes in extreme conditions. Knowledge of laboratory safety procedures.

***Education and Experience***

One year college coursework in a field relevant to the research (e.g. science, math, business) and one year experience in a field relevant to the research or an equivalent combination of training and experience.

**Level 3**

**PCLS: 05023**

**Grade 77**

**Non-Exempt**

***Descriptors***

Work is performed under intermittent supervision. Organizes, collects and ensures quality control of data, and interprets results for reporting. Positions at this level perform one or more of the following: lead\*\* work of graduate assistants, student assistants, or research technicians in support of projects; lead\*\* activities associated with a remote location or field camp; perform a specialized function; perform advanced field work. May be responsible for maintenance of research/academic laboratory spaces.

***Knowledge, Skills, and Abilities***

Same as level two, plus: Knowledge of data collection procedures, data entry procedures, and computerized spreadsheets and databases. Ability to manipulate data to produce charts and graphs to display trends in data. Ability to interpret data results for reporting. Ability to work in remote locations, sometimes in extreme conditions. Ability to coordinate/lead the activities of others. Knowledge of laboratory safety procedures.

***Education and Experience***

Two years college coursework in field relevant to the research (e.g. science, math, business) and two years experience in a field relevant to the research or an equivalent combination of training and experience.

**Level 4**

**PCLS: 05024**

**\*\*\*Alternate PCLS: 09090**

**Grade 78**

**Non-Exempt**

***Descriptors***

Work is performed under administrative supervision. Serves as a supervisor\*\* of a workgroup and/or serves as an expert technician dealing with discrete areas of specialization and/or serves as a project leader. May manage single, multi-use or multiple research/academic laboratories,



including managing fiscal responsibilities (e.g. budget, purchasing lab equipment and supplies) and implementation and enforcement of laboratory safety programs.

***Knowledge, Skills, and Abilities***

Same as level three, plus: Knowledge of data collection procedures, data entry procedures, and computerized spreadsheets and databases. Ability to manipulate data to produce charts and graphs to display trends in data. Ability to interpret data results for reporting. Ability to work in remote locations, sometimes in extreme conditions. Ability to lead/supervise\*\* the activities of others. Budget/fiscal skills. Ability to manage activities of a laboratory including a safety program.

***Education and Experience***

Bachelor's degree in a field relevant to the research (e.g. science, math, business) and four years experience in a field relevant to the research, or an equivalent combination of training and experience.

- \* **Complexity:** Refers to the diversity of research projects, and rules and regulations associated with grants and grant funding. Complex positions typically perform more advanced, sophisticated, controversial or innovative research. Complex positions more frequently work with 'internal' and 'external' reporting agencies. Complexity increases as new models are created, more advanced skills are required, and as status as a PI becomes mandatory.
  - \* **Scope:** Refers to the impact a research project, or a research unit has on the school, MAU, University system or community.
  - \*\* **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Is fluent in assigned area of responsibility.
  - \*\* **Supervise:** Hire, train, evaluate performance and initiate corrective action.
- \*\*\*Exemption status determined on a case-by-case basis. Essential functions of each job will be reviewed and evaluated in conjunction with the Fair Labor Standards Act regulations.

[July 2009 revisions included formatting document for consistency, and adding alternate PCLS information.]