

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV98664
Job Class Code:	580	Salary Schedule:	ASRRLABTC
EEO Category:	03	Grade:	16
Workers Comp Code:	8832		

Job Code Established:	01/05/02	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Medical and Related Technical Series

JOB CODE TITLE: LABORATORY TECHNICIAN SUPERVISOR

HRIS TITLE: LAB TECH SPV

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for technical laboratory work and supervision of other lab personnel to accomplish the tasks for each section. Trains staff in techniques and skills required to perform or prepare materials for a variety of chemical, bacteriological, and biological analyses or examinations; and performs related work as required. This is the supervisory level in the laboratory technician series and is distinguished from the Laboratory Technician II by supervisory responsibility including quality assurance and control testing.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the duties listed below and/or other related duties. Oversees the receipt, tracking and distribution of all incoming specimens. Supervises the preparation of all reagents, culture media, and transport media for internal and external customers. Performs all quality control testing on prepared media and quality assurance testing/calibration of lab equipment. Prepares and processes samples to be used in lab testing. Coordinates the shipping of biologically hazardous samples from the lab to other entities and coordinates the shipping of collection kits, transport media, all forms, and other miscellaneous items to all customers. Keeps accurate records and prepares reports. Maintains inventory of supplies and ensures supplies ordered as appropriate. Trains other lab personnel.

KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge of: elementary facts and principles of chemistry and biology, laboratory practices, aseptic techniques, equipment, terminology, quality control issues, testing, and shipping regulations; supervisory techniques.

Skill in: use of lab equipment; supervision; oral and written communication; lower level computer.

Ability to: multi-task and set priorities; successfully deal with "emergency" situations on a daily basis communicate effectively with internal and external customers.

Prefer: any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted. Typical ways to obtain the KSAs would be:

- Bachelor's degree from an accredited college or university with a major in a biological or physical science that included laboratory coursework in the basic sciences appropriate to the assignment.
- Education from an accredited college or university, including courses in biological or physical sciences that included laboratory work and laboratory experience in an appropriate field.