



LABORATORY TECHNICIAN
(NON-MEDICAL)

SCOPE OF WORK:

Individuals assigned to positions in this class series perform work associated with conducting a variety of standard laboratory tests and analyses for research, instruction, and/or diagnostic purposes.

DUTIES PERFORMED AT ALL LEVELS:

- Set up, adjust, and operate laboratory equipment and instruments.
- Prepare specimens and perform examinations and analyses of milk, water, foods, air, sewage and waste materials, soil, plants, plant extracts, petroleum products, etc., to determine bacteriological and chemical characteristics.
- Prepare reagents and other solutions used in testing and analyses activities.
- Test samples of materials or substances to verify conformity to specifications.
- Prepare records and reports of laboratory analysis and test results and interpretations made.
- Clean and sterilize laboratory equipment.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.
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LABORATORY TECHNICIAN I
GRADE D

3211

LEVEL DEFINITION:

Individuals at this level will generally perform testing duties of a routine nature involving standardized processes and procedures. Work is closely monitored. Additionally this class level is used for training individuals with little or no prior work experience. In a training environment individuals may be involved in assisting or performing tests involving highly complex procedures but under very close guidance of a higher level technician.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

CLASS CODES 3211
3212
3213
3214

ND Class Specification
Laboratory Technician

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED with completion of high school level chemistry, biology, or math courses.

LABORATORY TECHNICIAN II
GRADE E

3212

LEVEL DEFINITION:

Individuals at this level generally perform testing duties of a routine nature involving standardized processes and procedures independent of close supervision or guidance. Additionally, individuals perform some more difficult and advanced testing under the monitoring of a higher level technician or supervisor.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform laboratory testing involving standardized processes and procedures utilizing accepted procedures and specific laboratory guidelines.
- Assist in performing difficult and advanced laboratory examinations and analyses.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and two years of laboratory testing work experience. College level coursework in a natural or physical science field may substitute for the work experience requirement on a year-for-year basis.

LABORATORY TECHNICIAN III
GRADE G*

3213

LEVEL DEFINITION:

Individuals at this level generally perform laboratory-testing duties at a fully qualified technician level independent of close supervision or guidance.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide training and guidance to less experienced technicians
- May perform limited supervision of other technicians in a lead worker or team-leader capacity.
- Perform extensive verbal or written communication with outside activities in support of analyses or interpretations made.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and three years of laboratory testing work experience that included assisting in complex laboratory examinations and analyses. College level coursework in a natural or physical science field may substitute for the work experience requirement on a year-for-year basis.

LABORATORY TECHNICIAN IV

3214

GRADE H*

LEVEL DEFINITION:

Individuals at this level generally perform highly complex laboratory testing duties at a fully qualified technician level independent of close supervision or guidance.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Coordinate and monitor large, highly complex or specialized testing projects.
- Perform extensive verbal or written communication with outside entities in support of analyses or interpretations made.
- May monitor expenditures for laboratory supplies and provide significant input to the procurement of major laboratory equipment items.
- May provide input to development and maintenance of laboratory operation policies and work procedures.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and four years of laboratory testing work experience that included two years of performing complex laboratory examinations and analyses. College level coursework in a natural or physical science field may substitute for the work experience requirement on a year-for-year basis.

Eff. Date: 10/74 – Laboratory Technician I, II, III

Eff. Date: 07/76 – Added fourth level, class code 3214

Rev: 06/92 – Rewritten, refactored

Rev: 02/93 – New factoring

Rev: 02/97 – Rewritten in current format

Rev: 11/98 – Revised minimum qualifications in levels II, III, and IV to clarify and allow for substitution

Rev: 02/99 – Added leveling statements to levels III and IV

Rev: 11/10 – Revised minimum qualifications at all levels

Rev: 07/12 – Conversion to Hay System; *Pay Grade Exception assigned (III & IV levels only) 7/12; NDAC 4-07-04-11 & 4-07-04-12