



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 3231  
3232  
3233

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**CHEMIST**

**SCOPE OF WORK:**

Duties are associated with conducting research, analysis, and experimentation on liquids, solids, and gaseous materials, substances, and compounds for purposes of product and process development, quality control, quantitative and qualitative analysis, improvement of analytical techniques, methodologies and procedures, and application of new products and instrumentation.

**DUTIES PERFORMED AT ALL LEVELS:**

- Devise, install, and maintain equipment.
- Develop formulas, processes, techniques, and methods for solution of technical problems.
- Analyze organic and inorganic compounds to determine chemical and physical properties.
- Induce changes in composition of substances by introduction of heat, light, energy, and chemical catalysts.
- Conduct research into relationship between molecular, chemical, and physical properties of substances and compounds.
- Prepare records and reports relating to analysis of findings.
- May be responsible for preparing standards and specifications for processes and tests.

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

**CHEMIST I**

3231

GRADE J

**LEVEL DEFINITION:**

Chemists at this level are required to prepare and complete routine sample analyses. Routine equipment maintenance and method implementation is also expected. This includes technical expertise consistent with a chemistry degree and in the procedures utilized.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a Bachelor of Science degree in chemistry.

**CHEMIST II**  
GRADE K

3232

LEVEL DEFINITION:

Chemists at this level are required to prepare and complete routine and non-routine sample analyses. Routine and non-routine equipment maintenance, method implementation, and method development is also expected.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide assistance in other analytical areas.

MINIMUM QUALIFICATIONS:

Requires a Bachelor of Science degree in chemistry and two years of full-time work experience in performing duties at the level defined for Chemist I.

**CHEMIST III**  
GRADE M

3233

LEVEL DEFINITION:

Individuals in this class may perform and/or supervise highly complex and specialized organic and inorganic chemistry analyses.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Review analytical results and reports of other chemists; review and approve changes to standard operating procedures; maintain compliance with standard operating procedures.
- Plan and implement equipment updates.
- May be required to serve as a resource person with high expertise in a specific area to insure technical accuracy and proficiency.

MINIMUM QUALIFICATIONS:

Requires a Bachelor of Science degree in chemistry and two years of full-time work experience in performing duties at the level defined for Chemist II. A master's degree in chemistry may substitute for one year of the experience required.

Eff. Date: 07/84

Rev: 05/99 – Updated and rewritten in current format

Rev: 07/12 – Conversion to Hay System