



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 3258
3259

SENIOR CHEMIST

Individuals assigned to positions in this series are responsible for performing duties that involve highly complex and specialized chemical methods and techniques within the Department of Health and Consolidated Laboratories. Duties will include devising new equipment, developing formulas, processes, techniques, and methods for solving highly complex problems and preparing related standards and specifications for processing and testing. Utilizes advanced specialized equipment in working with a variety of materials. Provides consultation to others within and outside the organization on technical issues. Participates in standard setting efforts effecting compliance with all levels of requirements for products, services, environmental protection, etc. Individuals will serve as a resource person within the organization to insure technical proficiency of assigned analysts and will conduct program evaluation to insure effective/efficient methods, equipment, etc., relative to analytical testing requirements. Individuals may also be required to manage a chemistry laboratory involving the assignment, evaluation, and direction of work activities. Develops and monitors budget requirements; maintains staff competence; and provides input to organizational development requirements. Individuals will perform other duties commonly associated with positions of this level and will include administrative reporting and communication within and outside the organization.

The levels in this series are based on responsibilities assigned to the positions. The actual level is determined by analysis and evaluation of responsibilities as reflected in provided documentation. Only the elements that distinguish levels of increased complexity, accountability, and/or knowledge, skill, or ability requirements will be construed to mean any one of the specific levels.

SENIOR CHEMIST I
GRADE N

3258

Responsibilities associated with this class consist of duties that may vary depending on circumstances and require some modification of procedures, processes, or methods to accomplish duties involved. Decisions involve analysis of the circumstances to determine tasks involved and appropriate modification to procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Management responsibility includes directing the work of others involved in activities of the same or similar nature and generally working toward a common goal. Duties will be planned and accomplished

under general guidance and direction and require the coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Responsibilities include making final decisions affecting organizational goals and objectives and providing control of the outcome of those decisions.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with performing highly complex and/or specialized chemical analysis and developing standards, methods, and techniques in analytical procedures. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:

Requires a master's degree with a major in chemistry or a bachelor's degree with a major in chemistry and three years of high level analytical/research experience.

The employing agency, at its discretion, may substitute professional work experience for the graduate education requirement. The amount and type of work experience that can be substituted will be defined by the employing agency at the time of recruitment.

SENIOR CHEMIST II

3259

GRADE P

Responsibilities associated with this class consist of duties that may vary depending on circumstances and require some modification of procedures, processes, or methods to accomplish duties involved. Decisions involve analysis of the circumstances to determine tasks involved and appropriate modification to procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Management responsibility includes directing the work of others involved in activities of diversified functions and generally working toward a single goal or multiple goals of a similar nature. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Responsibilities include making final decisions affecting organizational goals and objectives and providing control of the outcome of those decisions.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with performing highly complex chemical analysis and development of related methods and techniques. Duties may include performing administrative management of a laboratory function. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:

Requires a master's degree with a major in chemistry or a bachelor's degree with a major in chemistry and four years of high level analytical/research experience.

The employing agency, at its discretion, may substitute professional work experience for the graduate education requirement. The amount and type of work experience that can be substituted will be defined by the employing agency at the time of recruitment.

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