

APPROVED

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

DEC 3 1 1987

CLASSIFICATION SPECIFICATION

Department of Personnel
Administration

APPROVED

I. LABORATORY ASSISTANT SERIES:

DEC 5 1 1987

Laboratory Assistant

II. SUMMARY OF SERIES:

Incumbents of positions in this series prepare and maintain laboratory stock and equipment; sterilize culture media, glassware and other apparatus; maintain inventory records and requisition supplies; and perform related work as required.

The basic purpose of this work is to maintain a sanitary and efficient laboratory environment for medical or scientific tests or experiments.

III. ORGANIZATIONAL LEVELS:

Laboratory Assistant is a technical job.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Prepares, maintains, inspects and distributes laboratory equipment for tests or experiments.
2. Prepares for experiments by sterilizing glassware, equipment and other apparatus to aid in the efficient and effective performance of tests or experiments.
3. Maintains the stock of supplies and equipment by keeping inventory records, organizing stock, requisitioning supplies and services and logging information such as purchase orders, tests performed and equipment borrowed to insure that supplies and equipment are available when needed.
4. Maintains cleanliness and safety of laboratories by following quality control standards and procedures, disposing of contaminants, washing and sterilizing glassware and inspecting temperature control equipment to ensure safe working conditions.
5. Performs related duties such as responding to staff and/or vendor inquiries regarding purchase orders and stockroom supplies.

V. DIFFERENCE BETWEEN LEVELS IN SERIES:

None.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency staff.

VII. SUPERVISION RECEIVED:

Incumbents of positions at this level receive direct supervision from laboratory personnel or other employees of higher grade who provide instructions, assign work and review performance through inspection for effectiveness and correct procedure.

VIII. SUPERVISION EXERCISED:

None.

IX. WORKING CONDITIONS:

Laboratory Assistants are exposed to the harmful effects of toxic and pathogenic substances, infections and contagious diseases, such as tuberculosis, AIDS, chemicals, fumes, steam and radioactive materials; use ultrasonic, mechanical, radiographic and electrical laboratory equipment and tools; stand for prolonged periods of time; and lift and carry heavy objects.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Ability to follow written and oral instructions.
2. Ability to communicate effectively in oral expression and clearly and concisely in writing.
3. Ability to exercise sound judgment.
4. Ability to understand and apply the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
5. Ability to work in a team setting.
6. Ability to determine proper format and procedures for assembling items of information.
7. Ability to maintain accurate records.
8. Ability to establish rapport and maintain harmonious working relations with others.
9. Ability to gather information through observing others, questioning individuals and by examining records and documents.
10. Ability to deal tactfully with others.
11. Ability to interact with people who are under physical and/or emotional stress.
12. Ability to lift and carry objects.
13. Ability to prepare and use charts, graphs and tables.

14. Ability to distinguish colors visually.

15. Manual dexterity.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Knowledge of the terminology and standard abbreviations used in a clinical, chemical, bacteriological and/or materials testing laboratory.
3. Knowledge of the types and uses of equipment, apparatus and materials used in a clinical, chemical and/or bacteriological laboratory.
4. Knowledge of the techniques used in the handling and transportation of specimens used in laboratory tests.
5. Knowledge of research methods and procedures followed in a bacteriological laboratory.
6. Knowledge of the safety practices and procedures followed in a chemical and a bacteriological laboratory.
7. Knowledge of sanitation and sterilization methods, techniques and procedures followed in a laboratory.
8. Knowledge of the proper methods used in the disposal of contaminated laboratory materials.
9. Knowledge of the types and uses of sterilization equipment and devices used in a laboratory.
10. Knowledge of the properties and characteristics of chemicals, acids and materials used in a laboratory.
11. Ability to interpret laboratory test results relative to bacteriology.

XII. MINIMUM ENTRANCE REQUIREMENTS:

None.

XIII. SPECIAL REQUIREMENTS:

None.

Occupational Group 24

Revised 6/87

