RESEARCH TECHNICIAN

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also competency-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

|  |  |
| --- | --- |
| **FUNCTIONS** | **TASKS** |
| Work Planning | * Follows instruction in setting up experiments * Receives close supervision in completing assigned tasks * Meets regularly with the supervisor to plan tasks to be completed * Works under general supervision to plan daily activities |
| Procedures/Tests/Analyses | * Prepares media, reagents, and solutions to ensure a sufficient stock is available to meet laboratory needs * Prepares lab animals for experimental procedures as directed, and/or serves as an assistant with animal procedures/surgeries * Follows established protocols in conducting a variety of routine experimental procedures under defined conditions (identify and elaborate on the procedures performed) * Based on technical knowledge, makes minor modifications to experimental procedures for quality control purposes (identify and elaborate on the procedures performed) * Independently performs a variety of non-repetitive, established and specialized experimental procedures [identify and elaborate on the procedures performed] |
| Lab Animal Maintenance | * Cleans animal habitats, provides basic care, and monitors lab animals as directed. May include recording data as required * Performs lab animal breeding, tissue collection for genotyping, euthanasia, injections, and/or similar tasks * Assists with dissections and small animal surgeries |
| Interpretation/Evaluation of Data | * Performs analysis of results under defined parameters * Identifies discrepancies and deviations, and refers questions to the supervisor * Maintains records of work performed as required per laboratory protocols * Records all experimental data and results in specified format with accuracy and responsibility |
| Presentation of Results | * Makes technical recommendations to laboratory procedures based on results obtained * Presents results orally and in written format at laboratory meetings * Maintains databases for laboratory use |
| Laboratory Management | * Maintains laboratory environment to include sterilizing glassware and equipment * Maintains laboratory stock, ordering supplies as directed or needed * Performs minor repairs and maintenance on laboratory equipment * Trains student workers, temporary employees, and/or permanent staff in experimental procedures and laboratory protocols * Maintains regulatory documentation as required * Ensures adherence to lab safety protocols including proper disposal of hazardous materials * May serve as lab safety officer |
| Team Lead | * Directs the daily workflow of other staff members by assigning tasks but does not exercise supervisory authority * Trains new staff members on work methods, policies, and practices * Provides feedback to supervisors on team members for performance evaluations * Serves as a resource to other team members for questions or work issues |
| Supervision | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs |

**STATE–DEFINED COMPETENCIES** *(Use to complete section 7 of the position description by defining how these apply to your specific job. All competencies may not apply to all jobs. Do not add any additional competencies beyond those provided by the state.)*

* Knowledge – Technical
* Operations – Research Support
* Data Collection
* Laboratory/Subject Care

**MINIMUM TRAINING AND EXPERIENCE** *(Cut and paste into section 8 of the position description form with no additions or deletions):*

Demonstrated possession of the competencies necessary to perform the work.