UNIVERSITY OF SOUTHERN CALIFORNIA
Specialized Laboratory Technician
Job Code: 185027

Grade: HE
OT Eligible: Yes
Comp Approval: 10/24/1994

JOB SUMMARY:
Prepares media, produces, grows or cultures microbiological materials such as cells, viruses or other organisms. Trains others in specialized laboratory techniques.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Prepares regular and special media formulations. Produces, grows or cultures microbiological materials, such as cells, viruses or organisms. Evaluates sterility of equipment, containers, media, liquids, etc.

Trains investigators and students in specialized laboratory techniques. Provides technical consulting in area of expertise. Assists in protocol or policy development.

Performs highly specialized laboratory tests.

Complies with any quality control policies and procedures and maintains required documentation.

Maintains a safe environment in accordance with standards, policies and safety regulations. Ensures compliance with infection control policies.

Handles and disposes of hazardous and non-hazardous materials in accordance with safety protocols.

Supervises unit employees and/or student workers as assigned. Trains and provides additional instruction as required. Schedules, assigns, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit's work. Assigns and oversees progress of special projects for staff and student workers.

Organizes and maintains supplies. Monitors inventory levels, maintains records of supplies and equipment, and prepares purchase orders as needed. Provides advice on equipment upgrades and acquisitions.

Maintains and calibrates laboratory equipment. Performs or arranges for basic repairs. May alter equipment to meet experiment requirements. Makes recommendations for equipment acquisitions.

Creates and maintains databases and/or spreadsheets to manage and process information or data.

Assists in budget preparation by gathering historical data in a limited area, such as materials and supplies or salaries. Tracks and monitors assigned budget expenditures and reports on variances.

Keeps informed of developments in field. Reads journals and other relevant publications, attends professional association meetings and seminars as appropriate.
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
☐ No  
☐ Yes  

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

Minimum Education:  
Bachelor's Degree

Minimum Experience:  
4 Years

Minimum Field of Expertise:  
Degree in Microbiology or applicable biological science. Previous specialized laboratory experience, knowledgeable in use of specialized laboratory equipment. Working knowledge of sterile lab techniques. Computer literacy.

Preferred Education:  
Master's Degree

Preferred Experience:  
7 Years

Skills:  Administrative:  
Answer telephones  
Assemble and organize numerical data  
Balance figures  
Communicate with others to gather information  
Coordinate work of others  
Gather data  
Input data  
Prioritize different projects  
Research information  
Understand and apply policies and procedures  
Use computer packages to prepare graphics  
Use computerized spreadsheets  
Use database and/or word processing software  
Use desktop publishing software

Skills:  Laboratory:  
Advanced Laboratory Safety Techniques  
Blood Borne Pathogen Safety Precautions  
General Laboratory Techniques
Maintenance of Cultures
Maintenance of Lab Notebook
Media Preparation
Radiological Safety Techniques
Tissue Culture

Skills: Machine:
Autoclave
Centrifuge
Computer Network (Department or School)
Computer Peripheral Equipment
Microscope
Osmometer
Personal Computer

Supervises: Level:
Supervises employees and student workers

Supervises: Nature of Work:
Technical

SIGNATURES:

Employee: ____________________________ Date: ____________________________
Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer