



USC University of
Southern California

Research Lab Tech III/Supervisor Job Description

JOB INFORMATION

<i>Job Code:</i>	185019
<i>Job Title:</i>	Research Lab Tech III/Supervisor
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.
<i>Job Family:</i>	Research - Laboratory
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Plans and conducts research experiments in accordance with laboratory and safety protocols. Independently performs non-routine and complex research laboratory procedures and techniques. Selects, modifies or adapts equipment and procedures to specific research needs. Supervises other research laboratory personnel as assigned.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		And
X		Specialized/technical training		
	X	Master's degree		

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		3 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Fully competent and proficient in the operation of sophisticated scientific equipment and independently able to perform complex procedures and techniques with accuracy.
	X	Advanced knowledge of research procedures, equipment and analysis methods.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises unit employees and/or student workers, as assigned. Assists in recruitment, screening, hiring, orientation and training of unit staff. Evaluates employee performance and provides guidance and feedback. Counsels or disciplines supervised employees, as required. Recommends stronger disciplinary action or terminates employees, if so assigned.				
Plans and conducts research experiments in accordance with laboratory and safety protocols. Independently performs non-routine and complex research laboratory procedures and techniques.				
Maintains accurate records of procedures used to conduct experiments. Provides analyses and interpretations of results for review by supervisor. May contribute to the writing of technical papers.				
Provides input and updates on progress of research and makes recommendations for modification as appropriate.				
Selects, modifies or adapts equipment and procedures to specific research needs. Operates and maintains sophisticated laboratory and scientific equipment. Troubleshoots equipment problems and performs standard repairs.				
Controls equipment and supplies inventory. Recommends purchase, locates, negotiates prices, and orders equipment and supplies for funded research, proposals, graduate research and student labs. Maintains vendor contacts and backup purchase documentation files for reference or reporting, as needed.				
Prepares chemical solutions for experimental use.				
Researches, compiles and evaluates background information to enhance planning and design of experiments. Stays current in field of research to contribute to research planning and design activities and equipment planning.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.