



USC University of
Southern California

Research Lab Technician II Job Description

JOB INFORMATION

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|--------------------------|---|
| <i>Job Code:</i> | 185015 |
| <i>Job Title:</i> | Research Lab Technician II |
| <i>FLSA Status:</i> | Non-Exempt |
| <i>Supervisory:</i> | May oversee student, temporary and/or casual workers. |
| <i>Job Family:</i> | Research - Laboratory |
| <i>Job Family Group:</i> | Research and Clinical Support |
| <i>Management Level:</i> | 7 Individual Contributor |

JOB SUMMARY

Provides general laboratory assistance to support research activities. Conducts research experiments in accordance with laboratory and safety protocols. Performs assignments which are non-routine and vary in complexity with minimal direction. Compiles data and computes results for a variety of research procedures, tests and techniques.

JOB QUALIFICATIONS:

Education

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

Additional Education

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

X Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> | |
|------------|-------------|------------------------|-------------------------|--|
| X | | 2 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 | | Working knowledge of laboratory equipment and research protocols. |
| X | | Knowledge of computer analysis techniques and ability to provide routine analysis and interpretation of research data. |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Conducts research experiments in accordance with laboratory and safety protocols. Collects field and/or laboratory measurements and data. Computes results for a variety of research procedures, tests and techniques. | | | | |
| Maintains accurate records of procedures used to conduct experiments. Uses laboratory/computer equipment to conduct analyses of experiment data. Provides routine interpretations of analyses. | | | | |
| Maintains and calibrates laboratory equipment. Performs or arranges for basic repairs. May alter equipment to meet experiment requirements. Makes recommendations for equipment acquisitions. | | | | |
| Prepares chemical solutions for experimental use. | | | | |
| Handles and disposes of hazardous and non-hazardous materials in accordance with safety protocols. | | | | |
| Maintains and organizes laboratory supplies. Monitors inventory levels and orders or secures supplies as needed. | | | | |
| Maintains research facility in orderly, operable condition. Maintains security and safety of equipment, samples, specimens and data. | | | | |
| Conducts library research to assist in the planning and design of experiments. | | | | |
| Learns basic laboratory safety and, if appropriate, basic radiation or blood borne pathogen safety under the direction of the USC Safety Office and more experienced laboratory staff. | | | | |

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.