



JOB FAMILY CONCEPT

This family consists of four levels of Research work. Levels are distinguished based on complexity and level of supervision received. This job family is distinguished from the Research Professional family in that it is responsible for doing technical research related tasks in support of quantitative and qualitative research projects under the direction of research professionals and faculty. The research technician job family addresses responsibility for the following functions:

- Data Entry
- Data Collection
- Microscope work
- Performance of tests
- Laboratory maintenance
- Project maintenance
- Field Research

Incumbents may perform one or more of these functions in support of a wide range of equivalent research technician activities.

This family provides technical assistance to activities in the field and/or laboratory settings.

TYPICAL FUNCTIONS

[Note: A single position may involve one or more of the functions listed, and may include functions not listed.]

- Perform data entry
- Perform field camp maintenance
- Perform data collection, and reporting in support of research professional/faculty projects
- Calculate data in support of project and test hypotheses associated with project
- Develop tables, graphs and charts
- Maintain records
- Operate, adjust, calibrate, and assemble equipment
- Read, record and tabulate instrument data
- Maintain lab and equipment related to assigned projects
- Collect specimens and/or samples
- Maintain a lab space and equipment
- Consistent with OSHA and certification requirements may serve as Chemical Hygiene Officer
- Maintain current Material Safety Data Sheets (MSDS) for hazardous substances used by project and/or stored in laboratory
- Order laboratory equipment and supplies; inventory and stock laboratory areas as required
- Identify and develop data sources



- Advise technicians or graduate assistants on laboratory techniques
- Lead or supervise a workgroup

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1 **PCLS: 05021**

Grade 75
Non-Exempt

Descriptors

Receives [direct supervision](#) and works within well-defined guidelines. Performs routine technical tasks requiring application of standard techniques, procedures, and criteria. Produces charts and graphs to display trends in data.

Knowledge, Skills, and Abilities

Knowledge of data collection procedures, data entry procedures, and computerized spreadsheets and databases. Ability to manipulate data to produce charts and graphs to display trends in data. Ability to interpret data to detect problems or irregularities.

Experience

6 months experience in a field relevant to the research, or equivalent.

Education

High school graduation or the equivalent.

Level 2 **PCLS: 05022**

Grade 76
Non-Exempt

Descriptors

Receives [general supervision](#) and works within guidelines that are generally defined. Performs technical tasks requiring application of standard techniques, procedures, and criteria. Positions at this level perform one or more of the following: advise graduate assistants or lower level technicians on laboratory techniques; identify and develop additional data sources other than those provided; organize data and interpret data results for reporting; work in remote locations to collect data.

Knowledge, Skills, and Abilities

Knowledge of data collection procedures, data entry procedures, and computerized spreadsheets and databases. Ability to manipulate data to produce charts and graphs to display trends in data. Ability to interpret data results for reporting. Ability to work in remote locations, sometimes in extreme conditions. Knowledge of laboratory safety procedures.



Experience

1 year experience in a field relevant to the research, or equivalent.

Education

1 year college coursework in a field relevant to the research (e.g. science, math, business), or an equivalent combination of training and experience.

Level 3

PCLS: 05023

Grade 77

Non-Exempt

Descriptors

Works under [intermittent supervision](#). Organizes, collects and ensures quality control of data, and interprets results for reporting. Positions at this level perform one or more of the following: lead* work of graduate assistants, student assistants, or research technicians in support of projects; lead* activities associated with a remote location or field camp; perform a specialized function; perform advanced field work. May be responsible for maintenance of laboratory space.

Knowledge, Skills, and Abilities

Knowledge of data collection procedures, data entry procedures, and computerized spreadsheets and databases. Ability to manipulate data to produce charts and graphs to display trends in data. Ability to interpret data results for reporting. Ability to work in remote locations, sometimes in extreme conditions. Ability to coordinate/lead the activities of others. Knowledge of laboratory safety procedures.

Experience

2 years experience in a field relevant to the research, or equivalent.

Education

2 years college coursework in field relevant to the research (e.g. science, math, business), or an equivalent combination of training and experience.

Level 4

PCLS: 05024

Grade 78

Non-Exempt

Descriptors

Works under [administrative supervision](#). Serves as a supervisor* of a workgroup and/or serves as an expert technician dealing with discrete areas of specialization and/or serves as a project leader. May manage a single or multi-use laboratory, including managing fiscal responsibilities (e.g. budget, purchasing lab equipment and supplies) and implementation and enforcement of laboratory safety programs.

Knowledge, Skills, and Abilities

Knowledge of data collection procedures, data entry procedures, and computerized spreadsheets and databases. Ability to manipulate data to produce charts and graphs to display trends in data.



Ability to interpret data results for reporting. Ability to work in remote locations, sometimes in extreme conditions. Ability to lead/supervise the activities of others. Budget/fiscal skills. Ability to manage activities of a laboratory including a safety program.

Experience

4 years experience in a field relevant to the research, or equivalent.

Education

BA or BS in a field relevant to the research (e.g. science, math, business), or an equivalent combination of training and experience.

- * Lead: Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Is fluent in assigned area of responsibility.

Supervise: Hire, train, evaluate performance and initiate corrective action.