

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LABORATORY ASSISTANT SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise Laboratory Assistants to facilitate and support the work and research of professional staff in a state laboratory by assisting in the production of biologic products, assisting in the breeding and management of laboratory animals, or participating in a variety of medical or analytical laboratory support activities.

There are two classifications in this job.

Position Code Title – Laboratory Assistant Supervisor-1

Laboratory Assistant Supervisor 10

The employee serves as a first-level supervisor with responsibility for directing the work of lower-level Laboratory Assistants.

Position Code Title – Laboratory Assistant Supervisor-2

Laboratory Assistant Supervisor 11

The employee serves as a second-level supervisor with responsibility for directing the work of lower-level Laboratory Assistants through first-level supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

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Performs routine arithmetic calculations.

Participates in the maintenance of production and processing records.

Directs staff in the operation of laboratory instruments and testing machines for routine measurements and work techniques.

Supervises subordinates in the preparation of biological products, including blood derivatives, albumin, ISG, antibiotics, anti-cancer agents, antitoxins, and vaccines.

Supervises subordinates in the proper cleaning, assembly, sterilization, and operating of mechanical equipment used in sterile filtration and filling and packaging of biologic products.

Directs laboratory staff in operation of such equipment as large autoclaves, fermenters, filters, industrial centrifuges, evaporators, refrigeration control, pH meters, balances, scales, pumps, and freeze-drying equipment.

Directs the operation and maintenance of chemical, optical, electrical, and miscellaneous laboratory apparatus.

Compiles numerical data and prepares graphs.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 10 level and thorough knowledge is required at the 11 level.

Knowledge of the use and care of laboratory apparatus.

Knowledge of machine processes in a testing or production laboratory.

Knowledge of commonly used laboratory techniques, terminology, and equipment.

Knowledge of laboratory testing procedures.

Knowledge of mechanical and technical processes and equipment used in the fractionation of blood.

Knowledge of the preparation of antibiotic and anti-cancer agents.

Knowledge of testing materials for strength and durability.

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Knowledge of the care, breeding, genetics, nutrition, and husbandry of laboratory animals.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of training and supervisory techniques.

Knowledge of labor relations.

Knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to use and maintain equipment.

Ability to determine work priorities.

Ability to evaluate subordinates' performance.

Ability to provide subordinates with on-the-job training.

Ability to perform routine laboratory tests of construction materials, biological, and chemical specimens, and samples.

Ability to handle fragile or potentially infectious materials.

Ability to make simple arithmetic computations.

Ability to follow oral and written instructions.

Ability to maintain records and prepare reports.

Ability to communicate with others.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work in an environment that involves some risk of sustaining illness and injury from the use of chemicals, high pressure laboratory systems, biological materials and organisms, and high energy light sources and voltage.

Some jobs require working with animals.

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Physical Requirements

Some jobs require the ability to bend, reach, and stand for extended periods.

Education

Educational level typically acquired through completion of high school.

Experience

Laboratory Assistant Supervisor 10

Four years of experience performing laboratory assistant tasks in support of other laboratory personnel equivalent to a Laboratory Assistant, including two years equivalent to a Laboratory Assistant E8 or one year equivalent to a Laboratory Assistant 9.

Laboratory Assistant Supervisor 11

Five years of experience performing laboratory assistant tasks in support of other laboratory personnel equivalent to a Laboratory Assistant, including three years equivalent to a Laboratory Assistant E8, two years equivalent to a Laboratory Assistant 9, or one year equivalent to a Laboratory Assistant Supervisor 10.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LABASTSPV

Job Code Description

Laboratory Assistant Supervisor

Position Title

Laboratory Assistant Supervisor-1

Laboratory Assistant Supervisor-2

Position Code

LABASPV1

LABASPV2

Pay Schedule

NERE-099

NERE-100