

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LABORATORY SCIENTIST SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a laboratory scientist program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title - Laboratory Scientist Spl 2

Laboratory Scientist Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Laboratory Scientist Spl 3

Laboratory Scientist Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

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.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspects of the programs.

Serves as a technical consultant and liaison with industry and governmental agencies.

Directs the testing and analysis of a variety of samples, specimens, products, or materials by following standardized chemical/biochemical procedures.

Directs the production of biochemical, chemical, and immunological products.

Plans and coordinates research projects to develop new analytical or production methods.

Directs experiments to determine biochemical relationships in organically damaged and mentally ill patients.

Coordinates and reviews qualitative and quantitative examinations of human tissues, blood samples, other specimens, arson evidence, etc.

Directs and coordinates the chemical/biochemical analysis of food, agricultural products, air and water samples, municipal and industrial wastes, etc., for composition or the presence of specific substances.

Directs the performance of chemical and physical tests on a variety of materials to ensure conformance to standards and specifications.

Performs chemical and physical tests on materials to determine that standards are maintained.

Participates in developing new analytical chemical methods.

Participates in developing new methods for making biochemical analyses.

Devises and adapts technical procedures and modifies equipment as needed.

Keeps informed of new analytical methods.

Participates in field investigations and makes on-the-scene examinations.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of general, qualitative, quantitative, organic, physical, and physiological chemistry.

Knowledge of the principles of biochemistry.

Knowledge of elementary bacteriology.

Knowledge of the fundamentals of physics and mathematics.

Knowledge of laboratory tests and control techniques.

Knowledge of statistical techniques used in the treatment of scientific data.

Knowledge of sources of literature in the field.

Knowledge of the fundamentals of instrumentation.

Knowledge of the analysis of blood and biologic products.

Knowledge of the physical and chemical testing of materials.

Knowledge of foods, feeds, fertilizer, economic poisons, and agricultural products.

Knowledge of methods used in the production of biologic products involving the application of biochemical principles and practices.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws, and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Ability to conduct laboratory procedures, tests and analyses required in the work and to interpret results obtained.

Ability to set up and use laboratory equipment.

Ability to conduct methodological research starting with the assignment of a project through the various steps including the reporting of results.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to plan, direct and coordinate programs and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

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

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

Education

Possession of a bachelor's degree in chemistry, biochemistry, forensic science, or a related pure or applied field.

Experience

Laboratory Scientist Specialist 13

Four years of professional experience equivalent to a Laboratory Scientist, including two years equivalent to a Laboratory Scientist P11 or one year equivalent to a Laboratory Scientist 12.

Laboratory Scientist Specialist 14

Five years of professional experience equivalent to a Laboratory Scientist, including three years equivalent to a Laboratory Scientist P11, two years equivalent to a Laboratory Scientist 12, or one year equivalent to a Laboratory Scientist Specialist 13.

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

LABSCISPL

Job Code Description

LABORATORY SCIENTIST SPECIALIST

Position Title

Laboratory Scientist Spl 2

Laboratory Scientist Spl 3

Position Code

LABSPL2

LABSPL3

Pay Schedule

H21-014

H21-017

SA

10/25/2015