



Technical Job Family: **Technician Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Technician I INDIVIDUAL CONTRIBUTOR	Technician II INDIVIDUAL CONTRIBUTOR	Technician III INDIVIDUAL CONTRIBUTOR	Technician IV INDIVIDUAL CONTRIBUTOR	Technician V INDIVIDUAL CONTRIBUTOR
Provide routine technical lab support for a research program and/or facility. Few nonstandard situations occur.	Provide routine to moderately complex technical lab support for a research program and/or facility.	Provide a wide variety of moderately complex to complex technical lab support for a research program and/or facility.	Provide complex technical lab support by performing a broad range of complex laboratory and research related tasks for a program and/or facility.	Provide senior-level technical lab support by performing a broad range of complex laboratory and research related tasks for a program and/or facility.
Maintain simple laboratory records and database.	Assist in developing database and maintain standard laboratory records.	Develop database and maintain moderately complex laboratory records.	Develop and maintain complex laboratory records.	Develop and maintain non-routine records and database.
		May perform library and/or internet research.	Conduct moderately complex technical research.	Conduct advanced technical research.
Assist investigators in the preparation of standard stains, media, buffers, and reagents.	Prepare standard stains, media, buffers, and reagents.	Prepare non-standard stains, media, buffers and reagents.	Prepare moderately complex stains, media, buffers, and reagents.	Prepare complex stains, media, buffers and reagents.
Prepare and maintain simple tissue and cell cultures for experimentation.	Prepare and maintain standard tissue and cell cultures for experimentation.	Prepare and maintain routine tissue and cell cultures for experimentation.	Prepare and maintain non-routine tissue and cell cultures for experimentation.	Prepare and maintain complex tissue and cell cultures for experimentation.
Perform simple bio-assays.	Perform a variety of standard cell / tissue assays, culture preparation, and / or analyses.	Perform a variety of non-standard cell / tissue assays, culture preparation, and / or analyses.	Perform a variety of moderately complex cell / tissue assays, culture preparation, and / or analyses.	Perform a variety of complex cell / tissue assays, culture preparation, and / or analyses.

Technician I INDIVIDUAL CONTRIBUTOR	Technician II INDIVIDUAL CONTRIBUTOR	Technician III INDIVIDUAL CONTRIBUTOR	Technician IV INDIVIDUAL CONTRIBUTOR	Technician V INDIVIDUAL CONTRIBUTOR
Collect data and perform standard calculations; input, retrieve, and record experimental data using straightforward computer techniques and software.	Analyze data using straightforward statistical methods and computer software; maintain database and lab records.	Provide assistance in manipulating, computing and analyzing data using complex statistical computer software.	Manipulate, compute, and analyze data using complex statistical computer software.	Develop new analytical methods and testing procedures.
Perform/ learn to perform a variety of tests.	Perform/ be able to perform a variety of tests, using both routine and special techniques and methods.	Perform a variety of tests requiring adequate degree of proficiency.	Perform a variety of tests requiring a high degree of proficiency including operating and / or maintaining lab equipment.	Oversee and perform experiments or tests requiring broad knowledge and experience, including operating and / or maintaining complex lab equipment; train new laboratory personnel; identify test results and apply appropriate controls for accuracy and reliability.
Assist with daily care for research specimens and/or samples.	Provide standard care for research specimen and/or samples.	Provide care for research specimen and/or samples.	Provide and recommend care for research specimen and/or samples.	Oversee and determine standard care for research specimen and/or samples.
Clean and maintain standard laboratory equipment and overall laboratory hygiene including glassware sterilization.	Clean and maintain laboratory equipment and overall laboratory hygiene.	Arrange for the maintenance of laboratory equipment.	Troubleshoot equipment problems and recommend necessary repairs.	Troubleshoot complex equipment problems and determine need for necessary repairs.
	Routine set-up, assembly and/or installation of components of portions of equipment; may conduct minor troubleshooting or make simple repairs as directed.	Moderately complex set-up, assembly, installation and building of components or equipment; may conduct complex testing and troubleshooting and make repairs.	Build, modify, test, troubleshoot, and recommend solutions or repair equipment/apparatus or systems of considerable complexity.	Design, build, modify, test, troubleshoot or repair equipment/ apparatus or other advanced systems of considerable complexity. Solve problems using recommended solutions.
Adhere to all disease control and laboratory safety protocols.	Adhere to and evaluate disease control and laboratory protocols; adhere to radiation and chemical safety procedures.	Ensure that less experienced lab personnel adhere to all disease control and laboratory safety protocol.	Ensure all laboratory protocols and procedures adhere to disease control, radiation, and chemical safety requirements.	Coordinate and supervise the safety procedures for the use of radioactive and non- radioactive chemicals and their disposal.
Collect laboratory waste for disposal.	Prepare laboratory waste for disposal per protocols.	May ensure and/or prepare and label laboratory waste for disposal per protocols.	May ensure and/or prepare and label laboratory waste for disposal per protocols.	Promote general safety, evaluate and recommend improvements for compliance with OSHA protocols.

Technician I INDIVIDUAL CONTRIBUTOR	Technician II INDIVIDUAL CONTRIBUTOR	Technician III INDIVIDUAL CONTRIBUTOR	Technician IV INDIVIDUAL CONTRIBUTOR	Technician V INDIVIDUAL CONTRIBUTOR
	Document laboratory procedures.	May contribute data findings or assist in fact finding for inclusion to research designated areas of report / article for publication as requested.	Contribute data and fact finding for inclusion to research reports / article for publication; may write and/or present report summary as requested.	Verify, validate and provide data analysis for inclusion to research reports and grants; may write and/or present report summary.
	Assist in evaluating lab methods, procedures and techniques based on written instruction.	Assist in evaluating lab methods, procedures, and techniques based on established objectives.	Assist in evaluating nonstandard techniques and procedures based on established objectives; recommend modifications.	Assist in experimental planning and design; help evaluate and develop methods, procedures, techniques, etc.
	Set up equipment and materials for course instruction.	Set up equipment and materials for course instruction and may assist training lab methods, procedures and safety.	Set up complex equipment and materials for course and workshop instruction and provide training for laboratory techniques, instruments, methods and procedures.	Set up and demonstrate laboratory techniques in support of a laboratory academic course; be able to provide teaching support by assisting with exams, teaching classes, workshops, lectures, etc. as needed.
		May provide coordination of schedules; oversee temp/student assistants; coordinate supervision and training of laboratory methods, procedures and safety as assigned.	Assist in scheduling, designing, and developing experiments and research projects; develop new experimental protocols as assigned.	Schedule, design and develop experiments and research projects; review new experimental protocols.
	Assist with the inventory and ordering of supplies as directed.	Maintain inventory and order or coordinate supplies procurement in partnership with business service center.	Ensure the proper ordering of the inventory and supplies.	
			May act as team lead and oversee daily workloads.	Act as team lead and oversee work done by subordinates.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10952 TECHNICIAN I, BAND A	10953 TECHNICIAN II, BAND B	10954 TECHNICIAN III, BAND C	10955 TECHNICIAN IV, BAND D	10956 TECHNICIAN V, BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school Diploma or equivalent; up to 1 year experience or equivalent	High school Diploma or equivalent; up to 2 years experience or equivalent	Associate's degree or equivalent; up to 2 years or equivalent	Bachelor's degree or equivalent; more than 2 years and less than 4 years or equivalent experience.	Bachelor's degree or equivalent; more than 4 years and less than 6 years or equivalent experience
IMPACT	Affects immediate department	Affects immediate department	Affects immediate department	Affects immediate department	Extend beyond department
CONTACTS - INSIDE	Receive information Provide information	Assist others Obtain cooperation for task completion Handle confidential information.	Assist others Obtain cooperation for task completion Handle confidential information.	Assist others Obtain cooperation for task completion Handle confidential information.	Provide guidance
CONTACTS - OUTSIDE	Limited contact	Limited contact	Conduct straightforward business Provide general factual information Handle confidential information.	Conduct straightforward business Provide general factual information Handle confidential information.	Conduct somewhat complex activities Obtain involved information Provide detailed response
CONTACTS - STUDENTS	Provide information or instruction on policies/ procedures.	Provide information or instruction on policies/ procedures.	May provide training and instruction on equipment, instruments, machinery, methods	Provide training and instruction on equipment, instruments, machinery, methods	Provide training and instruction on equipment, instruments, machinery, methods

FACTOR PROFILE	10952 TECHNICIAN I, BAND A	10953 TECHNICIAN II, BAND B	10954 TECHNICIAN III, BAND C	10955 TECHNICIAN IV, BAND D	10956 TECHNICIAN V, BAND E
SUPERVISION	None	None	Students Temporaries On-the-job training	Students Temporaries On-the-job training	Group leader Full responsibility for students, temp, and employees who do similar work Includes recommendations for hiring and performance appraisals
COMPLEXITY	Tasks related to one specific area of work	Entire field tasks	Entire field tasks	Focus on an entire field	Focus on an entire field and on related areas
LEVEL OF DECISION MAKING	Responsible for routine decisions within limits prescribed by established policies or by supervisor	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities
FREEDOM OF ACTION	General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress	Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress	Little guidance to accomplish work activities Rarely refers situations to the supervisor
SUPPORT SKILLS – WRITING	Limited responsibility, OR is position's area of work	Provide standard responses to inquiries	Provide standard responses to inquiries	Provide non-standard response	Provide a response for which few prototypes exist
SUPPORT SKILLS – COMPUTER	Limited responsibility, OR is position's area of work	Use business or technical programs for data input or word processing to create documents or reports.	Use business or technical programs for data input or word processing to create documents or reports.	Use a variety of business or technical programs to complete information management or production tasks	Use a variety of business or technical programs to complete information management or production tasks

FACTOR PROFILE	10952 TECHNICIAN I, BAND A	10953 TECHNICIAN II, BAND B	10954 TECHNICIAN III, BAND C	10955 TECHNICIAN IV, BAND D	10956 TECHNICIAN V, BAND E
WORKING CONDITIONS - PHYSICAL	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.
WORKING CONDITIONS - VISUAL	Close concentration and visual attention	Close concentration, visual attention and need for manual dexterity	Close concentration, visual attention and need for manual dexterity	Close concentration, visual attention and need for manual dexterity	Close concentration, visual attention and need for manual dexterity
WORKING CONDITIONS - HAZARD	Chemicals/ substances requiring careful use. Handling mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices.	Chemicals/ substances requiring careful use. Handling mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices.	Chemicals/ substances requiring careful use. Handling mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices.	Chemicals/ substances requiring careful use. Handling mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices.	Chemicals/ substances requiring careful use. Handling mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices.