

**SCIENCE LABORATORY COORDINATOR, SENIOR  
(Multiple disciplines)**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	65	07/01/2017	Classified	1 of 3

**DEFINITION**

To plan and organize laboratory activities for multiple science disciplines and/or large laboratory departments; to organize, schedule and assist in evaluating a variety of laboratory activities; to assist in department budget preparation and administration; to order and maintain laboratory equipment and instruments; and to coordinate the operation of department facilities and respond to critical laboratory health and safety emergencies.

**DISTINGUISHING CHARACTERISTICS**

**Science Laboratory Coordinator** - This classification is distinguished from the senior level in that it is responsible for the day-to-day operation of a single discipline or laboratory area as opposed to multiple disciplines or laboratory operations with larger scope and complexity.

**Science Laboratory Coordinator, Senior** - Positions in this classification are responsible for the planning, organization and preparation of large science department laboratory operations for two or more disciplines or operations with larger scope and complexity.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- Provides training and direction to student assistants or other assigned staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans and coordinates large department laboratory operations for a variety of science disciplines.
- Maintains and stores a sufficient inventory of scientific supplies and equipment in laboratory facilities; procures supplies and equipment; researches products and analyzes bids; identifies need for repair or external assistance and requisitions as necessary; assembles, tests and installs new equipment and instruments.
- Provides technical lead support and serves as a resource to faculty, students, and staff.
- Directs or performs the timely preparation, set-up and issuing of materials, equipment and lockers for use in student laboratory demonstrations, experiments, exercises and exams.
- Performs complex skilled technical duties to ensure efficient lab operations.
- Develops and implements new or modified laboratory policies, as required.
- Recommends environmental, health and safety-related improvements and modifications in laboratory procedures and operations; establishes and enforces laboratory safety procedures; routinely inspects and/or tests safety equipment and supplies.
- Monitors production of, collects, and appropriately processes hazardous waste materials and toxic chemicals resulting from laboratory classes; collects and properly stores biohazard waste.
- Maintains material safety data sheets for all department chemicals and products.

**SCIENCE LABORATORY COORDINATOR, SENIOR  
(Multiple disciplines)**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	65	07/01/2017	Classified	2 of 3

- Provides appropriate student safety training; maintains records of training.
- Assists in developing and monitoring department budgets in coordination with management and faculty; prepares cost estimates for budget recommendations; submits justifications for budget items; maintains student billing records.
- Coordinates workload of multiple or large department laboratories; monitors assignments of other assigned staff.
- Collaborates with management and faculty to identify part-time staffing needs.
- Conducts statistical review to analyze and assess the service effectiveness in assigned laboratories.
- Assists in the selection of student assistants and/or tutors; provides training, functional and technical supervision, and evaluation of student assistants and/or tutors; reviews and approves student assistant and/or tutor timecards for accuracy and submits to a departmental supervisor or manager.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

- Methods, techniques and procedures used in the planning, development and delivery of a science laboratory program.
- Subject matter and theoretical principles of assigned disciplines.
- Scientific laboratory equipment, materials, supplies, methods, practices and techniques.
- Methods of gathering and presenting general statistical data.
- Enterprise Resource Planning (ERP) Systems and/or other student tracking software.
- Tools, materials and equipment used in the repair, calibration, and maintenance of science laboratory equipment and instruments.
- Principles, practices, and environmental health and safety regulations necessary to use and dispose of hazardous materials or work with laboratory equipment.
- Modern software applications (Microsoft Office Suite, etc.).
- Principles of record keeping and budget administration.

Skill/Ability to:

- Work independently with minimal supervision.
- Organize, coordinate, and prioritize laboratory activities for large laboratory departments and multiple assigned disciplines.
- Research, adapt, and apply laboratory methods, practices and techniques common to assigned department.
- Perform routine and analytical work needed to prepare equipment and materials for laboratory assignments.

**SCIENCE LABORATORY COORDINATOR, SENIOR  
(Multiple disciplines)**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	65	07/01/2017	Classified	3 of 3

- Effectively and safely operate, adapt, and maintain scientific equipment.
- Understand the function of, operate, demonstrate, maintain, troubleshoot, repair and calibrate technical instruments.
- Perform administrative work accurately and efficiently, including budget monitoring and budget preparation.
- Interpret and apply policies, procedures, rules and regulations.
- Communicate effectively, both orally and in writing.
- Lift, move and manipulate objects and equipment within laboratory.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Stay current with changing environmental health and safety regulations.
- Safely handle, store and dispose of hazardous materials.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

**EXPERIENCE AND TRAINING**

- Three (3) years of responsible experience coordinating a laboratory in a college, public health, hospital, clinical or research setting performing discipline-specific tests and processes, including experience in workplace safety.

**EDUCATION / LICENSE OR CERTIFICATE**

- Possession of a Bachelor’s degree from an accredited college in a discipline relevant to assigned areas, or equivalent.
- Possession of, or ability to obtain, a valid Red Cross First Aid and CPR certificate.
- Possession of, or ability to obtain, Cal OSHA Certification.

Adopted: 07/01/17