



SCIENCE LABORATORY COORDINATOR - (Single discipline)

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	62	07/01/2017	Classified	1 of 3

DEFINITION

To plan and organize laboratory activities for assigned science laboratory area or discipline; 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; to coordinate the operation of department facilities; and to 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 laboratory operations for assigned science discipline.
- 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.
- Provides appropriate student safety training; maintains records of training.

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- 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 laboratory; 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 discipline.
- Methods of gathering and presenting general statistical data.
- Enterprise Resource Planning (ERP) Systems and/or other student tracking software.
- Scientific laboratory equipment, materials, supplies, methods, practices and techniques.
- 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.
- 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.
- 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.

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- 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

- Two (2) 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 area, 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