Effective Date: September 2, 2018

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LABORATORY TECHNICIAN CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions that perform technical laboratory work in support of a state laboratory, or professional science staff, in any state agency and related to science sub-discipline (e.g., biology, chemistry, microbiology, sample/specimen receiving, forensic science). This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses technical support positions responsible for a wide range and combination of technical activities related to support of one or more science related sub-disciplines (e.g., biology, chemistry, microbiology, sample/specimen receiving, forensic science) within a laboratory. Positions perform a variety of analytic laboratory support activities across disciplines under the guidance and direction of one or more professional science staff and/or supervisors. The positions are located primarily in laboratories across the state enterprise.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions performing the full range of professional laboratory sample analysis and are most appropriately classified within a professional science classification, or classification series (e.g., biology, chemistry, microbiology, forensic science related fields) which perform professional science duties, for a majority of the time (i.e., more than 50%).

3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Series

Entrance into this classification series will be through competition.

This is a multiple objective level classification series. The ability of an employee to progress through the series is dependent upon the duties and responsibilities of the position, the allocation pattern of the position an employee occupies, and the objective level of the official subtitle of position.

Positions which are allocated to the classification series and subtitled as Glassware Preparation Technician will not progress beyond Laboratory Technician 1.

Positions which are allocated to the classification series and subtitled as Intake Technicians may enter the classification series at the Laboratory Technician 1 level, and progress through reclassification to the Laboratory Technician 2 level after the employee satisfactorily attains the specified training, education, or experience; and demonstration of satisfactory work performance.

Positions which are allocated to the classification series and subtitled as Science Laboratory Technician or DNA Screening Technician may enter the classification series at the Laboratory Technician 2, and progress through reclassification to Laboratory Technician 3 after the employee satisfactorily attains the specified training, education or experience; and demonstration of satisfactory work performance.

Positions at the Laboratory Technician 3 level may also be an advanced/technical lead or lead worker Intake Technician over lower level Laboratory Technicians subtitled as Intake Technicians or other laboratory support positions. First time assignment as an advanced/technical lead or lead worker requires competition, and will not be entered through reclassification or reallocation.

E. Definition of Terms Used in this Classification Specification

Biology: The science that deals with the study of organisms, divided into many specialized fields, that cover their morphology, physiology, anatomy, behavior, origin, and distribution.

Chemistry: The science that deals with the composition, contamination, structure, properties, and reactions of matter on a variety of substances and materials (organic and/or inorganic).

Entry Level: The first level within a progression between entry level and the objective level with an allocation, classification.

Forensic Science: The application of scientific principles and techniques to matters of criminal justice relating to the collection, examination, and analysis of physical evidence.

Lead worker: An employee who's permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned and documented on the work unit's organizational chart, and as further defined within the Wisconsin Human Resources Handbook Chapter, Section 370.030.

Microbiology: The science that deals with microorganisms and their effects on other life forms.

Objective Level: The level defined within allocation, or classification, that any employee allocated that series or progression pattern can reasonably expect to achieve.

II. SUBTITLES

This classification contains official subtitles, authority for which exists under the ER 2.03(2), Wis. Adm. Code, to differentiate positions within this classification series. Each position classified within the classification series will be reviewed during the course of initial position analysis to determine which official subtitle best describes the work performed by the position, what the official subtitle should be, and that official subtitle so recorded in accordance with appropriate classification policies and procedures.

Each position reviewed and assigned to an official subtitle must have the majority (i.e., more than 50%) of the work assigned to and performed by the position fit within type of work described within this section. Differentiation between the levels of official subtitles described in this section are detailed in Section III – Definitions. Movement between subtitles is prohibited except through competition.

Positions identified within this classification series may perform work within more than one of the official subtitles listed, but that work performed in a different subtitle (than listed on the position) must be for less than a majority of the time. Positions within a subtitle must perform work identified within that subtitle's allocation patterns for a majority of the time (i.e., more than 50%).

Within this series there exists these official subtitles at each of the classification levels:

		Official Subtitles			
Classification Level	Laboratory Technician 1	Glassware Preparation Technician	Intake Technician-Entry		
	Laboratory Technician 2		Intake Technician-Objective	Science Laboratory Technician-Entry	DNA Screening Technician-Entry
	Laboratory Technician 3		Intake Technician-Advanced	Science Laboratory Technician-Objective	DNA Screening Technician-Objective

Glassware Technicians – positions which perform routine laboratory support work related to the maintenance of supplies, reagents, media and ensure proper cleaning and decontamination of laboratory media and equipment.

Intake Technicians – positions which support a laboratory and control, or are involved in, the intake/receipt of samples, specimens, or items related to work performed by the laboratory (including forensic evidence), and follow prescribed and specific procedures to ensure the correct handling of items received to maintain the integrity of the item for additional testing and use (whether from standard laboratory practices, or due the need to maintain record of the chain of custody).

Science Laboratory Technicians – positions which perform work (e.g. sample preparation and analysis support, reagent work activities, etc.) ed assisting professional scientists specialized in chemistry, microbiology or closely related field, involving research, or the practical examination, or routine testing of specimens/samples brought into a laboratory.

DNA Screening Technicians – positions which perform work assisting professional scientists specialized in Forensic DNA analysis, involving the practical examination of submitted forensic evidence to a laboratory.

III. DEFINITIONS

Positions allocated to this classification series are responsible for technical laboratory support work within a state laboratory, or work similar to that performed in state laboratory, in support of professional scientists (e.g., microbiologists, chemists, forensic science disciplines). Positions within this series may work within one discipline, or cross disciplines, and perform routine to non-routine work to handle or receive laboratory samples, prepare samples, or conduct analysis of materials following prescribed laboratory procedures under the guidance and technical review of a professional science staff or supervisors.

Positions within this series are expected to adhere to agency and laboratory protocols, policies, procedures, quality assurance standards and operate within applicable International Organization for Standardization (ISO) requirements (including, but not limited to, ISO 17025), when applicable.

LABORATORY TECHNICIAN 1

Positions at this level perform work related to the handling of samples, specimens, or items related to work performed within the laboratory. Positions work within established policies and procedures, are of limited complexity, have limited discretion and/or decision-making responsibilities. Positions at this classification level are either: **1)** objective level Glassware Preparation Technicians, or **2)** entry level Intake Technicians.

Positions allocated as objective level Glassware Preparation Technicians perform routine technical work related to the preparation of specialized laboratory glassware. Positions coordinate orders for media and reagents; may, on a limited basis, prepare reagents according to specific instructions and/or procedures; decontaminate and clean glassware and/or equipment and dispose of hazardous waste; maintain glassware washer, dryers and sterilizers; and perform support work as requested. Positions allocated to this allocation pattern perform work under close progressing to general supervision.

Positions allocated as entry level Intake Technicians perform routine technical work related to the receipt of materials, specimens, samples, evidence or other related items (to include firearms) in a laboratory including: logging, unpacking, receiving and preparation; screening submission forms for accuracy; resolving questions from, or working with, a variety of personnel and/or clients (i.e. attorneys or their support personnel, law enforcement, citizens, external public/private organizations, other laboratories, and/or professional science staff) regarding receipt from laboratory client or staff; performing inspections; documenting and/or completing requisite reports; ordering supplies; preparing glassware/media. Intake Technicians do ***not*** perform routine sample testing or analysis for a majority of the time (i.e., more than 50% of the time) under the guidance of professional science staff or science supervisors; positions work under close progressing to limited supervision and the work is structured to provide the necessary training and experience to progress to Laboratory Technician 2.

Representative Positions (for Intake Technicians):

Evidence Technician: This position is responsible for the proper receipt, storage, security and disposition of evidence submitted to the laboratory; conducts safety inspections on firearms, unload, and store ammunition; prepares discovery packets (open records) and other need reports to be utilized by court of law and law enforcement agencies; adhere to strict documentation of the evidence chain of custody receive subpoenas and track court dates. In addition, maintain compliance with ISO/IEC 17025 and ANAB/LAB-International and Crime Laboratory Bureau Policies and Procedures for requirements of Accreditation of Forensic Science Testing Laboratories. This position works closely with law enforcement personnel, District Attorneys and their office personnel, and Crime Laboratory analysts.

DNA Databank Technician: This position is responsible for the proper receipt, verification and control of DNA databank samples; receives convicted offender samples; document samples in confidential computerized criminal history records; trouble shoot problematic samples; prepare written reports; store samples according to established protocols and procedures; file data sheets; retrieve samples when needed and provide sample

collection kits to people responsible for collecting databank samples. Positions may be responsible for some sample preparation or ordering supply. This position works in close cooperation with law enforcement, court liaisons, DNA Databank Analysts, Fingerprint Technicians, and the Crime Information Bureau.

Intake Technician: This position functions as a sample custodian in the sample receiving area of the Bureau of Laboratory Services and is responsible for: maintaining lab sample/records processing systems (e.g. chain of custody, sample processing/logging, disposal, etc.); screen paperwork and resolve submission questions with laboratory client (e.g., field staff, etc.) or staff; provide data or support during audits in accordance with ISO guidelines; and maintain filing and security of paper files and records that are related to samples, test data, and test results. This position is also responsible for the monitoring of the entry doors and screening visitors before allowing entry. This position requires adherence to all laboratory quality and safety standards and performs duties under close progressing to limited supervision.

LABORATORY TECHNICIAN 2

Positions at this classification level are differentiated from the Laboratory Technician 1 level positions in that they are expected to perform technical procedures and processes on routine and non-routine laboratory work; provide more in-depth support to professional scientists in their program area(s); participate in quality assurance activities; maintain supplies, equipment, and/or instruments; and provide technical testing support to the assigned laboratory section(s). Positions at this classification level are either: **1)** objective level Intake Technicians, or **2)** positions performing entry level technical testing support for professional science staff (and subtitled as Science Laboratory Technicians, or DNA Screening Technicians).

This is the full performance objective level for Intake Technicians. In addition to work tasks identified for Intake Technicians at the Laboratory Technician 1 level, positions are expected to: perform technical procedures and processes on routine and non-routine samples, specimens, or items related to work performed within the laboratory (including evidence); report results to professional science staff or supervisor; record information in laboratory information management systems (LIMS); provide technical support to specific laboratory section(s) or sub-discipline(s); assist in compliance audits; and may participate in other special projects within the laboratory (i.e., Crime Scene Response, Weapons Inventory, Guns for Destruction, and Evidence Technician School, etc.). Additionally, positions: may serve as a subject matter expert; may provide mentoring to lower level Laboratory Technicians; or may have received training to provide expert court testimony when required. Work at this level is performed under general supervision.

Representative Positions (for Intake Technicians):

Evidence Specialist: This position handles more complex, non-routine forensic evidence and related materials. Provides guidance on state statutes for evidence submission questions with laboratory clients or staff regarding explosives, dangerous chemicals or substances and guidance on standards such as the quantity and quality of evidence submission. Positions must adhere to strict guidelines covering evidence submission in a safe manner (hazardous drug submission, sharps, etc.); assign evidence to appropriate units; oversee the transfer of evidence to other laboratories for analysis if needed; ensure evidence is returned to submitting agencies prior to trial; identify and resolve any scheduling conflicts with prosecutor; receive and dispose of physical forensic evidence according to the rules of evidence in felony cases (i.e., homicides, attempted homicides, sexual assaults, armed robberies, etc.); receive, control, and return physical law enforcement agencies or dispose of evidence authorized for destruction in a lawful, safe and timely manner; participate in evidence and case jacket audits; perform routine maintenance on equipment.

DNA Databank Technician: In addition to duties listed in the entry level, this position will manage the destruction of DNA samples when required; ensure adequate supplies of collection kits, function as the primary contact for questions regarding the collection kits or the collection process; and provide training to the collectors of databank samples to ensure consistent collection according to the established protocols; mentor lower level

Laboratory Technicians; serve as a subject matter expert in specialized programs (Interstate Compacts, Juvenile Records, etc.)

This is the entry level for positions providing direct support to professional science staff on routine testing on laboratory samples, and work under close progressing to limited supervision Positions identified within this allocation will fit within the official subtitles of Science Laboratory Technician, or DNA Screening Technicians. Positions will develop skills in working with and/or understanding the mechanics of the program, adherence to laboratory practices and standards, and state statues, rules, or regulations. Positions in this allocation will focus on developing skills in the initial examination of samples or laboratory specimens/materials; perform routine testing; prepare reagents; prepare the sample or specimen for further analysis by professional science staff and work under the technical guidance and oversight of professional science staff or science supervisors.

LABORATORY TECHNICIAN 3

Positions at this classification level are either 1) the full performance / objective level for those positions identified as entry level in the Laboratory Technician 2 classification level that provide specialized technical testing support and laboratory testing or 2) the sole (singular) advanced/technical lead, or lead worker in a work unit, over other Intake Technicians. Positions in the second allocation may be designated as a formal lead worker when directing and overseeing a group of two or more Intake Technicians or laboratory support staff. Work at this level is performed under general supervision.

This is the objective level is for Science Laboratory Technicians, and DNA Screening Technicians. Positions perform routine and non-routine sample testing and various routine chemical, biochemical, and serological tests; prepare reagents; perform sample analysis for quality assurance; properly record and report test results in LIMS and/or to professional science staff or supervisors; determine suitability of sample or specimen; and participate in any required proficiency testing. Positions receive technical oversight and guidance from professional science staff or science supervisors.

Representative Positions:

DNA Screening Technician: Position perform forensic serological and biochemical tests for the identification of blood and other bodily fluids on degraded evidence(i.e. liquids and stains) prepare reagents and pseudo drugs; perform examination of DNA samples for the purpose of quality assurance; independently evaluate suitability of items for analysis; participate in proficiency testing; perform quality control on reagents; mentoring lower level Laboratory Technicians; provide expert testimony; manage inventory of reagents; work independently and prioritize cases assigned. Positions may provide outreach activities such as Evidence Technical School and will have completed proficiency testing

Science Laboratory Technician: Positions provide testing on laboratory samples (e.g., chemistry tests for fiber in feed, nitrate in water, provide support for microbiology tests being done on milk/dairy products, etc.); may utilize and operate a variety of laboratory equipment and instruments; perform standardized testing as directed; record and enter results into LIMS. Positions may assist in the bench training of other technicians, evaluation of new methods, equipment, or instrumentation under the direction of other science professionals. All work is performed in accordance with agency and laboratory protocols, policies, quality assurance, and safety standards.

This classification level may be utilized as a lead worker or an advanced/technical lead level for Laboratory Technicians, providing day to day direction, guidance, and on-the-job training to lower level technicians or others performing support work in the unit. Positions coordinate work assignments for the unit and function as the technical experts in their respective unit. In combination with their responsibilities as a lead worker or an advanced/technical lead unit position, positions spend the majority the time providing the necessary guidance and direction to ensure the unit's operational capabilities, and also provide technical assistance to the supervisor; participate in laboratory validations; coordinate quality control and assurance standards with technical unit leads or professional science staff; assist with updates to procedural guidance, policy materials, or standard operating

procedures (SOP); and manage daily intake of samples, specimens, or items related to work performed within the laboratory to include destruction/disposal (if applicable). Positions may, for less than a majority of the time, perform work identified for Intake Technicians in lower classification levels.

Representative Positions (Lead worker / Advanced Technical Lead allocation):

Operations Lead, Receiving Unit - Under general supervision, this position is responsible for managing the seasonal and daily intake of samples as well as the scheduling of corresponding staff coverage needs in consultation with program area supervisors. This position will oversee daily intake activities, train staff and assess the quality or program operations as a technical lead. The position plays a key role in developing, evaluating, and implementing standard operating procedures (SOPs) as well as managing unit RDAs (records disposition authorizations). As a sample custodian, the position is responsible for maintaining lab sample/records processing systems (e.g., chain of custody, sample processing/logging, disposal, etc.). Work is performed in accordance with agency and laboratory protocols, policies, quality assurance, and safety standard.

IV. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

V. ADMINISTRATIVE INFORMATION

This classification series was created effective September 2, 2018 and announced in bulletin DPM-0479-CC/SC, following a study and review of laboratory technicians' positions who provide technical laboratory support work to professional scientists' positions, primarily in state laboratories. This classification series replaces the Chemistry Laboratory Technician classification series, the Forensic Program Technician classification series, the Glassware/Media Preparation Technician classification series, the Laboratory Sample Control & Receiving Technician classification series, the Microbiology Laboratory Technician classification series, and the Necropsy Technician classification. Official subtitles were created within this classification series to allow for deliberate evaluation of position subgroups when appropriate to do so and match to market data if necessary.

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