

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

LABORATORY HELPER

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 which perform manual work related to the cleaning and sterilizing of laboratory glassware and related equipment. 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.

B. Inclusions

This classification encompasses positions located within the University of Wisconsin System and at the Department of Agriculture, Trade, and Consumer Protection which, for a majority of the time, wash laboratory glassware and equipment by hand or machine.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions functioning as Glassware/Media Preparation Technicians for a majority of the time.
2. Management, professional, and supervisory positions, as defined in s. 111.81, Wis. Stats.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into this Classification

Employees typically enter this classification by competitive examination.

II. DEFINITION

LABORATORY HELPER

This is manual work related to the cleaning and sterilizing of laboratory glassware and equipment. Positions allocated to this classification mix water and detergents or chemicals according to specifications, or use premixed solutions; wash, rinse, and dry glassware and equipment; operate mechanical

dishwashers, hot-air driers, and autoclaves; clean work area and/or other laboratory areas; and perform related work, as requested. Positions may apply labels to glassware and arrange glassware or dishes on trays to be delivered to laboratory, may deliver clean glassware, and/or may maintain glassware inventory logs. Positions function as a Laboratory Helper in a single laboratory, or as a member of a team serving several laboratories in a hospital or research facility or a large laboratory divided into sections. Positions function under the general supervision of a Glassware/Media Preparation Supervisor or other laboratory supervisory personnel.

III. 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.

JLB
6/94