

## JOB INFORMATION

|                         |                      |
|-------------------------|----------------------|
| Job Code                | HB05B                |
| Job Description Title   | Tech II, Research    |
| Pay Grade               | RE03                 |
| Range Minimum           | \$32,570             |
| 33rd %                  | \$36,910             |
| Range Midpoint          | \$39,080             |
| 67th %                  | \$41,250             |
| Range Maximum           | \$45,590             |
| Exemption Status        | Non-Exempt           |
| Approved Date:          | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 2/4/2010             |

## JOB FAMILY AND FUNCTION

|               |                      |
|---------------|----------------------|
| Job Family:   | Research             |
| Job Function: | Research Technicians |

## JOB SUMMARY

Provides direct technical support to researchers by maintaining, scheduling, and operating facilities and equipment; collecting and/or providing technical expertise on specimens/samples; and gathering/reporting data.

## RESPONSIBILITIES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <ul style="list-style-type: none"> <li>• Maintains supplies, equipment and facilities used in conjunction with research activities.</li> <li>• Performs scientific data collections, reductions, and analysis involving routine procedures and interprets data.</li> <li>• Operates field, laboratory and/or shop equipment used in support of research projects.</li> <li>• Performs fieldwork by collecting specimens, samples and gathering data.</li> <li>• Inventories and requisitions supplies and equipment.</li> <li>• Trains students and staff in the operation of equipment and technical procedures.</li> <li>• Assists with laboratory procedures, reports, and research proposals.</li> <li>• Maintains and organizes detailed records of studies conducted for computer data entry and records computer results.</li> <li>• May assist in the writing of research papers and statements of funding in addition to collecting literature and record searches.</li> </ul> |
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The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level            | Focus of Education                              |     | Years of Experience | Focus of Experience                                    |  |
|----------------------------|-------------------------------------------------|-----|---------------------|--------------------------------------------------------|--|
| High School Diploma or GED | Coursework in content specific area of research | and | 1 year of           | Experience in research and/or lab equipment operations |  |

Substitutions Allowed for Experience ☐ Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details                                | Time Frame | Required/ Desired |  |
|-------------------------|---------------------------------------------------------------|------------|-------------------|--|
|                         | Job related licensure may be required for specific positions. | Upon Hire  | Required          |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☐ Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        | X            |            |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        |              | X          |            |
| Extreme heat           |       |        |              | X          |            |
| Humidity               |       |        |              | X          |            |
| Wet                    |       |        |              | X          |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

|                                                            |
|------------------------------------------------------------|
| <b>Vision Requirements:</b>                                |
| Ability to see information in print and/or electronically. |