

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6165030

Laboratory Specialist 1, Grade 18	6165030
Laboratory Specialist 2 (Biology), Grade 23	6165042
Laboratory Specialist 2 (Chemistry), Grade 23	6165043
Laboratory Specialist 3, Grade 27	6165050

Brief Description of Class Series

Positions in this title series perform a wide range of laboratory sampling, testing, data collection, and analysis activities to advance scientific research and development in specialized fields. Incumbents use a variety of laboratory techniques and equipment; coordinate laboratory testing and research activities; and/or direct specialized laboratory programs.

These positions are classified at the Department of Health (DOH), Wadsworth Center for Laboratories and Research.

Distinguishing Characteristics

Laboratory Specialist 1: full performance level; performs laboratory sampling, testing, data collection, and/or analysis activities under the direction of a higher-level Laboratory Specialist or Research Scientist.

Laboratory Specialist 2 (Parenthetics Only): first supervisory level; supervises and independently oversees the activities performed by Laboratory Specialists 1 and other subordinate laboratory staff in specific laboratory program areas.

Laboratory Specialist 3: second supervisory level; oversees and directs the activities of a clinical, environmental, research, and/or reference laboratory or regulatory unit.

Related Classes

Research Scientists perform research involved in the formulation, conduct, analysis, interpretation, and reporting of scientific investigations of phenomena or problems in the medical, biological, and behavioral sciences.

Illustrative Duties

Laboratory Specialist 1

Assists in the scientific examination of specimens or samples using a variety of laboratory techniques.

- Performs scientific examinations of body fluids and tissues to identify pathogenic microorganisms.
- Isolates, identifies, and quantifies infectious agents and chemical constituents.
- Injects, bleeds, performs autopsies on, and breeds laboratory animals.
- Operates laboratory equipment, nuclear measuring instrumentation, electronic data processing, and computer equipment.
- Calibrates instrumentation to establish and demonstrate experimental conditions to a particular analysis.
- Performs statistical analysis of laboratory data.
- Produces and standardizes media, diagnostic reagents, and biological products used for testing and research.
- Identifies non-conformances and performs basic trouble shooting.
- Maintains and provides all documentation required to establish, and/or maintain, certification of laboratories by various regulatory entities.
- Assists or performs scientific examinations of specimens or samples using a variety of laboratory techniques to identify pathogenic microorganisms.
- Isolates, identifies, and quantifies infectious agents and chemical constituents.
- Performs procedures associated with the development, production, and standardization of chemical reagents.
- Performs analysis of chemical analytes utilizing environmental and performance samples including drinking water, non-drinking water, and solid materials.
- Performs statistical analysis of laboratory data.
- Communicates with laboratory staff (internal and external) on testing techniques and processes.

Communicates test results, prepares written documentation of testing procedures and observations, and assists with the preparation of reports and scientific publications.

Provides technical assistance and support to physicians, private laboratories, other health agencies, and the scientific community to advance research and development in a variety of specialized areas.

Laboratory Specialist 2

May perform the same duties as a Laboratory Specialist 1.

Supervises Laboratory Specialists 1 and other subordinate staff; determines and oversees staff assignments; evaluates staff performance; monitors time and attendance; identifies training needs and arranges for the provision of training.

- Reviews and analyzes clinical histories of specimens and related reports of test results.
- Develops analytical methods to advance scientific knowledge and investigation.
- Plans and manages the production and standardization of new reagents and chemicals.
- Provides remediation and training to laboratories licensed by DOH that have been determined to be deficient in their performance of clinical, environmental, and/or proficiency testing.
- Prepares standard operating procedures, reports, and scientific publications.

Acts as a technical consultant and liaison with other laboratories and agencies; and collaborates with colleagues in other branches of science.

Coordinates the installation and operation of specialized scientific equipment; and develops or implements new technologies and techniques to address identified needs and/or requirements to keep current.

Laboratory Specialist 2 (Biology)

Oversees and directs the analysis of environmental and clinical specimens to isolate and identify infectious agents; the development of diagnostic tests; the production of diagnostic reagents and biological products; the performance of image production and analysis; and/or the performance of genetic analyses for diagnostic and epidemiological efforts.

Laboratory Specialist 2 (Chemistry)

Oversees and directs the analysis of environmental and clinical specimens to identify levels of chemical constituents, samples prepared for use in proficiency testing programs to validate the chemicals present, establish, and/or maintain certification of laboratories by various regulatory entities; and/or the preparation for sampling materials and reagents used in the collection and analysis of specimens.

Laboratory Specialist 3

May perform the same duties as a Laboratory Specialist 2.

Manages a clinical, environmental, research, and/or reference laboratory or regulatory unit

Prepares and monitors budgets for maintaining laboratory operations.

Prepares data and manuscripts for publication; writes reports, proposals, and/or grant applications; and develops scientific presentations.

Communicates with the public, regulated health care institutions, and healthcare providers to address and report on specific laboratory testing and regulatory activities.

May testify as an expert witness in legal proceedings.

Provides technical assistance and support to physicians, private laboratories, other agencies, and the scientific community to advance research and development in a variety of specialized areas.

Supervises subordinate staff; determines and oversees staff assignments; evaluates staff performance; monitors time and attendance; identifies training needs; and arranges for the provision of training.

Minimum Qualifications

Laboratory Specialist 1

Open-Competitive: bachelor's degree in the biological, chemical, environmental, natural or physical sciences, or medical technology; and completion of a two year traineeship.

Laboratory Specialist 2 (Biology) or (Chemistry)

Promotion: one year of permanent competitive service as a Laboratory Specialist 1.

Laboratory Specialist 3

Promotion: one year of permanent competitive service as a Laboratory Specialist 2 (Biology) or Laboratory Specialist 2 (Chemistry).

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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