

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

Classification Standard

Occ. Code 6202200

Laboratory Worker, Grade 4	6202200
Senior Laboratory Worker, Grade 8	6202300
Principal Laboratory Worker, Grade 11	6202500

Brief Description of Class Series

Laboratory Workers tend apparatus and instruments to maintain ongoing tests and experiments and prepare facilities for use by technicians and professional scientists. They may assist technicians and scientists in the performance of routine standardized test procedures by manipulating scientific apparatus and equipment under close supervision. They also copy information in identifying samples and recording experimental results.

Distinguishing Characteristics

Laboratory Worker: performance level; under close supervision, assists professional scientists and technicians by maintaining laboratory supplies and facilities in a state ready for work; and tends, manipulates and operates laboratory instruments and apparatus in the performance of some routine test procedures.

Senior Laboratory Worker: first level supervisor; supervises a group or groups of laboratory workers involved in routine laboratory procedures.

Principal Laboratory Worker: second level supervisor; supervises a large number of subordinates engaged in important laboratory procedures; acts as an assistant to managerial staff in charge of a central service section for a major State laboratory.

Illustrative Duties:

Laboratory Worker

- Prepares and maintains samples, reagents and other materials and equipment used in the laboratory.
- Weighs, measures and mixes precise quantities of chemicals, solvents, and culture media using a variety of measuring devices and laboratory mixing techniques to prepare appropriate media and reagents.

- Titrates media and reagent preparations with standard acid and base solutions to make appropriate adjustments of pH.
- Delivers and dispenses media as indicated.
- Collects and transports glassware to washing and sterilizing stations.
- Operates autoclaves, electric hot air ovens and other machines and instruments in washing and sterilizing glassware.
- Keeps records of stores of bulk chemicals and their use and informs responsible parties when reordering is required.
- Keeps records of the receipt and disposition of samples and specimens to be examined and delivers them to the appropriate laboratory facility.
- May perform a variety of routine tasks involved in the maintenance of laboratory animals and laboratory animal care facilities including feeding and watering animals and cleaning cages.
- Assists technicians and professional scientists in the performance of standardized procedures by tending and manipulating apparatus and instruments and directs under close supervision.
- Tends automatic counting equipment such as coulter counter and scintillation counters in the presence of technicians and scientists by manipulating sample material and reading and recording test results.
- Tends and manipulates chromatography apparatus as directed to assist technicians and scientists in the performance of thin layer, paper and column chromatography procedures.
- Operates a variety of centrifuges using standardized procedures in the preparation of sample material for testing.
- Reads agar plates by performing standard plate count and reporting results.
- Performs a variety of calculations of raw data and plots sample graphs to compile experimental results into useful forms.

Senior Laboratory Worker

- May perform all of the duties of a Laboratory worker.
- Supervises large scale routine laboratory procedures.

- Supervises a group engaged in preparing and sterilizing media and glassware and in the preparation of diagnostic outfits.
- Assists professional scientific workers in routine procedures.
- Has charge of a large, varied, and active stock of laboratory supplies, apparatus and equipment.
- Receives, maintains, and distributes materials and equipment.
- Supervises the shipment of diagnostic outfits and biological products.
- Maintains careful and accurate records.

Principal Laboratory Worker.

- May perform all of the duties of a Laboratory Worker or Senior Laboratory Worker.
- Supervises a large number of subordinates engaged in important laboratory procedures.
- Supervises personnel engaged in large scale preparation of media, including preparation of tissue cell cultures, washing and sterilizing glassware and laboratory equipment, and assembling and packaging diagnostic outfits for the use of local laboratories and practicing physicians.
- Acts as an assistant to managerial staff in charge of a central service section for a major State laboratory.
- Provides a central service for centrifugation of bulk material and for freeze drying of sear and other products.
- Supervises the operation, maintenance, and repair of laboratory machines and equipment.

Minimum Qualifications:

Laboratory Worker

There are no minimum education or experience qualifications.

Senior Laboratory Worker

Promotion: one year of permanent non-competitive service as a Laboratory Worker.

Open-Competitive: two years of full-time experience in a scientific laboratory.

Principal Laboratory Worker

Promotion: one year of permanent competitive service as Senior Laboratory Worker.

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.

Date: 9/2018