



CLASS SPECIFICATION FOR:

**Laboratory Analyst I**

**General Statement of Duties:**

Assigned to a County laboratory with primary responsibilities for accurately performing a wide variety of routine testing on water or wastewater samples as required by facility permits and other State and Federal mandates and regulations; accurately logs samples and maintains chain-of-custody; adheres to strict prescribed guidelines and processes; does related work as required.

**Distinguishing Features of Class:**

This is the first level in an approved career development series. Primary duties and responsibilities include: accurately maintaining the chain-of-custody and logging samples; analyzing samples according to strict VELAP guidelines, sampling and testing procedures, and all applicable permit, regulatory and accreditation requirements; ensuring all analysis run is accurate, complete, reportable and legally defensible; ensuring sample results align with expectations and notifying appropriate personnel of deviations outside of acceptable range; calibrating and maintaining all laboratory equipment, including troubleshooting problems and coordinating repairs; completing all required proficiency tests; maintaining accurate data in all required logs and systems; preparing reports as assigned; maintaining lab and testing supplies; appropriately managing priorities and workload; and working on-call as assigned. Work is performed under general supervision with unusual problems referred to supervisor for guidance.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Logs samples and ensures proper chain-of-custody for sample receipt;
- Runs analysis of samples strictly adhering to all applicable SOP, protocols, policies and procedural requirements;
- Ensures analysis is complete and error free using quality control sample interpretation and results analysis;
- Takes appropriate corrective action to ensure analysis run is reportable and legally defensible;
- Accurately creates and maintains detailed data, records, inventories, logs, reports and other required paper and electronic documentation typically considered legal documents/records in accordance with strict requirements to be legally defensible;
- Interprets QA/QC charts for trending and QC data failure;
- Peer reviews other analysts' data to ensure compliance with regulations and data is legally defensible;
- Performs internal system and bench audits;
- Strictly adheres to all SOP, policies and procedures as mandated by permit, local, state and federal codes, regulations and requirements as well as all chain-of-custody protocols;
- Ensures own work meets traceability requirements by maintaining reagent receipt logs, standard preparation logs, reagent preparation logs and by properly labeling all chemicals and solutions prepared;
- Accurately calibrates and maintains all lab equipment and keeps detailed logs and labels to ensure traceability requirements;
- Accurately reports any corrective actions or data qualifiers on data reported to state agencies;
- Adheres to proper handling and disposal protocols for hazardous waste generated during testing
- Accurately troubleshoots identified issues with guidance from supervisor or another Lab Analyst;
- Appropriately involves and collaborates with the supervisor, appropriate department staff, or other County staff for assistance with the resolution of unusual or complex issues;
- Successfully passes all mandatory proficiency testing and Demonstration of Capability requirements;
- Consistently demonstrates accuracy and proficiency in sampling, testing, tracking, analysis, quality control and reporting findings for turbidity and solids;
- Observes all safety protocols when handling samples and using lab equipment, including utilizing all required personal protection equipment (PPE) and other required safety equipment/measures at all times;
- Develops and maintains a sound working knowledge and understanding of the relationship between test results and plant operations and appropriately notifies operations when action on their part is required;
- Develops and maintains a sound up-to-date working knowledge and understanding of the assigned facility's mandated testing requirements, including related policies, procedures and reporting, and all equipment used in sampling, testing, analysis and reporting processes;
- Actively participates in all scheduled meetings, trainings and audits;
- May be required to work a flexible schedule or an on-call rotation;
- Performs other duties as assigned.



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### Required Knowledge, Skills and Abilities:

Sound working knowledge of laboratory equipment and testing protocols; proper sample collection and preservation skills; accurate testing and analysis skills; sound quality controls skills; ability to accurately and safely calibrate, use and maintain the equipment used for assigned testing and analysis duties; ability to safely handle, test and preserve a wide variety of hazardous materials following all safety protocols and using all required personal protective equipment; develops and maintains a thorough understanding of sampling and holding time requirements to ensure sample compliance and appropriately prioritizes workload; sound inventory management skills; excellent attention to detail and organization skills with the demonstrated ability to plan and execute work accurately and to successfully complete assigned tasks accurately and in a timely manner within established deadlines, specifications and regulations; ability to accurately multi-task; personal accountability and professional integrity; ability to read, and consistently comprehend, interpret, apply and communicate findings accurately; sound judgement, critical thinking and problem solving skills with the ability to appropriately troubleshoot, analyze and resolve a wide variety of questions and issues with minimal guidance; ability to accurately synthesize data, consider and weigh a variety of relevant factors and make accurate determinations, decisions and recommendations; thorough working knowledge of relevant safety rules/regulations and accident-prevention practices; manual dexterity, visual and hearing acuity sufficient to enable accurate testing, analysis, data collection, and reporting and to work safely in laboratory conditions handling hazardous materials; sound interpersonal skills, including good written and verbal communication skills, with the ability to interact professionally with diverse audiences of internal and external personnel, regulators and other stakeholders and maintain effective working relationships; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain good working relationships with relevant internal and external stakeholders; sound computer skills with the ability to use typical business software, proprietary software and applications to complete assigned tasks; sound math skills necessary to perform accurate calculations. May require the ability to work a flexible schedule or on-call rotation.

### Minimum Education and Experience:

Education: Four (4) year degree in biology, chemistry, or other relevant field;

Experience: Previous relevant work experience preferred;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

**NOTE:** Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

**NOTE:** All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to perform assigned duties at various locations Countywide.
- May be required to work a rotating on-call schedule.