

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Lab Assistant			BOT Date: June 22, 1998
Level: I	FLSA Status: Non-exempt	Class Code: N0914	Adm. Rev: Oct 15, 2003

GENERAL DESCRIPTION

Monitors and coordinates the activities of and provides support and assistance to assigned laboratories to enable effective and safe lab operations.

	KEY RESPONSIBILITIES	% OF TIME
1. *	Assists and supports faculty and students regarding appropriate use of equipment and lab procedures; troubleshoots problems. If appropriate, sets-up and takes down lab for class. Cleans and stocks materials.	30%
2. *	Provides necessary materials and equipment required for effective laboratory instruction and experiments. Assists faculty with the preparation of lab materials and lab tests	25%
3. *	Monitors and coordinates lab activities; trains and/or provides direction to part-time lab technicians and student assistants.	25%
4.	Maintains safe and clean working conditions in the lab.	10%
5.	Maintains inventory of supplies and equipment.	5%
6.	Maintains lab equipment as needed; prepares requisitions for service, maintenance and supplies as needed.	5%
7.	Performs similar and related duties as assigned.	

- Indicates an "essential" job function.

Class Title: Lab Assistant	Class Code: N0914	Level: I
KEY JOB REQUIREMENTS		
Education:	Associate's Degree or two-year equivalent required.	
Experience:	One to three years of prior work related experience required.	
Planning:	Plans events that are expected to occur from one to four weeks in the future or on a monthly basis. Scope of planning is unit or small group.	
Impact on Budgets:	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
Impact on Revenue Generating:	No impact.	
Impact of Decisions:	Decisions and impact are limited to short-range decisions and planning within a small group or activity and normally affect only the department.	
Complexity:	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.	
Decision Making:	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
Problem Solving:	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.	
Communications with Others:	Requires regular contacts to carry out programs and to explain non-specialized matter or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Also requires regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
Supervision of Others:	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.	
Job-Related Knowledge:	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures, or forms as necessary. May work with software applications and retrieval of data.	
Innovation/ Creativity:	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
Working Conditions/ Physical Effort:	Work may require occasional physical exertion and/or muscle strain. Work may involve several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.	

