

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

TITLE: LABORATORY ANALYST I/II/III

DEFINITION

Under general supervision, to perform chemical and bacteriological analyses and examinations according to standard methods and procedures, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Laboratory Analyst I: This is the entry level in the Laboratory Analyst class series. Employees work under general supervision and perform less routine chemical and bacteriological analyses and examinations.

Laboratory Analyst II: Employees may reasonable expect their positions to be reassigned to this higher class of Laboratory Analyst work assignments hat include increasingly more complex tasks, analysis and report generation completed with minimal oversight.

Laboratory Analyst III: This is the journey level class in the Laboratory Analyst class series. Positions are normally filled by advancement from the lower class of Laboratory Analyst II or, when filled from the outside, requires related experience and education. Work in this class is distinguished from that of the Laboratory Analyst II level class by the limited supervision, degree of independence and increased responsibility, which may include lead work, training, and/or assignment to a specific functional area within the laboratory environment.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform chemical, bacteriological and biological analyses of samples taken from wastewater treatment plant processes, industrial waste, domestic water and receiving water.
- Prepare and maintain a variety of records and reports.
- Maintain and operate laboratory instruments.
- Develop and/or optimize analytical methods.
- Prepare method validation package for certification purposes.
- Review and evaluate test results.
- Order and purchase laboratory supplies.
- Prepare and standardize solutions and reagents used in laboratory analyses.
- Clean, acid wash and sterilize laboratory glassware, equipment and utensils.
- Assist in the technical operations and overall activities of the laboratory.
- Observe housekeeping and safety regulations.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of analytical chemistry, bacteriology and biology.
- Laboratory techniques, equipment, terminology and procedures.
- Mathematical computations involved in data analysis.

Ability to:

- Perform standardized tests and accurately interpret results.
- Utilize a personal computer for calculations, data organization, storage and preparation of analytical reports.
- Recognize unusual samples and results.
- Maintain and operate analytical instruments.
- Deal tactfully and effectively with the public and other employees.

Laboratory Analyst I

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. Completion of chemistry courses in qualitative and quantitative analysis at a recognized college or university is desirable but not required.

Experience: One year of experience in performing a variety of tests in a physical, chemical or biological laboratory or one year of experience in any area of wastewater field.

Laboratory Analyst II

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor of Science degree in chemistry, biology, or related field. Additional qualifying experience may substitute for two years of the required education on a year-for-year basis.

Experience: Two years of laboratory experience comparable to that of a Laboratory Analyst I in a wastewater laboratory or facility.

Laboratory Analyst III

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor of Science degree in chemistry, biology, or related field. Additional qualifying experience may substitute for two years of the required education on a year-for-year basis.

Experience: 5 years of laboratory experience comparable to that of a Laboratory Analyst II in a wastewater laboratory or facility.

NECESSARY SPECIAL REQUIREMENT

Willingness to work overtime as required and to work weekends and holidays as scheduled.

Possession of or ability to obtain an appropriate, valid California motor vehicle operator's license.

Possession of a Grade II Laboratory Technologist certification issued by the California Water Pollution Control Association.

MEDICAL CATEGORY: Group I

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Laboratory Analyst I

TO: Laboratory Analyst II

TO; Laboratory Analyst III