University Classification: **Environmental Lab Analyst**

**Job Code:** PHB1  
**Pay Level:** 3A

**Position #:** 00189401  
**Org/Dept/Sub-dept #:** 90-9060-0000

**Position Reports to:** Terry Cain  
**Name:** 00016625  
**Position #**

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### Position Specific Summary:

**2 YEAR SPECIFIED TERM POSITION**  
The State Hygienic Laboratory in Coralville is looking for a Laboratory Analyst to prepare environmental samples and analyze the data collected. The Analyst will be responsible for maintaining, operating various instrumentation.

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### Key Areas of Responsibilities and Specific Job Tasks

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<tr>
<th>Classification</th>
<th>Key Areas of Responsibilities</th>
<th>Specific Job Duties and Tasks</th>
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<tbody>
<tr>
<td><strong>Sample/Specimen Preparation and Analysis</strong></td>
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</table>
  • Prepare and analyze routine and/or more complex environmental and/or biological samples/specimens using standardized procedures, principles, practices, concepts and theories.  
  • Suggest modifications or adapt established methods, procedures or techniques to resolve difficult or complex problems.  
  • Operate as primary analyst for testing on a variety of matrices.  
  • Prepare environmental samples for biochemical oxygen demand (BOD), herbicides, pesticides, and various other parameters.  
  • Prepare standards and reagents. |
| **Instrumentation and Technology** |  
  • Perform daily operation and direct maintenance, training, troubleshooting and calibration of laboratory instruments and equipment.  
  • Maintain, operate, and calibrate various types of analytical instrumentation, including: gas and liquid chromatographs; and mass spectrometers. |
| **Data Analysis, Reporting and Documentation** |  
  • Document and review analytical data, and procedures.  
  • Release data and reports after review of results and analysis of quality control.  
  • Assist in annual review of existing and writing of new standard operating procedures (SOP).  
  • May prepare documentation for test validation reports.  
  • Analyze drinking water/wastewater samples and other environmental matrices for various chemical parameters.  
  • Analyze environmental samples for biochemical oxygen demand (BOD), herbicides, pesticides, and various other parameters. |

**Other duties as assigned.**

### Universal Competencies

<table>
<thead>
<tr>
<th>Competency Area</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Positive Impact/Achieving Results</strong></td>
<td>Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results.</td>
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<tr>
<td><strong>Service Excellence/Customer Focus</strong></td>
<td>Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</td>
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**Collaboration and Embracing Diversity**

Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.

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**Technical Competencies**

| Interpersonal Relationships (Basic) | • Explains the benefits of maintaining positive working relationships with associates.  
| | • States the basic characteristics of good working relationships.  
| | • Describes the organizational culture for interacting with others.  
| | • Provides examples of individuals with good interpersonal skills and their specific skills. |

| Laboratory Equipment Operation (Working) | • Operates and calibrates laboratory equipment.  
| | • Examines equipment to detect signs of disrepair.  
| | • Helps others understand laboratory equipment safety and operating policies and procedures.  
| | • Documents defective equipment and reports it to an appropriate supervisor.  
| | • Utilizes quality control techniques to monitor and maintain laboratory equipment. |

| Laboratory Practice Quality Assurance (LPQA) (Basic) | • Identifies the major concepts and stages of laboratory practice quality assurance.  
| | • Describes regulations and ethical standards governing the LPQA process.  
| | • Lists the basic technologies and equipment required for an effective LPQA program.  
| | • Demonstrates awareness of the regulations affecting laboratory practice. |

| Laboratory Results Analysis and Reporting (Basic) | • Identifies the basic concepts, principles and types of laboratory results reporting.  
| | • Identifies key objectives in reviewing and analyzing lab data.  
| | • Names specific tools or techniques that can be used to support the analytical thinking process.  
| | • Collects updated laboratory results for review and analysis. |

| Laboratory Testing (Working) | • Participates in collecting and processing specimens and samples according to test requests, standard operating procedures, and/or cGLP or comparable regulations.  
| | • Operates laboratory equipment required to examine specimens.  
| | • Produces reports based on laboratory test results to help in further diagnosis, treatment, research, surveillance, disease/contamination prevention, or determine quality of manufacturing process.  
| | • Adheres to relevant policies and ethics for laboratory testing.  
| | • Discusses major factors that can affect the accuracy of laboratory test results. |

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the **University Operations Manual**.

**Proficiency levels are defined as:**

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.
**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

**Position Qualifications**

**NOTE:** Education OR experience may be increased or decreased by one level for most positions.

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<tr>
<th>Education or Equivalency Required</th>
<th>Bachelor's degree in Chemistry or closely related field, or an equivalent combination of education and experience.</th>
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<td><strong>Required Qualification</strong></td>
<td>Must have at least six months to one year of relevant laboratory experience.</td>
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<td>Demonstrates a <strong>basic</strong> proficiency in effective communication concepts, using varied tools and techniques to transmit, receive and interpret information both written and verbally.</td>
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<td>Demonstrates a <strong>basic</strong> proficiency with Microsoft Office products and other computer-based programs.</td>
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<td>Demonstrates <strong>working</strong> knowledge and experience using laboratory instrumentation.</td>
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<td>Basic familiarity with state and federal environmental testing regulations.</td>
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<td>Demonstrates <strong>working</strong> knowledge and experience with Laboratory Information Systems (LIMS).</td>
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<tr>
<td><strong>Highly Desirable Qualification</strong></td>
<td>Experience with gas chromatography with various detectors such as mass spectrometer, electron capture detector (ECD), flame ionization detector (FID) highly desired.</td>
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<td></td>
<td>Experience with high performance liquid chromatography with various detectors such as mass spectrometer, ultraviolet (UV), and fluorescence highly desired.</td>
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<td>Basic environmental lab testing experience (e.g., water or other environmental testing) in high throughput lab setting is a highly desirable skill.</td>
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See requisition # 19001793 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu) within Research / Scientific Category

Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.