State Hygienic Laboratory
Administration and Finance Division
Environmental Laboratory Analyst

University Classification: Environmental Laboratory Analyst
Job Code: PHB1
Pay Level: 3A

Position #:
Org/Dept/Sub-dept #: 90-9170

Position Reports to: Laura Clark
Name 00110397

Position Specific Summary:
The State Hygienic Laboratory (Iowa’s Environmental and Public Health Laboratory), at the University of Iowa, has an opportunity for you to make a difference as an Environmental Laboratory Analyst. The position is to contribute to the Laboratory Support Services section of the State Hygienic Laboratory (SHL). Within a high-volume, fast-paced clinical lab environment, this position will perform sample accessioning, and preparation, utilizing the Laboratory Information Management System (LIMS).

Position Status: 2 Year Specified Term
Shift Details: Shift would be either be 6am – 2:30pm or 10am – 6pm Monday through Friday.

These positions will also need to be aware that if we have an increase in samples, these positions will need to adjust their hours to accommodate the work. Rotating Holidays.

Key Areas of Responsibilities and Specific Job Tasks

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<tr>
<th>Classification</th>
<th>Key Areas of Responsibility</th>
<th>Specific Job Duties and Tasks</th>
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| Sample / Specimen Preparation and Analysis | • Perform sample accessioning within established holding times and evaluate samples for acceptability.  
• Delivers samples to appropriate sections.  
• Perform sample preparation activities for various projects, grants or contracts (e.g. splitting flu)  
• Monitors courier shipments for both routine and critical deliveries.  
• Monitors TRF process folder for scanning problems.  
• Quick enters some clinical samples into LIMS system. |
| Instrumentation and Technology | • Perform daily and weekly checks on eye wash stations, refrigerators, and IR thermometers. |
| Data Analysis, Reporting and Documentation | • Data enter environmental sample information into Laboratory Information System.  
• Second review of others data entry information.  
• Identify discrepancies between samples and test request forms.  
• Works with facilities/clients to resolve discrepancies with samples and forms. |
| Quality Control, Quality Assurance and Quality Systems | • Ensures lab personnel follow established SOPs and QA practices. |
| Outreach and Communication | • Answer general inquiries from clients at sample accessioning window or phone calls.  
• Provides clients at the window with supplies, forms, and reports upon request.  
• Give presentations as appropriate  
• Assists with new employee/student training.  
• Assit lab techs in resolving problems with samples or data entry. |
### Financial Responsibility
- Initiate purchasing requests for supplies, equipment, etc. using eBuy or Peoplesoft applications
- Process checks received at the window or in the mail.

### Universal Competencies

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<tr>
<th>Competency Area</th>
<th>Description</th>
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<tr>
<td><strong>Collaboration/Positive Impact</strong></td>
<td>Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.</td>
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<td><strong>Diversity, Equity and Inclusion</strong></td>
<td>Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.</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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### Technical Competencies

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<th>Description</th>
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| **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. |
| **Effective Communications** (Working)               | - Makes oral presentations and writes reports needed for own work.  
  - Avoids technical jargon when inappropriate.  
  - Looks for and considers non-verbal cues from individuals and groups.  
  - Listens to feedback without defensiveness and uses it for own communication effectiveness.  
  - Delivers helpful feedback that focuses on behaviors without offending the recipient. |
| **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. |
| **Sample Management** (Working)                      | - Collects samples with strict adherence to established procedures and test requisitions.  
  - Labels and packs samples to be ready for transport; prepares relevant documents.  
  - Follows laboratory protocols and procedures to handle samples in case they are hazardous.  
  - Records information (e.g. type, date of referral) for referred samples.  
  - Monitors the integrity of samples according to testing purposes and requirements. |

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
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

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<th>Education or Equivalency Required</th>
<th>A Bachelor’s degree in science, or closely related field, or an equivalent combination of education and experience is required.</th>
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<td>Required Qualification</td>
<td>• Typically, six months to one year of relevant laboratory experience.</td>
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<td>• Demonstrates a basic 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 basic proficiency with Microsoft Office products and other computer-based programs.</td>
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<td>Desirable Qualification</td>
<td>• Demonstrates basic knowledge and experience with Laboratory Information Systems (LIMS).</td>
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<td>• Basic knowledge in either clinical or environmental lab methods.</td>
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<td>• Working experience in a high-volume, fast-paced lab environment.</td>
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See requisition # 21003048 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)

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.