

Technical (T) Family

Jobs in this family require education and experience equivalent to either a Bachelor's or Associate's degree and may be exempt or non-exempt from the Fair Labor Standards Act (FLSA).

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Technical Equipment Series

Positions in the Technical Equipment Series provide general to complex technical assistance and oversight and perform specialized functions related to inspection, repair, maintenance, and operation of highly specialized equipment and instrumentation, systems, computers and related peripherals in support of designated University areas.

Examples of work include: coordinate and perform building automation system programming; inspect, test and calibrate electrical, mechanical or biomedical equipment; design and fabricate complex instrumentation devices; implement programs to improve organizational and operational processes, provide high level troubleshooting, maintain and upgrade telecommunications hardware and software, oversee delivery of services to member facilities.

Scientific Equipment Technician—Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Technical Equipment Series.

Job Family	Technical
Series	Technical Equipment
Job Code	4141
FLSA	Non-Exempt
Union Status	

Job Overview

Provide highly technical design, fabrication, and instructional services in support of University research.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide highly technical design, fabrication, and instructional services in support of University research; use judgment in prioritizing work and in decisions regarding research methodology and application of complex technical solutions; make recommendations and facilitate implementation of strategies to promote services and technology enhancements.

Collaborate with researchers and provide technical consultation; determine specific scientific, research, or project needs and design, fabricate, or modify instrumentation, equipment, apparatus, tools, or glassware based on precise guidelines; may plan research methods and protocols.

Provide technical instruction, training, and guidance regarding application of methods to students, faculty, and staff using equipment and machines based on a thorough knowledge and understanding of operational and University guidelines and standards; schedule and oversee laboratory use.

Perform skilled maintenance and repairs of highly specialized instrumentation, equipment, and tools; coordinate testing, calibration, and configuration of equipment and devices within established guidelines; provide high-level troubleshooting and problem resolution; may develop preventative maintenance or related programs.

Provide inventory oversight; order supplies, tools, and equipment; maintain related documentation; may approve expenditures.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in a related or specialized field and three to five years' related or specialized experience required.

Scientific Electronics Technician - Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Technical Equipment Series.

Job Family	Technical
Series	Technical Equipment
Job Code	4131
FLSA	Non-Exempt
Union Status	

Job Overview

Perform installation and maintenance functions and coordinate utilization of highly specialized electronic instrumentation in support of designated University areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform installation and maintenance functions and coordinate utilization of highly specialized electronic instrumentation in support of designated University areas; use judgment in prioritizing work and in decisions regarding application of analytical procedures and organizational processes.

Provide technical consultation and advice; assess specific needs and design, fabricate, or modify electronic research and instructional instrumentation based on scientific, research, or project guidelines; provide instruction and guidance related to utilization and maintenance of instrumentation to internal constituents based on a thorough knowledge and understanding of operational and University guidelines and standards; maximize instrumentation operation and techniques; may oversee undergraduate laboratory set-up.

Perform skilled maintenance and repairs of highly specialized electronic instrumentation; coordinate and perform testing, calibration, service, and repair within established guidelines; provide high-level troubleshooting and problem resolution; develop preventative maintenance or related programs.

Provide inventory oversight; order supplies, tools, and equipment; maintain related documentation; may approve expenditures.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a related or specialized field and two to three years' specialized experience required.

Biomedical Equipment Technician Supervisor - Job Standard

This is the supervisory standard within the Technical Equipment Series.

Job Family	Technical
Series	Technical Equipment
Job Code	4021
FLSA	Exempt
Union Status	

Job Overview

Perform operational oversight and marketing functions related to complex medical/surgical equipment and instrumentation in support of University services to member facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform operational oversight and marketing functions related to complex medical/surgical equipment and instrumentation in support of University services to member facilities; use judgment in prioritizing workflow, selecting methods, and applying operational and technical processes; design and implement mid-range initiatives, action plans, and goals related to service delivery, customer relations, and organizational performance within general guidelines; assist in or develop operational planning projections and strategies.

Provide oversight of on/offsite service functions related to inspection, repair and maintenance of highly specialized and complex monitoring systems, instrumentation, biomedical and related electronic medical equipment on an account or regional basis; develop schedules and evaluate cost effective service delivery; oversee implementation of enhancements or modifications to ensure equipment safety, optimum performance and compliance with University and regulatory requirements; participate in area safety training.

Provide information and collaborate with internal and external constituents and clients to promote ongoing relations; identify and develop marketing opportunities; research recommendations and proposals and develop new/enhanced services and programs to facilitate consistency and quality measures based on a thorough knowledge and

understanding of departmental and University policies and procedures.

Provide database management; oversee data base files; documentation and testing information; prepare related reports; prepare and monitor renewal contracts/agreements; approve expenditures and supply purchases.

May operate University vehicle on/off campus.

Provide administrative supervision to University staff and functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in a related or specialized field and four to six years' related experience required. A valid driver's license or ability to obtain and driver's check may be required.

Biomedical Equipment Technician - Job Standard

This title is part of a career progression within the Technical Equipment Series consisting of Biomedical Equipment Technician and Biomedical Equipment Technician Senior.

Job Family	Technical
Series	Technical Equipment
Job Group	4091
FLSA	Non-Exempt
Union Status	PFS

Job Overview

Perform general technical functions related to medical/surgical equipment and instrumentation in support of University services to member facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general technical functions related to medical/surgical equipment and instrumentation in support of University services to member facilities; use judgment in prioritizing work activities and in decisions regarding application of established technical protocols; install, operate, calibrate, troubleshoot, and repair monitoring systems, instrumentation, and biomedical and related electronic medical equipment in a health care or university environment that at times may be highly charged, under close supervision.

Provide on/off-site services; perform routine and functional inspections of new and repaired equipment; assist with test protocols; prepare recommendations and assist with or facilitate implementation of enhancements or modifications to ensure equipment safety, optimum performance, and compliance with University and regulatory requirements; participate in area safety training.

Provide information and collaborate with internal and external constituents and clients; interpret and communicate technical information, may provide instruction and guidance related to equipment operation based on a comprehensive knowledge and understanding of departmental and University policies and procedures; provide equipment monitoring support during specific procedures.

Provide database maintenance; create and maintain database files; document, track, and review testing information; prepare related reports.

May operate University vehicle on/off campus.

May provide guidance/support to less experienced employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in a related or specialized field and one to two years' related experience required. Certification as Biomedical Equipment Technician (CBET) or ability to obtain required. A valid driver's license or ability to obtain and driver's check may be required.

Biomedical Equipment Technician II

This title is part of a career progression within the Technical Equipment Series consisting of Biomedical Equipment Technician, Biomedical Equipment Technician II and Biomedical Equipment Technician Senior.

Job Family	Technical
Series	Technical Equipment
Job Group	4391
FLSA	Non-Exempt
Union Status	PFS

Job Overview

Perform general to moderately complex technical functions related to medical/surgical equipment and instrumentation in support of University services to member facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general to moderately complex technical functions related to medical/surgical equipment and instrumentation in support of University services to member facilities; use judgment in prioritizing work activities and in decisions regarding application of established technical protocols; install, operate, calibrate, troubleshoot, and repair a range of specialized monitoring systems, instrumentation, and biomedical and related electronic medical equipment in a health care or university environment that at times may be highly charged, with an increasing degree of independence.

Provide on/off-site services; perform moderate to complex preventative maintenance tasks and functional inspections of a range of new and repaired equipment; assist in and may develop test protocols; prepare recommendations and facilitate implementation of enhancements or modifications to ensure equipment safety, optimum performance, and compliance with University and regulatory requirements; participate in area safety training.

May provide setup, operational and technical support for clinical equipment prior to and during cardiac procedures and the transport of patients within and between healthcare sites.

Provide information and collaborate with internal and external constituents and clients; interpret and communicate highly technical information, provide instruction and guidance related to equipment operation based on a comprehensive knowledge and understanding of departmental and University policies and procedures; provide equipment monitoring support during specific procedures.

Provide database maintenance; create and maintain database files; document, track, and review testing information; prepare related reports.

May operate University vehicle on/off campus

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to: Associate's degree in a related or specialized field, Certification as Biomedical Equipment Technician (CBET) or ability to obtain, and three to four years' related experience required. A valid driver's license or ability to obtain and driver's check may be required.

Biomedical Equipment Technician Senior - Job Standard

This title is part of a career progression within the Technical Equipment Series consisting of Biomedical Equipment Technician and Biomedical Equipment Technician Senior.

Job Family	Technical
Series	Technical Equipment
Job Group	4101

FLSA	Non-Exempt
Union Status	

Job Overview

Perform general to specialized technical functions related to complex medical/surgical equipment and instrumentation in support of University services to designated member facilities.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform general to specialized technical functions related to complex medical/surgical equipment and instrumentation in support of University services to designated member facilities; use judgment in prioritizing work activities and in decisions regarding application of technical protocols; install, operate, calibrate, troubleshoot, and repair highly specialized and complex monitoring systems, instrumentation, and biomedical and related electronic medical equipment in a health care or university environment that at times may be highly charged, with limited guidance; review and analyze facility design and layout, equipment, and procedures; recommend solutions for operational stability or improvements to achieve maximum effectiveness of services.

Provide on-site services; inspect new and repaired equipment; assist in or develop test protocols; prepare recommendations and facilitate implementation of enhancements or modifications to ensure equipment safety, optimum performance, and compliance with University and regulatory requirements; participate in area safety training.

Provide information and collaborate with internal and external constituents and clients; interpret and communicate highly technical information and provide instruction and guidance related to equipment operation based on a thorough knowledge and understanding of departmental and University policies and procedures and specialized technical functional area; provide equipment monitoring support during specific procedures.

Provide database maintenance; create and maintain database files; document, track and review testing information; prepare related reports.

May operate University vehicle on/off campus.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in a related or specialized field and four to five years' related experience required. A valid driver's license or ability to obtain and driver's check may be required.

Biomedical Equipment Technician Career Progression

Nature of Work

TECHNICIAN	SENIOR
<ul style="list-style-type: none"> • Perform general technical functions and provide assistance related to medical/surgical equipment and instrumentation in support of University services to member facilities. • Use judgment in prioritizing work and making decisions regarding application of technical protocols. • Influence individuals and area operations. 	<ul style="list-style-type: none"> • Perform general to specialized technical functions related to complex medical/surgical equipment and instrumentation in support of University services to designated member facilities. • Use judgment in prioritizing work activities and in decisions regarding application of technical protocols. • Influence individuals and area operations.

Expertise

TECHNICIAN	SENIOR
<ul style="list-style-type: none"> • Install, operate, calibrate, troubleshoot, and repair monitoring systems, instrumentation, and biomedical and related electronic medical equipment with general guidance and instruction. • Provide on/off-site services; perform routine and functional inspections of new and repaired equipment; assist in or develop test protocols. • Use comprehensive knowledge and understanding of departmental and University policies and procedures. • May operate University vehicle on/off campus. 	<ul style="list-style-type: none"> • Install, operate, calibrate, troubleshoot, and repair highly specialized and complex monitoring systems, instrumentation, and biomedical and related electronic medical equipment with limited guidance. • Provide on-site service functions; inspect new and repaired equipment; assist in or develop test protocols. • Use thorough knowledge and understanding of departmental and University policies and procedures and specialized technical functional area. • Review and analyze facility design and layout, equipment, and procedures.

	<ul style="list-style-type: none"> • May operate University vehicle on/off campus.
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Interaction

TECHNICIAN	SENIOR
<ul style="list-style-type: none"> • Provide information and collaborate with internal and external constituents. • Interpret and communicate highly technical information and provide instruction and guidance. 	<ul style="list-style-type: none"> • Provide information and collaborate with internal and external constituents. • Interpret and communicate highly technical information and provide instruction and guidance. • Recommend solutions for operational stability or improvements to achieve maximum effectiveness of services.

Supervision

TECHNICIAN	SENIOR
<ul style="list-style-type: none"> • May provide functional supervision to designated employees and/or affiliates. 	<ul style="list-style-type: none"> • May provide functional supervision to designated employees and/or affiliates.

Conditions

TECHNICIAN	SENIOR
<ul style="list-style-type: none"> • Work may be deadline-driven. • Occasional exposure to danger. • Occasional strenuous physical effort. • Participate in area safety training. 	<ul style="list-style-type: none"> • Work may be deadline-driven. • Occasional exposure to danger. • Occasional strenuous physical effort. • Participate in area safety training.

Minimum Qualifications

TECHNICIAN	SENIOR
<ul style="list-style-type: none"> • Associate's degree in a related or specialized field and one to three years' related experience. • Valid Vermont driver's license or ability to obtain and driver's check may be required. 	<ul style="list-style-type: none"> • Associate's degree in related or specialized field and four to five years' related experience. • Valid Vermont driver's license or ability to obtain and driver's check may be required.

Equipment Technician - Job Standard

This title is part of a career progression within the Technical Equipment Series consisting of Equipment Technician and Equipment Technician Senior.

Job Family	Technical
Series	Technical Equipment

Job Code	4111
FLSA	Non-Exempt
Union Status	

Job Overview

Provide general to complex technical assistance in support of designated University areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide general to complex technical assistance in support of designated University areas; use judgment in decisions regarding technical service applications; install and perform routine to skilled maintenance and repairs of specialized instrumentation, electrical and mechanical devices, equipment, computers, telecommunications systems and associated peripherals; perform technical diagnostic troubleshooting, problem solve and implement solutions; create and/or modify instrumentation or equipment.

Perform general to specialized technical functions; assemble, test, calibrate and configure equipment and devices using established procedures; may develop preventative maintenance or related programs.

Collaborate with researchers and provide technical advice to internal constituents related to equipment capabilities, operation and technical applications based on a comprehensive knowledge and understanding of operational and University guidelines and standards.

Provide records maintenance; prepare service, maintenance and inventory reports; may oversee operational budget; use standard software applications.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in related or specialized field and one to three years' related experience required

Equipment Technician Senior - Job Standard

This title is part of a career progression within the Technical Equipment Series consisting of Equipment Technician and Equipment Technician Senior.

Job Family	Technical
Series	Technical Equipment
Job Code	4121
FLSA	Exempt
Union Status	

Job Overview

Provide complex technical oversight and project administration in support of designated University areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide complex technical oversight and project administration in support of designated University areas; use judgment in prioritizing workflow and in decisions regarding technical service applications and delivery; coordinate installation, fabrication, or high-level problem resolution related to specialized instrumentation, electrical and mechanical devices, equipment, computers, telecommunications systems, and associated peripherals; develop, make recommendations, and facilitate implementation of upgrades to improve operational processes and technology enhancements.

Coordinate technical functions related to multiple projects; oversee ongoing installation, upgrade, repair, maintenance, testing, calibration, and configuration of equipment and devices within established guidelines; develop and communicate labor schedules; monitor and inspect project progress to ensure compliance with internal and external guidelines and requisites.

Collaborate with and provide consultation, advice, and instruction to internal and external constituents related to design and deployment of complex telecommunications solutions and/or technical applications, capabilities, and operation based on a thorough knowledge and understanding of operational and University guidelines and standards.

Provide records and inventory oversight; approve expenditures and purchases, prepare cost estimates, and monitor operational and project budgets; develop reports and related technical documentation; use standard and specialized software applications.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in a specialized field and four to five years' related experience required.

Equipment Technician Career Progression Job Standards

Nature of Work

TECHNICIAN	SENIOR
Provide general to complex technical assistance in support of designated University areas	Provide complex technical oversight and project administration in support of designated University areas
Use judgment in decisions regarding technical service applications	Use judgment in prioritizing workflow and in decisions regarding technical service applications and delivery
Use established procedures	Influence individuals and area operations
Influence individuals	n/a

Expertise

TECHNICIAN	SENIOR
Install and perform routine to skilled maintenance and repairs of specialized instrumentation, electrical and mechanical devices, equipment, computers, telecommunications systems and associated peripherals	Coordinate installation, fabrication or high level problem resolution related to specialized instrumentation, electrical and mechanical devices, equipment, computers, telecommunications systems and associated peripherals
Perform technical diagnostic troubleshooting	Develop, make recommendations and facilitate implementation of upgrades
Perform general to specialized technical functions	Coordinate technical functions related to multiple projects
May develop preventative maintenance or related programs	Develop and communicate labor schedules; monitor and inspect project progress to ensure compliance with internal and external guidelines and requisites
Use comprehensive knowledge and understanding of operational and University guidelines and standards	Use thorough knowledge and understanding of operational and University guidelines and standards

Interaction

TECHNICIAN	SENIOR
Collaborate with and provide technical advice to internal constituents	Collaborate with and provide technical consultation, advice and instruction to internal and external constituents

Supervision

TECHNICIAN	SENIOR
May provide functional supervision to designated employees and/or affiliates	Provide functional supervision to designated employees and/or affiliates

Conditions

TECHNICIAN	SENIOR
Work may be deadline-driven	Work may be deadline-driven
Occasional exposure to unpleasant conditions and danger	Occasional exposure to unpleasant conditions and danger
Occasional strenuous physical effort	Occasional strenuous physical effort

Minimum Qualifications

TECHNICIAN	SENIOR
Associates degree in related or specialized field and one to three years' related experience	Associate's degree in specialized field and four to five years' related experience.

Technical Media Series

Positions in the Technical Media Series provide specialized and high-level technical media services, resource assistance and equipment oversight related to implementation and service delivery of multimedia projects in support of designated University areas.

Examples of work include: operate photographic, audiovisual, computer or digital equipment; develop print specifications, maintain darkroom, research new equipment and technologies, provide studio and location photography services; perform installation, maintenance and repairs of audiovisual and broadcast telecommunications systems.

Media Broadcast Technician - Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Technical Media Series.

Job Family	Technical
Series	Technical Media
Job Code	4151

FLSA	Exempt
Union Status	

Job Overview

Provide high-level technical assistance, equipment oversight, and consultation in support of University video production services.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide high-level technical assistance, equipment oversight, and consultation in support of University video production services; use judgment in prioritizing work activities and in decisions regarding application of specific technical production processes and techniques; conduct needs assessment, determine specifications and direction, and facilitate project completion; evaluate and provide recommendations to promote delivery and integration of cost-effective, technologically innovative services.

Oversee or perform installation, maintenance, and repair functions of audiovisual and broadcast telecommunications systems; verify and ensure systems compliance with regulatory requirements; operate and use audiovisual, computer, digital, and related equipment, technology, and/or area resources to ensure project implementation and service delivery; develop schedules, resolve aesthetic, design, and technical issues related to planning, setup, and presentation of video productions.

Provide technical direction and instruction regarding production and equipment/systems operation; collaborate with internal and external

constituents to develop materials, and to communicate technical, conceptual, and procedural information based on a comprehensive understanding of area and University guidelines.

Provide general administrative support; maintain and monitor equipment and inventory; may develop budget projections, approve purchases, and administer budget.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate degree in related or specialized field and four to six years' related experience required.

Media Technician—Job Standard

This title is part of a career progression within the Technical Media Series consisting of consisting of Media Technician and Media Technician Senior.

Job Family	Technical
Series	Technical Media
Job Code	4161
FLSA	Non-Exempt
Union Status	

Job Overview

Provide technical media services and assistance in support of designated University areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide technical media services and assistance in support of designated University areas; use judgment in prioritization of work activities and in decisions regarding application of specific media processes and techniques; assist in and develop design concepts, determine specifications and solutions and facilitate completion of particular projects within the context of established guidelines; research and evaluate updated media tools, techniques and methods; provide recommendations to promote optimum utilization of services.

Provide technical assistance; use equipment, technology and/or area resources to ensure project implementation and service delivery; develop schedules, resolve aesthetic, design and technical issues related to layout, setup and presentation of projects, publications, graphics, Internet, video and other materials; operate photographic, audiovisual, computer or digital equipment and perform activities related to processing and implementing final multimedia product.

Provide assistance and instruction related to equipment, systems, design and multimedia options; collaborate with internal and external constituents to develop and execute materials and to communicate technical, conceptual and procedural information based on a comprehensive understanding of area and University guidelines.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in related field and two to three years related experience required.

Media Technician Senior - Job Standard

This title is part of a career progression within the Technical Media Series consisting of Media Technician and Media Technician Senior.

Job Family	Technical
Series	Technical Media
Job Code	4271
FLSA	Non-Exempt
Union Status	

Job Overview

Provide complex technical oversight and specialized technical media services and assistance in support of designated University areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide complex technical oversight and specialized technical media services in support of designated University areas; use judgment in prioritization of work activities and in decisions regarding application of specific media processes and

techniques; assist in and develop design concepts, determine specifications and solutions and facilitate completion of particular projects within the context of established guidelines; research and evaluate updated media tools, techniques and methods; provide recommendations to promote optimum utilization of services.

Provide specialized technical assistance; provide project oversight to ensure project implementation and service delivery; coordinate technical functions related to multiple projects; develop schedules, resolve aesthetic, design and technical issues related to layout, setup and presentation of projects, publications, graphics, Internet, video and other materials; operate photographic, audiovisual, computer or digital equipment and perform activities related to processing and implementing final multimedia product.

Provide assistance and instruction related to equipment, systems, design and multimedia options; collaborate with internal and external constituents to develop and execute materials and to communicate technical, conceptual and procedural information based on a thorough understanding of area operations and University guidelines and standards

Provide general administrative support; maintain and monitor equipment and inventory; develop budget projections and cost estimates, approve purchases and monitor budget.

Provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in related field and four to five years related experience required.

Career Progression Job Standards – Media Technician

Technical Research Series

Positions in the Technical Research Series provide routine to highly specialized laboratory and/or field and technical assistance and oversight, data management, and glassware fabrication services in support of University academic or research facilities or areas.

Examples of work include: prepare, set up, test, modify, and/or calibrate equipment, apparatus, and instrumentation; perform experiments and related research activities; identify funding resources and assist in writing research grant proposals; develop educational/research activities and programs; perform specialized testing; plan, design, and fabricate scientific glassware; conduct research subject interviews.

Research Assistant - Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Technical Research Series.

Job Family	Technical
Series	Technical Research
Job Group	4181
FLSA	Non-Exempt
Union Status	

Job Overview

Provide routine laboratory and/or field assistance in support of University academic or research areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide routine laboratory and/or field assistance in support of academic or research areas following detailed methods and established procedures; prepare standardized support materials, compounds, glassware, and related materials.

Prepare and set up equipment and apparatus; may test, modify, and/or calibrate instruments and apparatus; schedule repairs as necessary.

Maintain equipment, instruments, glassware, and supplies; operate standard dishwasher and autoclaves; dispose of laboratory waste following specific guidelines; participate in area safety training.

Respond to and address inquiries; may provide limited instruction based on a familiarity with operational guidelines.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

High school diploma and up to two years' experience in a related field required.

Research Project Assistant - Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Technical Research Series.

Job Family	Technical
Series	Technical Research
Job Code	4191
FLSA	Non-Exempt
Union Status	

Job Overview

Provide technical and administrative assistance and perform data management functions in support of University research projects.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide technical and administrative assistance and perform data management functions in support of University research projects; use judgment in prioritizing work activities and decisions regarding technical applications within established guidelines; assist in or develop operational protocols and systems; ensure quality, consistency, and reliability of data collection and submission processes and compliance with internal and external confidentiality standards and regulatory guidelines.

Communicate with internal and external constituents; provide and gather detailed process and technical information related to clinical or research functions; use discretion in disclosure of information that may be sensitive or confidential in nature.

Perform data management functions; review and maintain clinical/research documentation and related materials; use standard or specialized software applications and oversee database maintenance; assist in or perform audits, analysis, and final review of data; may prepare reports, publications, or proposals specific to designated area.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in related field and one to three years' related experience required.

Laboratory/Research Technician - Job Standard

This title is part of a career progression within the Technical Research Series consisting of Laboratory/Research Technician and Laboratory/Research Technician Senior.

Job Family	Technical
Series	Technical Research

Job Code	4201, 4202, 4203
FLSA	Non-Exempt
Union Status	

Job Overview

Perform routine to complex laboratory and/or field and technical functions in support of University academic or research areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Perform routine to complex laboratory and/or field and technical functions in support of University academic or research areas; use judgment in prioritizing individual work tasks and decisions regarding work methods within the framework of established guidelines; prepare support materials, solutions, equipment, and instrumentation; may assist in and design new demonstrations, protocols, and experiments.

Prepare, set up, test, modify, and/or calibrate equipment, apparatus, and specialized instrumentation for research, undergraduate, or graduate laboratories; perform laboratory/research procedures and techniques; may maintain results, protocols, methods, and related documentation; perform selected analysis, prepare reports, and conduct literature searches; use standard and specialized software applications.

Maintain and perform basic repairs on equipment and instrumentation; maintain and order inventory and supplies; may monitor budget expenditures and reports.

Respond to and address inquiries; provide instruction in laboratory/research procedures and techniques; gather data and determine outcomes based on a general knowledge and understanding of operational guidelines and University policies and procedures.

Participate in area safety training.

May provide functional supervision to designated employees.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a scientific field required. Based on specific job functions, required years of experience may range from classroom laboratory experience to three years' related experience.

Laboratory/Research Technician Senior - Job Standard

This title is part of a career progression within the Technical Research Series consisting of Laboratory/Research Technician and Laboratory/Research Technician Senior.

Job Family	Technical
Series	Technical Research
Job Code	4211
FLSA	Non-Exempt

Union Status	
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Job Overview

Provide operational oversight and perform complex laboratory and/or field and technical functions in support of University academic or research areas.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide operational oversight and perform complex laboratory and/or field and technical functions in support of University academic or research areas; use judgment in prioritizing workflow and in decisions regarding work methods and application of protocols with general guidance; collaborate with researchers/faculty to design, develop, implement, and evaluate protocols, research methodologies and complex experiments.

Prepare, set up, test, modify, and/or calibrate equipment, apparatus, and specialized instrumentation; serve as resource, provide leadership, and perform complex laboratory/research procedures and techniques; maintain and analyze data; develop and prepare reports, manuscripts, and journal abstracts; conduct literature searches and may assist in writing grant proposals; use standard and specialized software applications.

Oversee maintenance and ensure security of equipment, instrumentation, and inventory; purchase research materials and supplies; oversee and monitor budget activity.

Respond to and address inquiries and facilitate problem resolution; provide instruction in complex laboratory/research procedures and serve as liaison with

internal and external constituents based on a comprehensive knowledge and understanding of operational guidelines and University policies and procedures.

Participate in area safety training.

Provide functional supervision to designated employees.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in a scientific field and four to five years' related experience required.

Research Technician Career Progression Job Standards

Nature of Work

Media Technician

Provide technical media services and assistance in support of designated University areas

Use judgment in prioritizing work activities and in decisions regarding application of specific media processes and techniques

Work within context of established guidelines

Influence individuals

Media Technician Senior

Provide complex technical oversight and specialized technical media services and assistance in support of designated University areas

Use judgment in prioritizing workflow and in decisions regarding application of specific media processes and techniques

Influence individuals and area operations

n/a

Expertise

Media Technician

Assist with and develop design concepts, determine specifications and solutions and facilitate completion of particular projects

Media Technician Senior

Assist with and develop design concepts, determine specifications and solutions and facilitate completion of particular projects

Research and evaluate updated media tools, techniques and methods; provide recommendations to promote optimum utilization of services

Provide technical assistance; use equipment, technology and/or area resources to ensure project implementation and service delivery; operate photographic, audiovisual, computer or digital equipment and perform activities related to processing and implementing final multimedia product

Use comprehensive knowledge and understanding of area and University guidelines and standards

n/a

n/a

Research and evaluate updated media tools, techniques and methods; provide recommendations to promote optimum utilization of services

Coordinate technical functions related to multiple projects

Provide specialized technical assistance; provide project oversight to ensure project implementation and service delivery; operate photographic, audiovisual, computer or digital equipment and perform activities related to processing and implementing final multimedia product

Provide general administrative support; maintain and monitor equipment and inventory; develop budget projections and cost estimates, approve purchases and monitor budget

Use thorough knowledge and understanding of area operations and University guidelines and standards

Interaction

Media Technician

Collaborate with internal and external constituents to develop and execute materials and communicate technical, conceptual, and procedural information

Media Technician Senior

Collaborate with internal and external constituents to develop and execute materials and communicate technical, conceptual, and procedural information

Supervision

Media Technician

Media Technician Senior

May provide functional supervision to designated employees or affiliates

Provide functional supervision to designated employees or affiliates

Conditions

Media Technician

Media Technician Senior

Work may be deadline-driven

Work may be deadline-driven

Minimum Qualifications

Media Technician

Media Technician Senior

Associate's degree in related field and two to three years' related experience

Associate's degree in related field and four to five years' related experience

Technical Safety Series

Positions in the Technical Safety Series provide hazardous materials handling assistance, maintenance, and oversight; promote waste minimization; and ensure compliance with internal and external regulatory guidelines in support of environmental safety programs.

Examples of work include: collect, sort, package, and transport hazardous/radioactive waste materials; conduct analysis testing and inspection of work sites; organize storage and labeling of containers; prepare for and provide emergency response services and assist in decontamination process; manage environmental safety programs.

Safety Technician - Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Technical Safety Series.

Job Family	Technical
Series	Technical Safety

Job Code	4231
FLSA	Non-Exempt
Union Status	

Job Overview

Provide hazardous materials maintenance and handling in support of University hazardous materials safety programs.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide hazardous materials maintenance and handling in support of University hazardous materials safety programs following established guidelines; conduct contamination inspections of primarily radiation handling laboratories; perform iodinations, air sampling, and thyroid assays.

Perform activities related to hazardous waste handling, materials collection, and storage; collect, sort, package, and ship hazardous/radioactive waste materials following specific regulations; assign regulatory classification labels to hazardous waste containers; conduct leak tests of incoming and stored materials and assist in decontamination procedures.

Provide information and instruction and respond to inquiries from internal constituents regarding safe handling procedures, testing, and regulatory

requirements based on a general knowledge of departmental processes and procedures; participate in area safety training.

Perform calibrations on hazardous material detection and measurement equipment.

Maintain records and documentation; assist in preparing manifests.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Associate's degree in a related field and two to four years' related experience required.

Environmental Safety Technician—Job Standard (Alternate Career Progression)

This job standard may be part of one or more career progressions within the Technical Safety Series.

Job Family	Technical
Series	Technical Safety
Job Code	4221
FLSA	Non-Exempt

Union Status	
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Job Overview

Provide chemical, biological and hazardous materials management and safety, training, and compliance programs and promote waste minimization in support of University environmental safety programs.

Typical Functions

The duties listed are not all-inclusive. Duties assigned to individual employees may vary.

Provide chemical, biological and hazardous materials management and safety, training, and compliance programs and promote waste minimization in support of University environmental safety programs; use judgment in determining work methods and in solving problems, within established guidelines; conduct routine to complex materials analysis and inspection of laboratories; oversee disposal procedures designed to ensure compliance with internal and external regulations and with University environmental safety efforts.

Coordinate hazardous waste handling programs to include materials collection, and storage processes; collect, sort, package, transport, or ship hazardous/biological waste materials following specific regulations.

Perform laboratory audits/inspections and advise campus constituents on related safety and compliance measures; may perform calibrations on hazardous material detection and measurement equipment.

Assist with review of protocols involving infectious agents, human materials, biological toxins and medical waste. Provide guidance and information and

respond to inquiries from internal constituents. Provide occupational health and exposure follow-up.

Perform emergency response functions; research and remain updated on issues, regulations, policies, and procedures; assist to develop and deliver safety training regarding compliance, proper handling, storage and containment to the University community.

Create and maintain compliance and tracking records and documentation; assist in preparing related reports.

May operate University vehicle on/off campus; transport hazardous waste materials.

May provide functional supervision to designated employees and/or affiliates.

Minimum Qualifications

Education and experience equivalent to:

Bachelor's degree in related field and one to three years' related experience required. Specialized certification may be required. Valid driver's license and Commercial Driver's license (CDL) or ability to obtain, and drivers' check may be required. Initial and continued employment dependent on satisfactory results of alcohol and drug testing.