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 Specific Summary:**

Key Areas of Responsibilities and Specific Job Tasks

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<tr>
<th>Classification</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.  
• Assist 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**

| Collaboration/Positive Impact | 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. |
| Diversity, Equity and Inclusion | 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. |
| Service Excellence/Customer Focus | 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. |

**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. |

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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| **Required Qualification**        | • Typically, six months to one year of relevant laboratory experience.  
• Demonstrates a basic proficiency in effective communication concepts, using varied tools and techniques to transmit, receive and interpret information both written and verbally.  
• Demonstrates a basic proficiency with Microsoft Office products and other computer-based programs. |
| **Desirable Qualification**       | • Demonstrates basic knowledge and experience with Laboratory Information Systems (LIMS).  
• Basic knowledge in either clinical or environmental lab methods.  
• Working experience in a high-volume, fast-paced lab environment. |

See requisition # 20002440 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.