



**State Hygienic Laboratory
Environmental Health Division
Environmental Lab Analyst**

University Classification: **Environmental Lab Analyst**

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

Position #: **00260889** Org/Dept/Sub-dept #: **90-9060**

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

Position Specific Summary:
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.

Position Status: Regular-Full Time
Work Location: Coralville, Iowa
Work Modality: On-site

Key Areas of Responsibilities and Specific Job Tasks

Classification Key Areas of Responsibility	Specific Job Duties and Tasks
Sample/Specimen Preparation and Analysis	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

Universal Competencies

Collaboration/Positive Impact (Basic)	<ul style="list-style-type: none"> • Grasps the inevitability and challenges of change and adapts accordingly; utilizes learning opportunities to prepare for changing work, methods and work environment. • Demonstrates civil and respectful behaviors valued within the organization. • Provides and accepts ideas and suggestions in a constructive and helpful manner.
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	<ul style="list-style-type: none"> Exhibits good teamwork: is approachable, cooperative, and contributes to an overall positive and productive work/team environment.
Welcoming and Respectful Environment (Basic)	<ul style="list-style-type: none"> Understands the University’s commitment to creating a workplace environment where people of all backgrounds and perspectives feel welcomed and appreciated, and how that commitment relates to one’s role at the university. Demonstrates civil and respectful behaviors in support of the Policy on Ethics and Responsibilities for UI Staff and the UI Human Rights policy that prohibits “differences in treatment of persons because of race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.” Knows where to find organizational policies, procedures, and resources related to respectful behavior and free expression.
Service Excellence/Customer Focus (Basic)	<ul style="list-style-type: none"> Consistently provides excellent service. Manages customer expectations and takes responsibility to enhance service excellence. Communicates understandably; uses appropriate words, grammar and mannerisms in all mediums. Seeks feedback on communication style and effectiveness.

Technical Competencies

Interpersonal Relationships (Basic)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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

Education or Equivalency Required	Bachelor's degree in Chemistry or closely related field, or an equivalent combination of education and experience.
Required Qualification	<ul style="list-style-type: none"> • Ability to perform tasks that require accuracy, attention to detail, including accurate record keeping. • Demonstrated excellent verbal and written communication, interpersonal, and relationship management skills, and ability to interact positively with a diverse population. • Demonstrate working proficiency with Microsoft Office software, (Excel, Outlook, Word, PowerPoint, etc.).
Highly Desirable Qualification	<ul style="list-style-type: none"> • Demonstrate six months to one year, of relevant laboratory experience. • Demonstrate working knowledge and experience using and maintaining laboratory instrumentation. • Basic environmental lab testing experience (e.g., water or other environmental testing) in high throughput lab setting.
Desirable Qualification	<ul style="list-style-type: none"> • Basic familiarity with state and federal environmental testing regulations. • Demonstrate working knowledge and experience with Laboratory Information Management Systems (LIMS). • Experience with microscopic analysis. • Experience with gas chromatography with various detectors such as mass spectrometer, electron capture detector (ECD), flame ionization detector (FID). • Experience with high performance liquid chromatography with various detectors such as mass spectrometer, ultraviolet (UV), and fluorescence.

See requisition # 24001736 at <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, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.

