



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

LIFE, PHYSICAL, AND SOCIAL SCIENCE TECHNICIANS, ALL OTHER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Life, Physical, & Social Science Tech, AO-B	F4099B	45	
Life, Physical, & Social Science Tech, AO-O	F4099O	50	
Life, Physical, & Social Science Tech, AO-A	F4099A	55	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

All life, physical and social science technicians not listed separately.

Nature of Work

Life and physical science technicians use science and mathematics to solve problems in research and development. Technicians set up, operate, and maintain laboratory instruments, monitor experiments, make observations, calculate and record results, and often develop conclusions. They perform technical laboratory work which includes standard analytical and diagnostic tests or preparatory procedures for more complex tests in a specialized laboratory facility.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in planning or developing projects or programs and in the collection, analysis, and organization of data.
- Employees conduct preliminary microscopic examinations and perform specific laboratory procedures in chemistry, microbiology, or serology-virology.

Recommended Education and Experience for Full Performance

A high school diploma or GED supplemented by 12 credit hours in chemistry, microbiology, biology, or serology-virology and two (2) years experience processing human and animal specimens.

Minimum Qualifications

High School diploma or GED and six (6) months of experience processing human and animal specimens.

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Operational

- Employees in this Role independently perform specimen inoculation, carry out moderately difficult analyses of water, air, and environmental chemicals, and compile statistical and historical data.
- Employees plan and perform blood grouping, febrile agglutinations, and hemoglobinopathy; and provide technical assistance in coordination of grants.

Recommended Education and Experience for Full Performance

Associates Degree in Biology or Chemistry and two (2) years of experience in processing human and animal specimens.

Minimum Qualifications

High School diploma or GED and one (1) year of experience processing human and animal specimens.

Advanced

- Employees in this Role train laboratory personnel; account for numbers of colonies and determine concentration of organisms in inoculums; and develop and manage research projects.
- Employee performs moderately difficult laboratory analyses with minimal supervision.

Recommended Education and Experience for Full Performance

Associates Degree in Biology and four (4) years of experience in processing human and animal specimens.

Minimum Qualifications

High School diploma or GED and two (2) years of experience processing human and animal specimens.

Knowledge and Skills

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Knowledge

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Food Production — Knowledge of techniques and equipment for planting, growing, and

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harvesting food products (both plant and animal) for consumption, including storage/handling techniques.

Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Coordination — Adjusting actions in relation to others' actions.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

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Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 3/19/2014

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.