This classification is responsible for performing and coordinating processes and steps related to testing and analyzing materials of assigned discipline. Incumbents apply an understanding of the science and processes to perform analysis and testing.

This classification may coordinate student workers and other staff as a lead worker.

- For incumbents of Career Level 1, work assignments are primarily routine in nature, relating to a specific area of research with defined goals and objectives. Incumbents are responsible to determine how and when assigned research projects, or portions of projects are completed.

- For incumbents of Career Level 2, work assignments are primarily non-routine in nature, relating to a general research project with the responsibility to design and implement the steps of research to ensure defined goals are met. Incumbents are responsible for determining how and when the assigned projects are completed.

Typical Class Responsibilities

(These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1. Researches testing methods, equipment and techniques to support the implementation and ongoing development of scientific research projects; oversees laboratory experiments and recommends adjustments consistent with research goals.

2. Collects, preserves, and disposes of lab and field samples; performs necessary testing and analysis of sample and materials. Conducts surveys which may utilize GIS or other scientific technology.

3. Supports the delivery of course materials by assisting in the preparation of e.g., syllabus, handouts, etc.; oversees laboratory classes as assigned.

4. Tracks and analyzes results of laboratory testing; maintains and oversees applicable databases; identifies and resolves data entry errors.

5. Prepares and maintains a variety of records related to laboratory activities, ensuring the accuracy and integrity of data.

6. Implements quality control and quality assurance standards in the laboratory, which includes rejecting chemicals and equipment that does not meet minimum requirements; sourcing errors; documenting procedures; and determining what actions must be taken.

7. Prioritizes and assigns work to assigned staff; monitors the performance of assigned staff; and train staff on work methods and procedures.
### UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS

**SCIENTIFIC RESEARCH SPECIALIST**

### LEVEL OF DECISIONS

Makes decisions regarding how the operations of a process are carried out by selecting among established techniques and practices. Incumbents have a choice as to how and when the operations are carried out, but not as to what operations constitute the process.

Determines how and when assigned steps are performed and coordinate the steps of assigned processes or tests. Incumbents are typically assigned a research project and are responsible for determining how and when the steps of the project will be implemented, but not what steps constitute the project.

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<tr>
<th>DIRECTION RECEIVED</th>
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<tr>
<td>• Career Level 1 work under minimal direct supervision, but is provided with clear objectives, standards and procedures to coordinate the assigned project</td>
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<tr>
<td>• Career Level 2 work under general supervision, but is provided with clear objectives and standards to coordinate in the assigned project. This level has increased individual responsibility to coordinate the steps of a research project and ensure the accuracy of results.</td>
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<tr>
<td>• Career Level 1 incumbents may assign/delegate work assignments and smaller projects to student workers and/or temporary employees; May encourage teamwork and group efforts; May troubleshoot problems and issues commensurate with relevant experience.</td>
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<tr>
<td>• Career Level 2 incumbents may lead/coordinate and/or delegate work assignments and projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May motivate individuals and encourage group efforts; May handle the most complex issues requiring substantial knowledge of institutional operations; May anticipate and plan for problems and issues.</td>
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### TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

Incumbents assigned to **Career Level 1** may be responsible for:

In addition to the **Scientific Research Assistant** classification:

- Researching, sorting and summarizing a variety of routine and some non-routine data and information; integrating information from multiple data sources, and applying basic problem solving as needed.
- Researching methods and equipment to implement in assigned research projects.
- Teaching and training student workers and less experienced staff regarding processes, safe
operating procedures, and use of equipment.
- Performing testing and analyses of samples and materials.
- Setting up experiment methodologies, including testing procedures, maintenance of supplies or material, and the recording of data.
- Coordinating sample maintenance procedures.
- Coordinating materials needed for testing and analyses.
- Reporting results of studies and projects.
- Coordinating and supervising student workers as necessary.
- Coordinate and/or conduct safety training.

Incumbents assigned to **Career Level 2** may be responsible for:
In addition to the **CL1** level responsibilities:
- Researching, sorting and summarizing a variety of non-routine data for a broad range of applications and assignments; making decisions regarding the validity and quality of available data; preparing standard and non-standard summaries of relevant information.
- Coordinating, preparing, and teaching assigned laboratory courses, which includes assisting with preparation of e.g., syllabus, handouts, etc.
- Overseeing assigned lab equipment by ordering new equipment, supplies, and determining the need for repairs and replacement.
- Interviewing and selecting of student workers.
- Designing and implementing research plans.
- Developing technical procedures and standards for laboratory operations.

**TRAINING AND EXPERIENCE**

Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.

- **Career Level 1:** Bachelor’s degree in field related to area of research or equivalent AND one year of related laboratory research experience.

- **Career Level 2:** Bachelor’s degree in field related to area of research or equivalent AND more than 2 years of related laboratory research experience.

The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. **Additional qualifying experience may substitute for the education required of the assigned position.**

**LICENSING REQUIREMENTS**

Incumbents in this class may require:
- None
### KNOWLEDGE REQUIREMENTS

Classification knowledge requirements:
- Customer service principles;
- Safe work methods and procedures;
- Scientific principles related to area of assignment;
- Analysis methods;
- Scientific testing methods;
- Mathematical principles;
- Applicable laboratory equipments;
- Instructional methods and techniques;
- Hazardous waste handling procedures.

### SKILL REQUIREMENTS

Classification skill requirements:
- Providing exemplary customer service;
- Prioritizing and delegating tasks;
- Performing laboratory testing;
- Scientific software applications;
- Performing laboratory analyses;
- Handling hazardous waste and materials;
- Maintaining laboratory records;
- Collecting applicable samples;
- Performing mathematical calculations;
- Conducting occupational safety training;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, and oils.

### CLASSIFICATION HISTORY

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The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.