

## HEALTH INFORMATION TECHNICIAN 1, 2

### I. DEFINITIONS

#### HEALTH INFORMATION TECHNICIAN 1

Positions are located in the medical records unit of a health care delivery system and apply formal vocational training or equivalent experience in medical terminology, coding, and medical record contents and processes to store, retrieve, abstract, analyze, encode, process, and release patient/inmate/member health-related information. Work is performed under general supervision. Medical records may exist in paper or electronic form, and a wide variety of health record indices and computer databases may be utilized. Positions may coordinate the activities of administrative support staff. Positions in this classification are differentiated from administrative support or clerical medical records positions by performing or reviewing medical coding at least 10% of the time as a key component of the job in fulfilling operational needs.

#### Examples of Work Performed:

- Evaluate active and discharge medical files for both completeness and quality of documentation.
- Assign diagnosis and/or procedure codes, utilizing standard classification systems such as the *International Classification of Diseases (ICD)*, *Current Procedural Terminology (CPT)*, or *Diagnostic and Statistical Manual for Mental Disorders (DSM)*.
- Provide training and direction to health care staff regarding medical record completion, management and confidentiality requirements.
- Contact physicians and other health care staff as needed to remedy identified record deficiencies.
- Follow statutory guidelines and other regulations to independently evaluate and respond appropriately to requests from individuals, families, legal representatives, insurance companies, healthcare providers or government agencies for the release of health information.
- Participate in Quality Assurance/Improvement activities such as performing random audits of medical record documentation, monitoring the quality of patient care by reviewing patient documentation against clinical pathways or performing special projects as assigned.
- Assemble or reactivate medical record files for admissions, route records as needed, and maintain patient databases.
- Compile census or utilization statistics.
- Assist researchers in collecting health-related information.

#### HEALTH INFORMATION TECHNICIAN 2

This is advanced level work. *In addition* to performing the technical health information duties described at the first level of this series, including medical coding, analyzing and auditing medical record documentation, providing direction to staff in medical record documentation requirements and responding to requests for release of health information, positions at this level have advanced responsibilities for either: (1) assisting in the administration of a program of multiple institution, agency-wide scope; (2) functioning with a high level of accountability as a program's highest-level medical records expert and coordinator; or (3) generating more than \$100,000 annually in additional revenues through code-based reimbursements.

### II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

## **HEAT AND FROST INSULATOR**

### **I. DEFINITION**

This is journey level Heat and Frost Insulator work. Employees apply or remove insulating materials to pipes or ductwork, or other mechanical systems in order to help control and maintain temperature. Employees perform heating, ventilating, plumbing and related insulating work at the journey level of skill, normally on a full-time basis and under general supervision. Other related duties may also be assigned as necessary. In addition, positions in this classification may also direct and instruct apprentices, helpers and other assistants.

Positions are assigned any combination of the following duties:

- Fit, wrap, and attach insulating materials to structures of surfaces, using hand tools or wires, following blueprint specifications.
- Remove insulating materials from structures.
- Cover, seal or finish insulated surfaces or access holes in plastic covers, canvas sheets, sealant, tape, cement, or asphalt mastic.
- Read blueprints and select appropriate insulation, based on the heat retaining or excluding characteristics of the material.
- Measure and cut insulation for covering surfaces, using tape measure, handsaw, knife or scissors.
- Prepare surfaces for insulation application by brushing or spreading on adhesives, cement or asphalt or attaching metal pins to surfaces.
- Evenly distribute insulating materials into small spaces within floors, ceilings, or walls.
- Install, repair or replace insulation on plumbing, steam pipes, boilers, heaters, tanks and ducts.
- Install vapor barriers and insulation on refrigeration pipes and equipment.
- Apply waterproof or protective finish in insulating material.
- Keep records and make reports.
- Direct and instruct apprentices, helpers and other assistants in the trade.

### **I. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

Heat and Frost Insulator: Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Workforce Development as a Heat and Frost Insulator. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journeyman status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journeyman status may also be accepted upon submission of documented proof of such training and experience.

### **III. RELATED TITLES**

Facilities Repair Workers  
Facilities Maintenance Specialists

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## **HISTOLOGY TECHNICIAN**

### **I. DEFINITIONS**

#### **HISTOLOGY TECHNICIAN**

This is entry level technical work related to the preparation and processing of tissue, organ, and other specimens for microscopy and other specialized procedures. Positions allocated to this classification prepare sections of human or animal tissue for immediate examination, using rapid tissue processing and frozen section techniques to freeze, cut, mount, and stain tissue specimens received from surgery or other sources; operate computerized laboratory equipment to fix, dehydrate, and infiltrate with wax tissue specimens to be preserved for study by pathologists, physicians, veterinarians, or scientists; prepare slides of specimens using specified stains to enhance visibility under microscope; examine slides under microscope to ensure tissue preparation meets laboratory requirements; and perform related work as requested. Positions function under general supervision.

#### **HISTOLOGY TECHNICIAN-SENIOR**

This is objective complex technical work related to the preparation and processing of tissue, organ, and other samples for microscopy and other specialized procedures performing the most difficult procedures on tissue samples; adapting recognized histological methods and procedures for unusual or difficult specimens/cases; assisting and directing lower-level Histology Technicians in tissue preparation techniques; providing in-depth support to scientists in the program area; maintaining supplies, equipment, and instruments; providing administrative support in the day-to-day operation of the laboratory section or unit; and may be responsible for training students and staff in specialized histological procedures. Positions may assist scientists and others with special projects or research. Positions may function as the principal technician supporting a specific specialty area(s) in a given section in a laboratory. Positions function under general supervision.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

Special Requirement: Some positions may require recognized histotechnology or cytotechnology certification with the American Society of Clinical Pathologists (ASCP).

### **III. RELATED TITLE**

Chemistry Laboratory Technician

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## **HISTOLOGY TECHNICIAN SUPERVISOR**

### **I. DEFINITION**

## **HISTOLOGY TECHNICIAN SUPERVISOR**

This is responsible supervisory work related to the provision of technical support to research, diagnostic, and/or instructional histology laboratories. Positions allocated to this classification supervise histology technical staff involved in preparing sections of fixed and frozen tissues derived from clinic cases or research studies; serve as the liaison between professional and technical staff; develop histologic techniques for diagnostic specimens, research samples, and instructional projects; monitor quality assurance, ensure conformance with established laboratory standards and procedures; evaluate and process test results; perform administrative responsibilities, e.g. establish and maintain records management systems, maintain an inventory of laboratory supplies and equipment and assist with the development of the laboratory budget. Positions may provide instruction to research investigators and/or provide direction to students or other limited-term employees. Positions perform the work of a Histology Technician as needed. The ability to perform complex laboratory procedures, prioritize daily tasks, solve problems, and maintain positive relationships with laboratory customers is essential. Position responsibilities require the educational background and experience to perform standard and recently developed histotechnology laboratory procedures and methods requiring a considerable degree of independent judgment and responsibility. Work is performed under general supervision.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

Special Requirement: Some positions may require histotechnology certification with the American Society for Clinical Pathology (ASCP) and a minimum of three years full-time technical experience as a histotechnologist.

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## **HORTICULTURAL TECHNICIAN**

### **I. DEFINITION**

#### **HORTICULTURAL TECHNICIAN**

This is very responsible horticultural work. The positions allocated to this classification oversee the technical, day-to-day operation and activities of a greenhouse complex and botanical garden or plant research projects. The positions are responsible for planning and implementing instructional plant production schedules; determining and implementing proper cultural practices for plant materials; determining and implementing disease and pest control practices; determining and implementing plant requirements of light, temperature, moisture, and nutrition; coordinating the maintenance of the greenhouse facility, equipment, and environmental controls; coordinating the care of birds, reptiles, fish, and other organisms used in biological control; maintaining comprehensive records of plant acquisitions and of greenhouse/garden activities; and may be responsible for training, assisting, and monitoring the work of Research Gardener(s), limited-term employees, students, and/or other workers. The positions also provide horticultural expertise to faculty and students; assist professors, graduate students, or other instructors with laboratory demonstrations; interact with other universities and botanical institutions for purposes of consultation and exchange of plant specimens; and perform related work as requested. Work is performed under general supervision.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Certification as a pesticide applicator may be required.

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# **HUMAN RESOURCES ASSISTANT-ADVANCED**

## **I. DEFINITION**

### **HUMAN RESOURCES ASSISTANT-ADVANCED**

Positions allocated to this classification: (1) coordinate and perform a wide variety of program activities in a large, centralized human resources office, (2) perform all human resources functions as the coordinator of the human resources program for a multi-faceted organizational unit, (3) provide comparable staff services and coordination in a human resources program of similar size and complexity. The work at this level involves the development and implementation of internal procedures; the independent and varied application and interpretation of rules, regulations, policies, guidelines, and procedures; substantial technical decision making; and extensive intra- and inter-departmental and outside contacts with applicants, employees, management, and other operating units for coordinative and informative purposes. The program activities of positions allocated to this classification involve more responsible decision making, more complex assignments, and encompass a wider scope of human resources functions. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

- Review certification, reclassification, and LTE requests for appropriateness and completeness, and secure the necessary budgetary, human resources, program and departmental approvals
- Provide advice and assistance to program staff related to preparation of supportive materials, such as position descriptions, organizational charts, exclusionary forms, and justifications
- Coordinate recruitment activities with employing units including composing announcements and advertisements, reviewing past recruitment activities, recommending recruitment activities or changes in proposed recruitment plans
- Control and maintain budget, coordinating allocations and additions with various units or offices
- Develop and prepare various reports for the agency and the federal government
- Attend grievance meetings to provide guidance or recommendations
- Manage grievance data base and assist labor relations specialists in preparation for arbitrations
- Coordinate human resources training program for employees, including establishing fees and monitoring the training budget

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

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## **HUMAN RESOURCES ASSISTANT**

### **I. DEFINITION**

#### **HUMAN RESOURCES ASSISTANT**

This is paraprofessional administrative support work in a human resources program area. Positions allocated to this classification perform work of routine to moderate difficulty as a support assistant in a human resources program of an agency, institution, or campus, or a comparable organizational sub-unit. Work is performed under general supervision.

Examples of work include, but are not limited to:

- Review and accept or reject applications for employment
- Schedule oral examinations
- Draft or assist with the drafting of job announcements
- Process transfers, reinstatements, voluntary demotions, promotions, and termination actions
- Coordinate employee attendance at training programs and assist in preparing training materials
- Oversee the human resources recordkeeping system, including responsibility for developing procedures and forms
- Coordinate the classification, staffing, and recordkeeping activities for limited-term positions in the unit
- Coordinate a delegated recruitment program, including preparing announcements and advertisements, reviewing applications, and maintaining certifications lists and examination results
- Provide technical assistance to professional human resources staff in the development and processing of certification requests, and the maintenance of personnel, position control, and examination records
- Answer questions regarding human resources policies and procedures, employment opportunities, and other matters relating to human resources from program personnel, employees, and the public
- Coordinate the workers' compensation program for a large organizational unit
- Brief new personnel relative to employee benefits, work rules, and other information
- Enter information in electronic data bases

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

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## **HEATING, VENTILATING, AIR CONDITIONING (HVAC)/ REFRIGERATION SPECIALIST**

### **I. DEFINITIONS**

## **HEATING, VENTILATING, AIR CONDITIONING (HVAC)/REFRIGERATION SPECIALIST**

This is general level HVAC/Refrigeration maintenance and repair work. These positions inspect, maintain, repair, perform preventive maintenance, and perform minor installations on HVAC/Refrigeration equipment. This may include performing technical maintenance a portion of the time and operating all computerized building systems to help identify mechanical malfunctions. Work is performed under the general direction of an advanced level HVAC/Refrigeration Specialist, Building/Grounds Supervisor, Building/Grounds Superintendent, etc.

Positions are assigned any combination of the following duties:

- Perform routine preventive maintenance and assist in making minor repairs to HVAC systems and their associated controls (e.g., thermostats).
- Monitor controls for heating and ventilating equipment.
- Clean or replace filters for heating and ventilating equipment.
- Repair and adjust controls for heating and ventilating equipment.
- Repair and service various refrigeration and air conditioning units.
- Set up and maintain a preventive maintenance schedule on equipment and boilers.
- Inspect, repair and maintain commercial HVAC equipment including boilers, chillers and their control units.
- Maintain and repair refrigeration and fuel storage units, including pumps and valves.
- Install and repair air conditioners and climate control devices.
- Monitor computerized environmental control center making adjustments as needed and/or dispatching other HVAC/Refrigeration specialists, building trades or other professionals as required.

## **HEATING, VENTILATING, AIR CONDITIONING (HVAC)/REFRIGERATION SPECIALIST - ADVANCED**

This is advanced level HVAC and/or refrigeration work performed under general supervision. Employees in this class troubleshoot, repair, adjust, modify and remodel sophisticated HVAC and/or refrigeration control systems (pneumatic, electric and electronic) and related mechanical and electronic equipment. These positions are responsible for the most specialized and technically advanced environmental controls and typically direct HVAC/Refrigeration Specialist and Facilities Maintenance Specialists in the more routine maintenance and repair of the systems or perform this work incidental to their primary function as the systems expert. These controls are used to balance elements such as outside versus inside temperature, humidity and air velocity, taking into consideration factors such as time of day usage, system capabilities and energy efficiency. In addition, these employees may be responsible for the design, development, operation and ongoing maintenance of a computerized energy management system used to monitor and control heating and air conditioning systems and report and make recommendations on energy conservation procedures, controls and activities. These positions may be required to maintain the refrigeration reclaim certification and keep refrigerant use records to comply with Environmental Protection Agency (EPA) requirements.

Positions at this level may perform the duties of the HVAC/Refrigeration Specialist, and perform any combination of the following duties a majority of the time:

- Review computer output and individual complaints to locate, identify and troubleshoot controls, equipment, and system malfunctions.



- Disassemble and inspect malfunctioning controls or equipment to determine source of problem and decide on appropriate action to correct the problem.
- Layout new and remodel old control systems.
- Redesign existing controls and equipment for maximum efficiency.
- Balance air and water flow distribution to optimize system performance.
- Read printouts and interpret the information provided to make changes to the computer programs which control the operation of fans, chillers, pumps, dampers, and controls.
- Assist in the determination to incorporate existing systems with new equipment.
- Determine energy management savings and conservation.
- Find and repair leaks in gas refrigerant units.
- Maintain and repair pneumatic and electronic control systems.
- Perform HVAC and/or refrigeration systems analysis to recognize systems malfunctions, interpret complex schematic diagrams and make appropriate repairs or adjustments to complete system.
- Review plans and specification for new and remodeling projects and recommend changes and/or modifications.
- Start and stop chillers as required to meet seasonal cooling requirements.

## **II. QUALIFICATIONS**

Department of Commerce refrigerant certificate and EPA Universal Technician certification for refrigerant may be required.

## **III. RELATED POSITIONS**

Steamfitters

Electricians

Plumbers

Facilities Maintenance Specialists

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# **INSTRUMENT MAKER**

## **I. DEFINITIONS**

### **INSTRUMENT MAKER - ENTRY**

Under limited, progressing to general supervision, performs as a highly-skilled and independent machinist or tool and die-maker in the design and creation of unique, highly intricate and precise scientific equipment. Recommends and aids in the layout, design and construction of research instruments utilizing his or her knowledge of materials, methods, and machine tools to fabricate the required item. Receives direction in the form of blueprints, sketches, and oral descriptions, which may only give details of specific components, with the remainder of the instrument design left to the initiative of the person assigned the project.

### **Examples of Work Performed:**

- Produce and assemble unique scientific parts using lathes, milling machines, boring mills, drill presses and other related machines and equipment.



- Assist in the designing and building of jigs, fixtures and tools by performing machining operations that cannot be accomplished by conventional methods.
- Repair and maintain laboratory instruments.
- Design and construct laboratory, teaching and related equipment.
- Performs standard welding using a variety of materials including steels, stainless steels, aluminum and other non-standard alloy metals used in the fabrication of parts and equipment.
- Set up and operate machine tools for machining task at hand using standard and exotic materials and maintaining tolerances.

### **INSTRUMENT MAKER - JOURNEY**

There are two allocation patterns for this classification. (1) Under general supervision performs work similar to Instrument Maker-Entry positions. However, the Instrument Maker-Journey position functions more independently and with greater efficiency. This type of independence and efficiency is generally gained through one to two years of experience as an Instrument Maker or other comparable experience in machinist or tool and die work. (2) Maintains instructional and research laboratories, which includes providing technical maintenance and upkeep of highly specialized testing equipment. Prepare instructional laboratories for classes. Instruct students in the proper use of the research equipment and in the design, modification, and maintenance of instructional and research equipment. Set up and operate a variety of equipment, such as digital scanners, X-Y plotters, oscillographs and oscilloscopes. Perform routine servicing of equipment and maintain different types of machinery, such as concrete mixers, cutoff saws, electric lifts, fork lifts, and welders. Oversee student working crews ensuring proper safety measures are taken. Set up and conduct lab demonstrations.

### **Examples of Work Performed:**

- Produce and assemble unique scientific parts using lathes, milling machines, boring mills, drill presses and other related machines and equipment.
- Assist in the designing and building of jigs, fixtures and tools by performing machining operations that cannot be accomplished by conventional methods.
- Repair and maintain laboratory instruments.
- Design and construct laboratory, teaching and related equipment.
- Performs standard welding using a variety of materials including steels, stainless steels, aluminum and other non-standard alloy metals used in the fabrication of parts and equipment.
- Set up and operate machine tools for machining task at hand using standard and exotic materials and maintaining tolerances.

### **INSTRUMENT MAKER - ADVANCED**

This is advanced level Instrument Maker work. The work performed is similar to the journey-level except that employees at this level are significantly more involved in the design phase of highly specialized parts, machinery and instruments. Advanced instrument makers are in constant contact with the user or client, usually graduate students, professors and researchers, functioning as a consultant to them. In addition, advanced level instrument makers are often responsible for coordinating, assembling and testing projects. The projects may last six months to a couple of years and require thousands of individual parts. Also, employees at this level are considered experts (i.e., they have advanced knowledge, skills and experience) in a specialized area, such as, but not limited to, high vacuum welding, Computer Aided Design (CAD)/Computer Aided Manufacturing (CAM)/Computer Numerically Controlled (CNC) equipment, complex project coordination or

student machine shop coordination with an emphasis on providing instruments for advanced scientific research. Employees, who are considered experts, spend a majority of their time in that particular area of expertise.

**Examples of Work Performed:**

With greater independence, knowledge, skill and latitude in the initiation of action, may perform any of the duties and responsibilities assigned to the Instrument Maker-Entry or -Journey, and in addition may:

- Design, construct and refine sophisticated laboratory instrumentation for ultra-high vacuum, optical, particle beam and surface research.
- Procure construction and supply materials for projects.
- Supervise graduate students in the design and construction of specialized research instrumentation.
- Design, construct and install complex mechanical systems; select materials to use; fabricate equipment and redesign projects.
- Schedule work, maintain and calibrate machines, and manage tool, fastener and material inventories.
- Design and construct highly specialized, complex instrumentation in the prototype phase.
- Coordinate machining, welding, assembling and testing of assemblies.
- Travel to facilities as required for final assembly, inspection and testing.
- Direct machining and assembly work performed by other staff such as Instrument Maker-Entry and Journey positions, Mechanics or graduate students.
- Oversee and manage a department machine shop, wood shop and hydraulics laboratory.
- Perform advanced design, development, construction, final assembly and testing of sophisticated equipment and precision instruments for research and instruction in the field and laboratory.
- Program, set-up and execute instrument-making projects using advanced techniques and equipment including: CAD, CAM, and CNC machining centers.

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

**III. RELATED TITLES**

Instrument Shop Managers  
Maintenance Mechanic  
Automotive Mechanic  
Facilities Repair Worker

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**INSTRUMENT MAKER SPECIALIST**

**I. DEFINITIONS**

**INSTRUMENT MAKER - ENTRY**

Under limited, progressing to general supervision, positions at this level perform as a highly-skilled and independent machinist or tool and die-maker in the design and creation of unique, highly intricate and precise scientific equipment or for the majority of time performs highly skilled machinist duties in a maintenance shop. Positions recommend and aid in the layout, design and construction of research instruments, physical plant equipment or other apparatus utilizing knowledge of materials, methods, and machine tools to fabricate the required item. Positions receive direction in the form of blueprints, sketches, and oral descriptions, which may only give details of specific components, with the remainder of the design left to others.

**Examples of Work Performed:**

- Produce and assemble unique parts using lathes, milling machines, boring mills, drill presses and other related machines and equipment.
- Assist in the designing and building of jigs, fixtures and tools by performing machining operations that cannot be accomplished by conventional methods.
- Repair and maintain laboratory instruments and/or facility equipment.
- Design and construct laboratory, teaching and related equipment.
- Performs standard welding using a variety of materials including steels, stainless steels, aluminum and other non-standard alloy metals used in the fabrication of parts and equipment.
- Set up and operate machine tools for machining task at hand using standard and exotic materials and maintaining tolerances.

**INSTRUMENT MAKER - JOURNEY**

There are three allocation patterns for this classification. (1) Under general supervision, positions perform work similar to Instrument Maker-Entry positions. However, the Instrument Maker-Journey positions function more independently and with greater efficiency. This type of independence and efficiency is generally gained through one to two years of experience as an Instrument Maker or other comparable experience in machinist or tool and die work. (2) Positions maintain instructional and research laboratories and provide technical maintenance and upkeep of highly specialized testing equipment, assist and instruct students in the design and modification of specialized research instruments, set up and operate a variety of equipment, such as lathes, drill presses, milling machines, and band and table saws, perform routine servicing of equipment and maintain different types of machinery, such as concrete mixers, cutoff saws, electric lifts, and fork lifts and direct students in machine tool techniques, maintenance of specialized research instruments/equipment, and shop safety. (3) Positions perform highly skilled maintenance machinist work of more than ordinary difficulty involving design work, development, production, assembly, repair and/or installation of mechanical or laboratory equipment. Employees at this level independently construct and/or repair research equipment or physical plant equipment.

**Examples of Work Performed:**

- Produce and assemble unique parts using lathes, milling machines, boring mills, drill presses and other related machines and equipment.
- Assist in the designing and building of jigs, fixtures and tools by performing machining operations that cannot be accomplished by conventional methods.
- Repair and maintain laboratory instruments and/or facility equipment.
- Design and construct laboratory, teaching and related equipment.
- Performs standard welding using a variety of materials including steels, stainless steels, aluminum and other non-standard alloy metals used in the fabrication of parts and equipment.

- Set up and operate machine tools for machining task at hand using standard and exotic materials and maintaining tolerances.

### **INSTRUMENT MAKER – ADVANCED**

This is advanced level Instrument Maker work for laboratory and research facilities. The work performed is similar to the journey-level except that employees at this level are significantly more involved in the design phase of highly specialized parts, laboratory and research instruments and machinery. Advanced instrument makers are in constant contact with the user or client, graduate students, professors and researchers, functioning as a consultant to them. In addition, advanced level instrument makers are often responsible for coordinating, assembling and testing projects. The projects may last six months to a couple of years and require thousands of individual parts. Also, employees at this level are considered experts (i.e., they have advanced knowledge, skills and experience) in a specialized area, such as, but not limited to, high vacuum welding (UHV), Computer Aided Design (CAD)/Computer Aided Manufacturing (CAM)/Computer Numerically Controlled (CNC) equipment, complex project coordination or student machine shop coordination with an emphasis on designing instruments for advanced scientific research.

### **Examples of Work Performed:**

With greater independence, knowledge, skill and latitude in the initiation of action, may perform any of the duties and responsibilities assigned to the Instrument Maker-Entry or -Journey, and in addition may:

- Design, construct and refine sophisticated laboratory instrumentation for ultra-high vacuum, optical, particle beam and surface research.
- Procure construction and supply materials for projects.
- Direct graduate students in the design and construction of specialized research instrumentation.
- Design, construct and install complex mechanical systems; select materials to use; fabricate equipment and redesign projects.
- Schedule work, maintain and calibrate machines, and manage tool, fastener and material inventories.
- Design and construct highly specialized, complex instrumentation in the prototype phase.
- Coordinate machining, welding, assembling and testing of assemblies.
- Travel to facilities as required for final assembly, inspection and testing.
- Direct machining and assembly work performed by other staff such as Instrument Maker-Entry and Journey positions, Mechanics or graduate students.
- Oversee and manage a department machine shop, wood shop and hydraulics laboratory.
- Perform advanced design, development, construction, final assembly and testing of sophisticated equipment and precision instruments for research and instruction in the field and laboratory.
- Program, set-up and execute instrument-making projects using advanced techniques and equipment including: CAD, CAM, and CNC machining centers.

### **INSTRUMENT MAKER – SPECIALIST**

Positions at this level perform Instrument Maker – Advanced level work for a majority of time and in addition possess expert level skills in one of the following areas: (1) Ultra High Vacuum (UHV) welding, machining, and assembly. Employees possess expert level skills in UHV instrument manufacturing including UHV welding, and UHV precision machining and assembly. (2) Ultrasonic and nuclear magnetic resonance (NMR). Employees at this level are considered experts

at applying the above advanced knowledge to designing, machining and assembling of custom scientific apparatus including “phantoms.”

To be classified at this level the employee must spend the **majority** of their time in either UHV welding, machining and assembly, or fabrication of instrumentation and apparatus using ultrasonic and nuclear magnetic resonance (NMR) equipment and techniques.

**Examples of Work Performed:**

- Perform ultra high vacuum welding on scientific instruments and perform precision machining and assembly of UHV scientific instruments.
- Make essential design contributions and manufacture molds and tissue-mimicking materials for testing clinical and state-of-the-art ultrasound and/or NMR imaging systems. Provide design contribution and perform precision machining and assembly of original scientific instruments for use in measurements of ultrasound and/or NMR related parameters,

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Employees enter this classification series by competitive examination for entry-level positions. Progression to the journey-level will occur through reclassification. Progression to the advanced-level will occur through competitive examination. However, reclassification of a position from the journey-level to the specialist-level may be permitted when it can be demonstrated that the change in duties and responsibilities justifying the class change are a logical and gradual outgrowth of the position’s previous duties and responsibilities. It is anticipated that not all positions in this series will reach the advanced-level or the Specialist level.

**III. RELATED TITLES**

Instrument Shop Manager  
Facility Repair Worker  
Facility Maintenance Specialist

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**INSTRUMENT SHOP COORDINATOR**

**I. DEFINITION**

**INSTRUMENT SHOP COORDINATOR**

These positions spend a portion of their time managing the daily operations of an instrument or machine shop. This would include overseeing other full time or limited term employees working in the shop, managing a budget, defining policies and procedures for the shop, purchasing necessary supplies and equipment, keeping records, and repairing machines and other types of equipment. Also, these positions design, construct, inspect, and maintain highly specialized equipment for students, faculty, and staff. When constructing instruments, parts or various pieces of equipment these positions generally work with machine shop equipment, such as mills, lathes, drill presses, saws, surface grinders, and welding equipment.

**Examples of Work Performed:**

- Develop and administer shop policies and procedures.
- Instruct staff members and other users in the proper use of the facility's machine tools and/or welding equipment.
- Plan and organize work schedule for the various projects depending on urgency, shop's overall workload, available materials, tooling, and ability.
- Prepare specifications for the machine tools, welding equipment and in some cases woodworking tools.
- Evaluate bids submitted for machine tools, welding equipment and in some cases woodworking tools.
- Evaluate the status of the facility in light of changing technology to keep the equipment current.
- Enforce safety measures.
- Perform routine maintenance of all machine shop equipment.
- Rebuild and repair all machinery as necessary.
- Maintain equipment maintenance and repair records for all machines in the shop.
- Consult with faculty, researchers and students to assist with the conceptual design of highly sophisticated equipment.
- Develop or draft the conceptual design into a practical work design.
- Machine precision parts.
- Fabricate machined parts into finished teaching or research apparatus.
- Perform various types of welding, brazing and soldering.
- Maintain and repair the teaching and research instruments, tools and apparatus.

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

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**INVENTORY CONTROL ASSISTANT**

**I. DEFINITION**

**INVENTORY CONTROL ASSISTANT**

Positions in this classification are responsible for providing inventory control assistance to Inventory Control Coordinators or Supervisors in stores and warehouses throughout the state. Positions are responsible a majority of the time for filling orders, and receiving, delivering, and storing materials and supplies. Work is performed under limited to general supervision.

Positions allocated to this classification perform any combination of the following duties and responsibilities:

- Monitor and maintain appropriate inventory levels
- Notify Inventory Control Coordinator or Inventory Control Supervisor when inventory levels need to be replenished
- Take physical inventory counts

- Receive and inspect incoming shipments
- Verify documentation on freight bill, packing list and purchase order
- Complete receiving reports
- File claims for short or damaged shipments
- Stock shelves
- Properly store items
- Fill orders or requisitions
- Pack/prepare items per standards as specified by various carriers (e.g., UPS, Fed Ex, DHL)
- Deliver items
- Schedule pick ups of items
- Utilize computerized inventory database/system
- Answer calls and questions from customers
- Generate monthly reports on spending and inventory levels

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED TITLES**

Inventory Control Coordinator  
Inventory Control Coordinator-Advanced

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# **INVENTORY CONTROL COORDINATOR CLASSIFICATION SERIES**

## **I. DEFINITIONS**

### **INVENTORY CONTROL COORDINATOR**

Positions allocated to this classification are at the objective level and work under general supervision. Positions in this classification are responsible for the daily operations of a stores, warehouse, or similar setting such as a store/canteen operation in a state operated institution. Positions in this classification are responsible for overseeing the daily inventory and supply levels, the shipping and receiving for the store or warehouse, utilizing computer systems and software, and budgeting. Positions allocated to this classification perform any combination of the following duties and responsibilities:

#### Supplies/Inventory

- Issue supplies
- Requisition, receive, issue and record transactions for supplies and equipment
- Coordinate physical inventory counts
- Estimate stock needs
- Purchase/Order supplies
- Organize inventory floor plan
- Determine proper quantity for reorder
- Utilize a just-in-time inventory system
- Receiving, storing, determining, and maintaining inventory levels



- Daily receipt, storage, maintenance, inventory, restocking and final disposition of designated inventory stored at the Records Center
- Act as primary contact with vendors to order supplies, solicit prices for competitive bidding, or expedite delivery of supplies

#### Shipping and Receiving

- Determine appropriate shipping method or schedule delivery of items
- Research shipping costs and timetables, obtain quotes, and select vendor
- Fill orders for shipment and pick-up
- Receive, inspect, and accept incoming items
- Arrange for proper storage of items
- Receive and distribute deliveries from various carriers (e.g., UPS, Fed EX, Spee Dee, Airborne/DHL)
- Prepare forms for damaged or lost goods
- Contact vendors to arrange for returns and/or replacement of merchandise
- Perform check-in operations of returning inventory by scanning labels with handheld electronic bar code scanner
- Audit invoices for accuracy and match with receiving reports

#### Computer Systems and Software

- Utilize automated inventory database/system
- Generate reports on a monthly, quarterly, or annual basis
- Utilize databases
- Update prices in computerized system
- Download inventory check-in, stocking and re-stocking data from bar code scanners into database

#### Budgeting

- Manage/Monitor cadet/inmate accounts
- Provide input into budget estimates
- Order supplies based on budget for division, unit, section, department
- Charge backs to departments or divisions
- Audit requisitions from departments for proper completion and account information

#### Other

- Maintain equipment
- Complete Hazmat sheets
- Maintain Material Safety Data Sheets (MSDS)
- Operate canteen
- Monitor inmate worker activities/Supervise students
- Operate a pallet jack and fork lift

### **INVENTORY CONTROL COORDINATOR – ADVANCED**

The Inventory Control Coordinator – Advanced has the following allocations: (1) First allocation - Performing complex inventory control duties for a majority of time and Second allocation – Leadworker.

#### **First Allocation – Complex Duties:**

In addition to the work performed at the Inventory Control Coordinator level, positions in this classification are responsible for performing additional complex inventory control duties for a majority of the time. Positions at this level may be the sole person for the operation. In addition, positions at this level may perform unique duties. Duties consist of:

Supplies/Inventory

- Review requests for new items and recommend products to be sold
- Research products, determine cost, and selling price
- Make personal contacts regarding items available for sale
- Write specifications for materials or supplies to be purchased

Computer Systems and Software

- Manage computerized inventory database/system
- Utilize internet for purchasing, shipping, and determining selling cost
- Post items for sale online

**Representative Positions:**

University of Wisconsin – Stevens Point: This position is responsible for coordinating the Surplus Property Office at the University of Wisconsin – Stevens Point, which includes market development; campus surplus property assessments, student staff employee selection and supervision, program development, development and maintenance of computer systems designed to maintain and improve operational efficiency.

University of Wisconsin – La Crosse: This position is responsible for the implementation of the computerized inventory database and receiving system of the Bookstore Operation. The position participates in the coordination of the book, school, and shipping and receiving departments of a major University Bookstore. Additionally, this position is responsible for creating, maintaining and updating computerized inventory database, contact with vendors on selection and ordering of merchandise, contact with faculty concerning specific material requirements, supervision of student employees, determine retail pricing of merchandise, approve invoices for payment, and storing and stocking of merchandise.

**Second Allocation – Leadworker:**

Positions functioning as leadworkers over two or more staff in the stores and warehouse operations area meet the definition of Inventory Control Coordinator – Advanced. Positions lead the work of Inventory Control Assistants and Inventory Control Coordinators.

Leadworker: An employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee’s work unit as assigned and documented on the work unit’s organization chart. Leadworkers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Leadworkers cannot “share” the responsibility of leading the work of employees. For example, if two leadworkers lead the work of one employee each and together jointly lead the work of one more employee, neither position will meet the definition of leadworker.

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

- III. RELATED TITLES**  
Inventory Control Associate  
Purchasing Assistant.
- 

## **INVENTORY CONTROL SUPERVISOR**

### **I. DEFINITION**

#### **INVENTORY CONTROL SUPERVISOR**

Positions in this classification are responsible for the direction and supervision of a stores and warehouse operation(s). Responsibilities include overseeing the inventory for the store or warehouse, including the shipping and receiving, storage, computerized inventory systems and budgeting. Positions are responsible for recruiting, interviewing, hiring, training, assigning work, evaluating, disciplining, and terminating employees. In addition to functioning as a supervisor, positions allocated to this classification work under general supervision and perform any combination of the following duties and responsibilities:

- Establish and maintain adequate inventory levels
- Recommend new items for purchase
- Purchase items
- Develop overall space lay out
- Order and receive supplies
- Return damaged goods and receive credit
- Oversee receipt of and distribution of items
- Maintain and distribute up-to-date catalog of items for sale
- Oversee inventory or records tracking database/system
- Ensure accounts are current on a monthly basis
- Prepare, reconcile and analyze monthly financial statements
- Develop and implement policies and procedures
- Ensure Material Safety Data Sheets (MSDS) are up to date
- Ensure safety standards are followed

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

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## **INFORMATION SYSTEMS (IS) COMPREHENSIVE SUPPORT TECHNICIAN**

### **I. DEFINITIONS**

#### **A. Level**

For classification purposes, a position must meet the level definitions and perform job duties the majority of the time (greater than 50%) as described in Section II.B.

**INFORMATION SYSTEMS (IS) COMPREHENSIVE SUPPORT TECHNICIAN-ENTRY**

Positions at this level work under **close** supervision and perform the most routine duties with clearly defined and specific objectives, guidelines, and instructions, exercising limited decision-making discretion. Assignments are narrow in scope.

**INFORMATION SYSTEMS (IS) COMPREHENSIVE SUPPORT TECHNICIAN-INTERMEDIATE**

Positions at this level work under **limited** supervision and perform duties that are more varied in nature than at the entry level.

**INFORMATION SYSTEMS (IS) COMPREHENSIVE SUPPORT TECHNICIAN-SENIOR**

Positions at this level work under **general** supervision. This is the full performance level that an employee can reasonably expect to obtain based on duties described in one or more of the job groups under II.B. Positions at this level may also participate in planning, coordinating, and implementing new or modified systems, and/or training new employees.

**B. Job Group**

Positions in this series perform duties from the listed job group below for a majority (greater than 50%) of the time.

**COMPREHENSIVE**

Positions in this series perform any combination of IS technical-related duties from the Information Systems (IS) Operations Support, Network Support, Resources Support or Forms Technician area such that no one job group describes the majority of the work.

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

**III. RELATED TITLES**

IS Operations Support Technician  
IS Network Support Technician  
IS Resources Support Technician

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**INFORMATION SYSTEMS (IS) NETWORK  
SUPPORT TECHNICIAN**

**I. DEFINITIONS**

This series encompasses technical positions responsible for providing routine first level help desk duties, technical assistance, and installation and/or support for distributed, local and wide area network (LAN/WAN) environments, mainframe and microcomputer hardware, software, and peripheral components for a campus or academic department information technology center.

For classification purposes, a position must meet the level definitions and perform job duties the majority of the time (greater than 50%) as described in Section II.B.

**A. Level**

**INFORMATION SYSTEMS (IS) NETWORK SUPPORT TECHNICIAN-ENTRY**

Positions at this level work under **close** supervision and perform the most routine duties with clearly defined and specific objectives, guidelines, and instructions, exercising limited decision-making discretion. Assignments are narrow in scope.

**INFORMATION SYSTEMS (IS) NETWORK SUPPORT TECHNICIAN-INTERMEDIATE**

Positions at this level work under **limited** supervision and perform duties that are more varied in nature than at the entry level.

**INFORMATION SYSTEMS (IS) NETWORK SUPPORT TECHNICIAN-SENIOR**

Positions at this level work under **general** supervision. This is the full performance level that an employee can reasonably expect to obtain based on duties described in one or more of the job groups under II.B. Positions at this level may also participate in planning, coordinating, and implementing new or modified systems, and/or training new employees.

**B. Job Group**

Positions in this series perform any combination of work from the following job groups for a majority (greater than 50%) of the time.

**HELP DESK**

Positions in this job group perform IS technical-related work for a majority of the time providing routine first level technical assistance, troubleshooting, problem resolution and training to distributed environment agency or campus computer customers. Positions provide customer assistance in mainframe, microcomputer, operating system and/or office suite application software, such as word processing, spreadsheet, database, electronic mail, scheduling, telecommunications, or Internet; escalate problem to the next level of technical assistance when necessary; and provide new user network orientation for login, password change, email, and printing.

**NETWORK**

Positions in this job group perform IS technical-related work for a majority of the time providing routine support for a distributed local or wide area network (LAN/WAN) environment and/or microcomputer hardware and peripheral equipment. Positions install, upgrade, and reconfigure network and workstation hardware and peripherals, such as monitors, keyboards, printers and disk drives; load and verify operating systems and software packages which may include word processing, spreadsheet, electronic mail and scheduling; perform routine file server backups to disk or tape; monitor file directories and security equivalencies; ensure pre-installation maintenance and wiring has been completed prior to new hardware installation or hardware reconfiguration; schedule periodic preventive maintenance to ensure proper computer hardware functionality, software upgrades, and operating system fixes. Positions may also define new network users and workstations, modify network user profiles, reset passwords, and ensure network documentation is maintained in accordance with state standards.

### **PRODUCTION/CLIENT-SERVER SYSTEM SUPPORT**

Positions in this group perform IS technical-related work for a majority of the time provide routine production and client-server system support. Positions monitor production system and support equipment, host processors, operating systems, and applications; provide technical assistance to customers on tape tracks, disk access storage devices (DASD) and tape utilities; assist in DASD and optical space management; update the network/system problem log; direct the establishment of physical and logical connections to applications, and provide notification of network/system status to clients and management personnel.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

### **III. RELATED TITLES**

IS Operations Support Technician  
IS Resources Support Technician  
IS Comprehensive Support Technician

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## **INFORMATION SYSTEMS (IS) OPERATIONS SUPPORT TECHNICIAN**

### **I. DEFINITIONS**

This series encompasses technical positions responsible for routine client/server, mainframe and minicomputer support, and/or production scheduling and processing within a campus or academic department information technology center.

For classification purposes, a position must meet the level definitions and perform job duties the majority of the time (greater than 50%) as described in Section II.B.

#### **A. Level**

##### **INFORMATION SYSTEMS (IS) OPERATIONS SUPPORT TECHNICIAN-ENTRY**

Positions at this level work under **close** supervision and perform the most routine duties with clearly defined and specific objectives, guidelines, and instructions, exercising limited decision-making discretion. Assignments are narrow in scope.

##### **INFORMATION SYSTEMS (IS) OPERATIONS SUPPORT TECHNICIAN-INTERMEDIATE**

Positions at this level work under **limited** supervision and perform duties that are more varied in nature than at the entry level.

##### **INFORMATION SYSTEMS (IS) OPERATIONS SUPPORT TECHNICIAN-SENIOR**

Positions at this level work under **general** supervision. This is the full performance level that an employee can reasonably expect to obtain based on duties described in one or more of the job groups under II.B. Positions at this level may also participate in planning, coordinating, and implementing new or modified systems, and/or training new employees.

## **B. Job Groups**

Positions in this series perform any combination of work from the following job groups for a majority (greater than 50%) of the time.

### **COMPUTER OPERATIONS**

Positions in this group perform IS technical-related work for a majority of the time monitoring, operating, interpreting, observing, and reviewing computer equipment operation, including master control panels, signal reception hardware, online terminals, storage devices, error lights, messages, and printouts. Research error messages, manipulate controls and re-sequence job recovery following system malfunction, distinguish between computer hardware or software failures, determine severity, notify proper personnel, and provide downtime/maintenance coordination. Perform startup, shutdown and recovery procedures on computer and peripheral equipment and maintain data processing tape inventory. Operate, monitor and control peripheral and diagnostic equipment such as image scanners for mainframe computer input, bursters, collators, and network-connected printers or download and archive data to videotape and cartridge storage, assuring the security of stored programs and permanent files.

### **PRODUCTION/DATA CONTROL**

Positions in this group perform IS technical-related work for a majority of the time providing routine support coordinating, executing and processing production runs for complex, multi-platform integrated systems. Prepare Job Control Language (JCL) job streams for routine production submittals, including customized and/or special reports for which no established job exists. Coordinate, manage and automate job compiling and scheduling, manual parameter input, and resource conflicts. Create documentation, procedures, and standards for multi-platform production systems. Audit, diagnose and resolve production system problems by altering job streams, recreating data, and/or revising JCL and executables. Provide guidance and technical assistance to users and maintenance programmers regarding JCL, job scheduling and processing, resource use, data submission, output handling, error correction, system interaction, data validity/availability, and programming standards. Positions may also assist in database and major system file recovery methods, maintain data tape log inventory, build databases from raw data, perform routine archival storage and backups, and release files to production libraries.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED TITLES**

IS Network Support Technician  
IS Resources Support Technician  
IS Comprehensive Support Technician

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# **INFORMATION SYSTEMS (IS) PROFESSIONAL - IN TRAINING INFORMATION SYSTEMS (IS) PROFESSIONAL**



## **-IN TRAINING CONFIDENTIAL**

### **I. DEFINITIONS**

#### **IS PROFESSIONAL – IN TRAINING – A**

Positions at this level work under VERY CLOSE supervision in a structured environment to learn fundamental IS concepts, principles and practices. They will acquire skills and knowledge about the procedures, practices, techniques and technology for the assigned information systems area(s). Classroom training may be part of the structured environment with corresponding assignments that must be completed. Employees are typically assigned tutors to review work and provide assistance as needed.

#### **IS PROFESSIONAL – IN TRAINING – B**

Positions at this level work under VERY CLOSE progressing to CLOSE supervision. The employee continues to develop knowledge of the specialized IS area(s) and the associated IS concepts, principles, practices and techniques. Work is more varied in nature than at the In Training - A level and the knowledge and skills learned would be of a more advanced nature. Movement to this level from the In Training - A level will be based on the successful acquisition of fundamental IS concepts, principles and practices.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

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## **INFORMATION SYSTEMS (IS) RESOURCES SUPPORT TECHNICIAN**

### **I. DEFINITIONS**

This series encompasses technical positions responsible for supporting information technology resources, which may include applications, databases, inventories, website content, training, or security for a campus.

For classification purposes, a position must meet the level definitions and perform job duties the majority of the time (greater than 50%) as described in Section II.B.

#### **A. Level**

##### **INFORMATION SYSTEMS (IS) RESOURCES SUPPORT TECHNICIAN-ENTRY**

Positions at this level work under **close** supervision and perform the most routine duties with clearly defined and specific objectives, guidelines, and instructions, exercising limited decision-making discretion. Assignments are narrow in scope.

##### **INFORMATION SYSTEMS (IS) RESOURCES SUPPORT TECHNICIAN-INTERMEDIATE**

Positions at this level work under **limited** supervision and perform duties that are more varied in nature than at the entry level.

## **INFORMATION SYSTEMS (IS) RESOURCES SUPPORT TECHNICIAN-SENIOR**

Positions at this level work under **general** supervision. This is the full performance level that an employee can reasonably expect to obtain based on duties described in one or more of the job groups under II.B. Positions at this level may also participate in planning, coordinating, and implementing new or modified systems, and/or training new employees.

### **B. Job Group**

Positions in this series perform duties from the job group listed below for a majority (greater than 50%) of the time.

#### **RESOURCES**

Positions in this group perform IS technical-related work for a majority of the time which may include any of the following duties: training customers in the use of application components, operation, and features; performing routine technical-level computer programming, coding, testing and debugging; developing complex macros using word processing, spreadsheet, database, or specialized software; coding, indexing, scanning and archiving imaged documents; providing web content services, including page formatting, text conversion and internet publishing; providing first-level network security; or maintaining complex inventories of information system vendors, products, supplies, software licenses, documentation and resource materials.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

### **III. RELATED TITLES**

IS Network Support Technician  
IS Operations Support Technician  
IS Comprehensive Support Technician

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## **LABORATORY HELPER**

### **I. DEFINITION**

#### **LABORATORY HELPER**

This is manual work related to the cleaning and sterilizing of laboratory glassware and equipment. Positions allocated to this classification mix water and detergents or chemicals according to specifications, or use premixed solutions; wash, rinse, and dry glassware and equipment; operate mechanical dishwashers, hot-air driers, and autoclaves; clean work area and/or other laboratory areas; and perform related work, as requested. Positions may apply labels to glassware and arrange glassware or dishes on trays to be delivered to laboratory, may deliver clean glassware, and/or may maintain glassware inventory logs. Positions function as a Laboratory Helper in a single laboratory, or as a member of a team serving several laboratories in a hospital or research facility or a large laboratory divided into sections. Positions function under the general supervision of a Glassware/Media Preparation Supervisor or other laboratory supervisory personnel.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

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# **LABORATORY PREPARATION TECHNICIAN SERIES**

## **I. DEFINITIONS**

### **LABORATORY PREPARATION TECHNICIAN-OBJECTIVE**

This is full-performance technical work related to the preparation of laboratory specimens and equipment for use in instructional laboratories. Positions allocated to this classification prepare, set up, and dismantle laboratory experiments and demonstrations; prepare chemical solutions, reagents, and media for instructional laboratories; clean and adjust laboratory equipment; develop and maintain inventories of laboratory supplies and equipment; maintain specimen collections; train limited term employees and students; and perform related work, as requested. Positions function under the general supervision of a faculty supervisor.

### **LABORATORY PREPARATION TECHNICIAN-SENIOR**

This is senior-level technical work related to the preparation of laboratory specimens and equipment for use in instructional laboratories. Positions at the senior level are differentiated from objective-level positions by the increased responsibility for directing others and performing administrative duties related to laboratory preparation support, or by the predominance of time spent performing more complex laboratory preparation tasks, and less responsibility for performing actual laboratory preparation work. Positions allocated to this classification assist in the development of demonstrations for instructional purposes; assist faculty in the instruction of laboratory and field techniques; train limited term employees and students; develop and maintain safety protocols, including equipment usage and contingency planning, as well as general chemical, hazardous waste, and preserved specimen handling, storage, and disposal; manage more complex facilities (e.g., the collections of an entire departmental museum or portion thereof, or an instructional animal care facility); and collect specimens. Positions function under the general supervision of a faculty supervisor.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED TITLES**

Chemistry Laboratory Technicians  
Histology Technicians  
Microbiology Laboratory Technician

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# **LABORATORY SAMPLE CONTROL AND RECEIVING TECHNICIAN**

## **I. DEFINITIONS**

### **LABORATORY SAMPLE CONTROL AND RECEIVING TECHNICIAN - OBJECTIVE**

This is full performance technical work related to the receipt and control of diagnostic specimens or laboratory samples. Positions allocated to this classification open, sort, route, and ship diagnostic specimens or laboratory samples according to prescribed protocols and procedures, and perform related work, as requested. Positions may be responsible for some sample preparation and ordering supplies. Positions function under the general supervision of a Specimen Control Supervisor or science-related supervisor.

### **LABORATORY SAMPLE CONTROL AND RECEIVING TECHNICIAN – SENIOR**

This is senior-level technical work related to the receipt and control of diagnostic specimens or laboratory samples. Positions allocated to this classification manage the daily intake of diagnostic specimens or laboratory samples. Duties include logging, unpacking, and preparing samples for testing; screening submission forms and other paperwork; resolving submission questions with laboratory client or staff; assigning samples to appropriate units; referring specimens/samples to outside laboratories, as appropriate, and completing paperwork to transfer sample; receiving and disposing of physical forensic evidence according to the rules of evidence in felony cases (i.e., homicides, attempted homicides, sexual assaults, armed robberies, etc.); receiving, controlling, and returning physical forensic evidence to law enforcement agencies or disposing of evidence authorized for destruction in a lawful, safe, and timely manner; performing routine analytical procedures to prepare evidence for scientific analysis by forensic scientists; maintaining chain of custody records; testifying in court as to chain of custody; processing incoming mail; assisting with purchasing and ordering supplies; and performing related work, as requested. Positions function under the general supervision of a Specimen Control Supervisor or science-related supervisor.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## **III. RELATED TITLES**

Shipping and Mailing Clerk  
Storekeeper  
Property or Stock Clerk

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## **LABORATORY TECHNICAL SUPPORT SUPERVISOR**

### **I. DEFINITION**

#### **LABORATORY TECHNICAL SUPPORT SUPERVISOR**

This is responsible supervisory work related to the provision of technical support to a research, development, testing, or educational laboratory. Positions allocated to this classification supervise technical staff; serve as the liaison between professional and technical staff; maintain an inventory of laboratory supplies and equipment; ensure conformance with established laboratory standards and procedures; process test results; provide administrative support,

including implementing new processes in records management, assisting with the development of the budget, and developing and updating the work unit's quality assurance plan; and perform related work, as assigned. Positions may supervise administrative support staff and/or provide direction to students or other limited-term employees. Work is performed under general supervision

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

## **III. RELATED TITLES**

Cytotechnologists  
Chemists  
Microbiologists

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# **LABORER**

## **I. DEFINITION**

### **LABORER**

This is semi-skilled manual labor work. Positions allocated to this classification operate a variety of equipment and motor vehicles, assist in landscaping, assist in snow removal, and serve on a special events crew. Work is performed under general supervision.

### **Example of Work Performed:**

- Cut grass using power mower and hand tools.
- Plant, trim, and care for trees and shrubs.
- Fertilize, rake, seed, and water lawns.
- Collect and dispose of trash and/or recyclable material.
- Move furniture and assemble new furniture.
- Load, unload, and store supplies such as food, paper, and laundry.
- Move chairs, tables, desks, sofas, appliances, etc., using a hand truck and motor vehicle.
- Perform snow removal functions including operating trucks, tractors, and front-end loaders, and shoveling snow.
- Prepare land for seeding and planting, using hand tools and machine implements.
- Operate chain saws in clearing land and pruning trees.
- Operate snow blower, rotary broom, and salt spreader.
- Operate backhoe in digging trenches.
- Perform preventative maintenance to motorized vehicles such as maintaining proper fluid levels.
- Operates electric vehicles within tunnel systems (a.k.a. "tuggers", "pushers", etc.).
- Use and operate a variety of motor vehicle equipment.
- Assemble and take down equipment, bleachers, platforms, or staging for special events such as graduations, assemblies, concerts, etc.
- Perform maintenance or repairs on cleaning equipment.

## II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

## III. RELATED TITLES

Groundskeeper  
Grounds Crew Lead  
Custodian  
Tree Pruner  
Cemetery Caretaker  
Facility Repair Worker

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# LAUNDRY WORKER

## I. DEFINITIONS

### LAUNDRY WORKER

This is work associated with the performance of a variety of laundry tasks as identified below in the examples of work performed. Work is performed under general supervision.

#### Example of Work Performed:

- Feed flatwork such as sheets and aprons into the flatwork ironer.
- Sort and fold dried clothing.
- Assist in linen distribution and inventory.
- Assist in filling requisitions and loading laundry carts.
- Use hand irons.
- Operate folding machine.
- Operate steam press equipment.
- Sort and classifies soiled laundry.
- Load, operate, and unload tumble dryers.
- Load, truck, and transport soiled and/or clean laundry.
- Load, operate, and unload washing machines.
- Prepare washing, cleaning, and bleaching solutions.
- Determine washing cycle, formula, and temperature according to type of laundry.
- Develop wash programs for automatic and semi-automatic equipment.
- Load, balance, operate, and unload extractors.
- Responsible for cleaning and routine maintenance of equipment and the reporting of malfunction of equipment
- May be responsible for keeping records and making reports.
- Perform related work as required.

### LAUNDRY WORKER-LEAD

This is lead-level work directing the activities of a large laundry sub-unit, or functioning as the assistant to the supervisor in the overall operation of a large laundry facility. Positions allocated to this level perform the duties described within the Laundry Worker level and, in addition, perform leadworker duties such as providing training on laundry operations and procedures; planning, assigning and reviewing work; monitoring the completion of work assignments;

providing general assistance and guidance to laundry staff; and maintaining records, making reports and performing related work. Work is performed under general supervision.

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## **III. RELATED TITLES**

Custodian  
Laborer

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# **LEGAL SUPPORT STAFF-CONFIDENTIAL**

## **I. DEFINITION**

### **LEGAL SUPPORT STAFF-CONFIDENTIAL**

This is specialized work related to the provision of legal support to legal counsel and/or staff attorneys in confidential matters relating to labor relations. Positions allocated to this classification perform legal associate duties **OR** legal secretary duties. Work is performed under general supervision.

Examples of work performed include, but are not limited to:

#### Legal Associate Allocation

- Draft a variety of standardized legal documents, such as pleadings, briefs, affidavits, stipulations, motions, releases, interrogatories, summonses, and complaints on non-controversial cases
- Collect and compile data necessary to assist in the preparation of answers to interrogatories, complaints, discovery requests, and other legal documents
- Gather and organize information and facts for case investigation, as directed by the attorney
- Identify and locate witnesses, and assist with the preparation and interviewing of witnesses
- Prepare and arrange for service of subpoenas
- Identify, gather, organize, and code documents and files in preparation for hearings or trials
- Apprise witnesses and opposing counsel as to hearing schedules
- Review and analyze documents, such as complaints, appeals, contracts, and agreements, to make preliminary determinations on jurisdiction, timeliness, issues, and parties
- Conduct preliminary research on questions of law for legal staff
- Abridge transcripts and other documents, such as medical evidence, and prepare statements of facts on the basis of transcripts or other documents
- Review hearing files and organize exhibits, examiner notes, and relevant documentation to prepare synopsis
- Prepare synopses by stating the administrative law judge's definition of the issue and preliminary remarks relating to jurisdictional matters or stipulations, paraphrasing entire



testimony in first-person narrative style, identifying witness and party conducting the examination

- Determine whether testimony can be omitted from the synopsis
- Interpret policies and procedures
- Maintain manual logging or index systems and maintain computerized data bases of case assignments
- Coordinate case assignments for Administrative Law Judges and attorneys
- Assist with administrative rule revisions, preparation of digests, or changes to procedural manuals
- Plan and guide activities of staff providing support to attorneys or legal counsel and establish work priorities as lead worker
- Initiate requisitions or recommend acquisition of books, supplies and equipment for the office
- May perform some legal secretary duties Train new employees
- Independently initiate correspondence or inquiries to obtain further information relative to cases or in response to requests for information from the general public
- Establish or revise and implement office procedures
- Prepare reports and maintain records relating to budget, personnel, and administrative matters such as leave slips, travel vouchers, telephone charge sheets, purchase orders, and requisitions
- Ensure office equipment is serviced or maintained
- Monitor budget, invoices, billings, or other expenditures
- Initiate requisitions for services such as court reporting
- Confidential - Examples of confidential work: prepare legal documents related to the employer's strategy in collective bargaining, grievance process, or labor relations appeals or complaints where that information is not known to the union representative.

#### Legal Secretary Allocation

- Type a variety of legal documents, including pleadings, briefs, opinions, orders, affidavits, stipulations, releases, summons, complaints, and other documents such as memoranda, reports, and letters
- Transcribe dictation from notes or machines
- Prepare reports and maintain records relating to budget, personnel, and administrative matters
- Utilize word processing equipment or personal computers to generate reports for transcription or typing or to maintain databases
- Check citations and statute references, and prepare legal appendices
- Answer telephone, respond to routine inquiries, and screen visitors
- Schedule appointments and arrange meetings, and make travel arrangements
- Assign docket numbers and coordinate hearing schedules
- Prepare and maintain case files, client control cards, and records and logs
- Open and close files
- Interpret policies and procedures
- Maintain legal library
- Perform routine filing
- Compile statistical reports and records
- Open, date stamp, sort, and distribute mail
- Copy and arrange exhibits for hearing or trial presentations

- Arrange for printing of records, exhibits, etc., as necessary
- Serve or file legal documents in accordance with various court procedures and regulations
- Update and maintain active list of private bar attorneys for private bar appointments
- Process and record order appointing counsel
- Contact private attorneys for private bar appointments, in accordance with the agency's or work unit's established procedures
- May conduct indigency evaluations in jail or office with prospective clients to determine eligibility for public representation.
- Maintain inventory of supplies for office
- May coordinate material sent to a word processing center
- May perform some legal associate duties
- Confidential - involved in the strategy and defense of discrimination complaints, participates in decisions on employee discipline, or bargaining strategy when that information is not known to the union.

## **II. QUALIFICATIONS**

The qualifications required for positions allocated to this classification will be determined on a position-by-position basis at the time of recruitment.

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# **LIBRARY SERVICES ASSISTANT**

## **I. DEFINITIONS**

### **LIBRARY SERVICES ASSISTANT**

This is the entry level for positions that perform routine library services program support work. The work is performed under close progressing to limited supervision. Positions may work in one or more of the specialized areas of the library and are expected to learn to perform any of the following duties independently.

#### **Examples of work performed:**

- Perform basic copy cataloging using Library of Congress (LC) records.
- Record the receipt of current serials and periodicals.
- Assist patrons in the location of holdings and special materials, and in the use of on-line system by demonstrating how to find information.
- Identify errors, verify and provide correct bibliographic data for interlibrary loan requests and book orders.
- Process and generate daily overdue notices.
- Contact individuals to remind them of overdue status.
- Maintain search files to locate missing books, review all search records for bibliographic accuracy, notify acquisitions when books cannot be located and notify patrons of the status of a search.
- Place labels, barcodes and library identification stamps on materials and perform other activities needed to prepare them for shelving and eventual circulation.

- Prepare library materials for technical processing and cataloging, and maintain records associated with items sent for cataloging.
- Check materials in or out, maintain circulation records, shelve materials and place library materials on reserve.
- Solve basic procedural problems by referring to existing policies and procedures.

### **LIBRARY SERVICES ASSISTANT - SENIOR**

This is the senior level for positions that perform the full range of library services program support work. The work at this level is performed under general supervision and employees at this classification level are given the latitude to make decisions that require significant knowledge of library operations and services. In addition to the activities performed at the lower level, employees perform any combination of the following duties.

#### **Examples of work performed:**

- Perform copy cataloging in a variety of formats and languages using records created by libraries other than LC and resolve conflicts in title forms in the selection of copy for cataloging.
- Assign LC, National Library of Medicine (NLM) or other call numbers.
- Collect, prepare and compile monthly statistics of government documents and specialized materials
- Compile, monitor and prepare public service and serial statistical reports.
- Process invoices for payment.
- Initiate and process claims for missing documents.
- Contact publishers, vendors, outside service providers and campus/agency administrative offices to resolve problems with invoices and shipments.
- Input invoices and credit information into automated systems, matching the correct order record with books as added volumes are received.
- Select and prepare materials for binding.
- Process and receive materials.
- Make recommendations to the librarian for selection of materials for the collection.
- Prepare ILL requests using electronic systems.
- Search bibliographic databases to verify interlibrary loan requests.
- Monitor circulation functions and maintain circulation processes in institution libraries.
- Assist library patrons in the use of reference materials in print and electronic format.
- Order, receive, and keep budget and collection development statistics for all types of materials purchased for the library or institution's collection.
- Receive and process federal and state government paper and electronic documents including serial and periodical holdings; maintain online catalog records for these documents.

#### **Representative Positions:**

UW-Madison—Acquisitions Department, Ordering/Receiving Unit: This position creates orders for monographs in a variety of Romanized languages, processes monographic receipts and payments, and communicates with appropriate parties in the resolution of problems that arise during the ordering and receiving process.

UW-Superior—Interlibrary Loan and Public Services: This position provides services in the Interlibrary Loan area of the library. The duties of this position include verification of all interlibrary loan requests, searching library related databases, interacting with several online systems for borrowing and lending materials, compiling statistics of all requests and serving as a resource person for interlibrary loan related questions. The position also assists in Public Services and Technical Services. The position works under the general supervision of the Library Director.

UW-Whitewater—Reference & Instruction Unit: This position processes federal and state governmental documents, maintains paper and electronic records of all such documents and manages the physical condition of all such documents. The position trains and oversees student employees, provides backup to the Documents Librarian and support for the Reference and Instruction Unit for Andersen Library, and assists with staffing the Reference desk for assigned hours. This position works under the general supervision of the Reference and Instruction Coordinator.

### **LIBRARY SERVICES ASSISTANT - ADVANCED**

This is the advanced level for positions that perform the most complex library services program support work. The work performed requires extensive knowledge and experience in library practices and procedures. These positions differ from positions classified at the lower levels based on the high degree of responsibility, accountability and independent judgment in making decisions to resolve highly complicated problems in their functional area(s), or area(s) of specialization. Positions allocated to this classification may for less than a majority of time, be responsible for the performance of tasks identified as professional library functions (such as original cataloging; reference; creation of digital files and their metadata; development of bibliographies; management and preservation of library collections in all formats and media; management and provision of user training on electronic network or web-based library programs and materials; the coordination of related outreach programs; or other library specialties). Positions at this level may also train, direct, guide and/or oversee lower level Library Services Assistants as well as students in the more complex duties of the library such as those found at the senior level. The work is performed under general supervision.

#### **Examples of work performed:**

- Coordinate circulation and/or security of library materials, equipment, and facilities as well as facility access, in the absence of supervisory authority during evening and weekend hours.
- Provide library services support for multiple library units or functions or as the sole library services support position in a library, requiring broad in-depth knowledge of the various library functions.
- Utilize specialized expertise (e.g., East Asian, Slavic or Southeast Asian culture and language fluency, music) for a majority of the time to perform library services responsibilities and serve as a resource to others in the area of expertise.
- Serve as a government publications resource to faculty, staff, students and the public; direct the ordering, processing and disposition of government publications; provide instruction to patrons on use of on-line tools to access government publications.
- Coordinate the reserves function; assess and prioritize reserve requests, monitor materials on reserve; manage electronic reserves; monitor copyright compliance; communicate reserve policies, procedures and deadlines.
- Coordinate textbook acquisition, cataloging and rental/circulation.

- Circulate and maintain technical equipment (computers, cameras, video games and systems).
- Create brochures and other materials to promote the library, services or exhibits; develop content and maintain library web pages.
- Perform complex copy cataloging; search for matching copy; edit existing copy as necessary; integrate items into existing collections; assign classification number. May also perform some original cataloging.
- Provide acquisition services; screen and sort order requests received from selectors; search for bibliographic record or create provisional record; create provisional orders for more complex orders (serials); select vendors and create purchase orders; check titles against invoice and resolve any discrepancies.
- Receive interlibrary loan requests; verify citations and transmit request to lending libraries; interact directly with libraries internationally to obtain obscure materials; determine most efficient and cost-effective methods for obtaining materials or purchasing materials if necessary; create and revise written procedures and forms.
- Universal Borrowing – process borrowing and lending requests, process incoming and outgoing library materials; manage lost and overdue processes; produce statistics; work directly with participating institutions.
- Provide reference services for users of the archives; prepare or oversee preparation of inventories for newly acquired historical records; assist in preparing cataloging records for archival collections.
- Oversee the shelving of materials, movement of materials between locations or collections
- Function as liaison with publishers, vendors, outside service providers and campus/agency administrative offices.

### **Representative Positions:**

UW-Madison General Library System—Foreign Language Copy Cataloger: Under the administrative supervision of the Head, Central Technical Services, Original Cataloging Unit, this position is primarily responsible for training, revising, and coordinating work of student assistants cataloging materials in the Memorial Library Control Area. This position also performs copy cataloging of monographs in English, various South and Southeast Asian languages, and all foreign languages in a Romanized alphabet using Library of Congress or OCLC member-contributed copy from the OCLC database consistent with Library of Congress and OCLC policy and practice.

UW-Milwaukee—Access Services: This position is responsible for overseeing the UW System Borrowing(Universal Borrowing [UB]) in the UWM Libraries, UB transactions and processing, performing circulation duties, troubleshooting problems in various public service areas, providing assistance to library users, directing the second shift shelving operation and providing assistance with building security. The position works evenings and weekends under general supervision of the Assistant Director for Access Services.

UW-Madison Geography Library—Library Generalist: This is advanced support work in the Geography Library, a comprehensive library which provides a complete range of library services in the academic discipline of Geography. This position functions under the general supervision of the Director of the Geography Library and has responsibility for a variety of library operations. This position assists the Director in the development of policies, budgets and procedures. This position is responsible for overseeing the library's student staff; oversees a variety of public services, including circulation, ILL, reference and reserves; and administers a broad range of technical

services, including physical maintenance of all collections, binding operations and oversight of online records. This position has responsibility for the library in the absence of the Director.

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

**III. RELATED TITLE**

Librarian

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## **LIBRARY SERVICES SUPERVISOR**

**I. DEFINITION**

**LIBRARY SERVICES SUPERVISOR**

This is supervisory work related to the provision of library support services for a library program or sub-program of a state-operated library. Positions allocated to this classification supervise two or more full-time employees, which may include subordinate-level supervisors. Work is performed under general supervision.

**Examples of work include, but are not limited to:**

- Establish unit operating procedures, and implement overall library policies and procedures
- Inform employees of changes in policies and procedures, and provide training and assistance as necessary
- Monitor and report on work flow for the unit, and organize work flow for effective processing of materials
- Prepare serials in all languages for commercial binders
- Implement catalog editing policies
- Evaluate cataloging and catalog editing policies as to impact on workload and work flow of catalog services
- Prepare and maintain necessary statistical records
- Answer the most difficult questions posed by patrons of the library
- Establish policies, procedures and organizes work flow for processing all materials for reproduction and finishing of catalog cards
- Reconcile the student budget balance with the administrative office's figures, and report discrepancies to that office.
- Supervise all procedures for handling orders, lost books, and fines
- Prepare procedural directives and establish chain of command for staff regarding circulation functions
- Supervise operation of the microfilm laboratory
- Develop policies and procedures for the filing program
- Supervise receipt and re-card reserve lists
- Supervise reserves office, to include acquisition and processing of materials
- May direct students or other limited-term staff

## **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

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# **LICENSED PRACTICAL NURSE**

## **I. DEFINITION**

### **LICENSED PRACTICAL NURSE**

These technical positions are responsible for working directly with patients and families in providing treatments and observations. Positions, after receiving an in-service course, may pass prescribed oral medications. Positions work under the supervision of a registered nurse in routine nursing situations and as an assistant to the registered nurse in complex situations. The work is characterized by the technical knowledge of patient care, treatments, and medications required. Employees are expected to meet specific technical nursing requirements as directed by a registered nurse and to make critical observations of patients in complex nursing situations. Work is performed under general supervision.

Responsibilities include: providing technical nursing care for patients, such as giving baths, taking care of skin, hair, and nails; providing comfort measures for rest, sleep, excretory needs, and diversional needs; determining appropriate positioning and ambulating; and monitoring the patient's environment; measuring, administering, and recording oral medications as directed and watch for specific reactions; performing selected technical nursing procedures and treatments such as nasogastric tube feedings, catheterizations, irrigations, changing sterile dressings, suctioning, applying oxygen, and suture line care; observing, reporting and charting patients progress, signs and symptoms, treatments, responses, attitudes, and vital signs; preparing operating rooms for minor surgical procedures and treatments and may function as a surgical scrub assistant; assisting physicians in examinations, treatments, and surgical procedures; assisting registered nurse with the care of critically ill and other complex cases and report observations; assisting with preoperative care and providing postoperative care for patients returning from surgery; assisting with patient teaching when plan is structured and can be segmented; participating in planning, implementing, and evaluating nursing care plans and nursing care being provided; providing bedside care and observing patients in intensive treatment units; assisting patients with temporary or permanently disabling conditions to participate in daily living activities; providing detailed observations of the patient's mental and physical condition, and providing technical nursing procedures required to overcome deficiencies; and using effective communication skills in work with patients, families, and other team members.

## **II. QUALIFICATIONS**

Registration as a licensed practical nurse in the State of Wisconsin is required.

## **III. RELATED TITLES**

Nurse Clinician  
Nursing Assistant

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## **LOCKSMITH**

### **I. DEFINITIONS**

#### **LOCKSMITH**

Employees in positions at this level work under close progressing to limited supervision, and through training, self-education and on-the-job experience progress towards mastery of locksmith trade knowledge and skills for the full range of locks and security systems for which the employee will be responsible. Employees apply knowledge of provisions of the Americans with Disabilities Act and applicable fire and safety codes to ensure that locks, doors and security systems comply with these regulations. Positions install, repair, replace, re-key, and adjust mechanical and electrical locks and electronic access control systems, and fabricate and install related door components and hardware.

#### **Examples of work performed include:**

- installing and maintaining mortise and key-in-knob locks
- duplicating keys using hand and automatic key milling machines
- issuing keys and maintaining electronic or manual records of key-holders
- maintaining key inventories and work records
- replacing worn components of locks and cylinders
- re-pinning old and new pin tumbler lock cylinders
- performing complete door adjustments, including butts, strike plates and alignment
- devising master-subordinate key systems
- designing and implementing key code systems
- making keys by code, impression, or by hand
- installing and maintaining exit devices and panic door lock hardware
- installing hard-wired, battery-powered, and self energy-generating locksets
- working with vaults and safes
- installing proximity readers
- installing and maintaining electronic card access systems
- installing and maintaining handicap power door operators
- installing and repairing alarms and video monitoring systems
- repairing and fabricating parts using shop equipment such as lathes, milling machines, drill presses
- making repairs on magnetic door openers
- opening locks by means other than the use of the normal key
- preparing specifications for new construction and purchasing
- acting as locksmithing consultant for planning of new buildings

#### **LOCKSMITH - JOURNEY**

Employees in positions at this level work under general supervision and possess the necessary locksmith knowledge and skills to install, maintain and repair the locks and security systems for which the employee is responsible. Employees learn and master new locking systems as they are brought into use. Duties and responsibilities are similar to those described in the definition of Locksmith, above, but at this level are performed independently with functional mastery of locksmith knowledge and techniques.

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

**III. RELATED TITLES**

Facilities Repair Worker  
Maintenance Mechanic  
Electronic Technician

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