

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LABORATORY SAMPLE CONTROL AND RECEIVING TECHNICIAN
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions which perform technical work related to the processing of diagnostic specimens, laboratory samples, or forensic laboratory evidence. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses positions located at the University of Wisconsin-Madison, the Department of Justice, and the Department of Agriculture, Trade, and Consumer Protection which, for a majority of the time, process, assign, log, ship, and distribute human and/or animal diagnostic specimens, laboratory samples, or forensic laboratory evidence.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are, for a majority of the time, assigned duties which are more appropriately classified as Shipping and Mailing Clerk, Storekeeper, Property Clerk or Stock Clerk.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Classification Series

Employees typically enter positions within this classification series by competitive examination. Progression to the senior level maybe through competitive examination or by reclassification as the employe satisfactorily attains the specified training, education, or experience.

II. 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.

III. 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.

IV. ADMINISTRATIVE INFORMATION

The Specimen Control and Receiving Technician classification series was created effective June 12, 1994 to describe positions which perform technical work related to the processing of diagnostic specimens or laboratory samples. This classification series was abolished and the Laboratory Sample Control and Receiving Technician classification specification was created effective March 14, 1999 and announced in Bulletin CLR/SC-97 to include positions located within the Department of Justice Crime Labs.

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