

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**GLASSWARE/MEDIA PREPARATION TECHNICIAN SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which perform technical work related to the preparation and cleaning of laboratory glassware and/or the preparation of laboratory media and reagents. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

B. Inclusions

This classification series encompasses positions located within the University of Wisconsin System and at the Department of Agriculture, Trade and Consumer Protection which, for a majority of the time, prepare and clean laboratory glassware and related materials and/or prepare laboratory media and reagents.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions functioning as Chemistry Laboratory Technicians or Microbiology Laboratory Technicians for a majority of the time.
2. Positions functioning as Laboratory Helpers for a majority of the time.
3. Management, professional, and supervisory positions, as defined in s. 111.81, Wis. Stats.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees typically enter this classification series by competitive examination. Progression to the objective level typically occurs through reclassification, after the attainment of the specified training, education, or experience.

**II. DEFINITIONS**

GLASSWARE/MEDIA PREPARATION TECHNICIAN-ENTRY

This is entry-level technical work related to the collection, cleaning, and distribution of glassware according to set protocols and procedures. Positions may also prepare laboratory media and reagents. Positions function under the close, progressing to limited, supervision of a technical supervisor.

#### GLASSWARE/MEDIA PREPARATION TECHNICIAN-OBJECTIVE

This is full-performance technical work related to the preparation of specialized laboratory glassware and/or media and reagents. Positions allocated to this classification coordinate orders for media and reagents; prepare media and reagents according to specific instructions, procedures, and schedules; decontaminate glassware and dispose of hazardous waste; maintain glassware washers, dryers, and sterilizers; order supplies, as needed; and perform related work, as requested. Positions may direct Laboratory Helpers or lower-level Glassware/Media Preparation Technicians. Positions function under the general supervision of a technical 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.

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