AUBURN
Human Resources

Coord, Lab Operations

Job Description

JOB INFORMATION

Job Code	IC19
Job Description Title	Coord, Lab Operations
Pay Grade	RE07
Range Minimum	$46,010
33rd %	$55,220
Range Midpoint	$59,820
67th %	$64,420
Range Maximum	$73,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/13/2018

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

Under minimal supervision, this position performs ongoing process and database support for the Department of Pathobiology. Provides oversight, monitors and maintains accurate data in the system for research and reporting.

RESPONSIBILITIES

- Serves as the coordinator for the internal diagnostic specimen submission process. Ensures appropriate compliance with established protocols by tracking the status of testing and communicating the status to the requestor; ensures cases are completed within a timely manner. Serves as a liaison with submitting clinicians and outside veterinarians to ensure appropriate submission procedures. This position will integrate information from the specimen trim room into patient records while ensuring a legally compliant trail of documentation.
- Provides system and ad hoc reports on a consistent basis providing turnaround times, pending cases, revenue to related diagnostic services, etc., to assist in process improvements initiatives while maintaining the integrity of laboratory specimen handling from receiving to final reporting.
- Serves as the laboratory information management software superuser; tests database after software upgrades and provides training to new users and on system enhancements. Ensures data integrity in the system and retrains users when needed.
- Coordinates data needs with students, professors and lab personnel to gather data from the lab information management system to support research projects.
- Ensures revenue is collected in a timely manner from outside clinics and provides collection reports on a routine basis.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	College degree in a business or science field.	and	2 years of	Experience working in a lab with at least 1 year experience working in an information management data system. The one year experience must include the skills and ability to run reports and ensure data integrity.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of lab processes, terminology, and information management data system.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.