## JOB INFORMATION

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|---|---|
| Job Code | IC19 |
| Job Description Title | Coord, Lab Operations |
| Pay Grade | RE07 |
| Range Minimum | $44,450 |
| 33rd % | $53,340 |
| Range Midpoint | $57,790 |
| 67th % | $62,230 |
| Range Maximum | $71,120 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 3/13/2018 |

## JOB FAMILY AND FUNCTION

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|---|---|
| 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.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| 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.<br>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 | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Vibration | | X | | | |

**Vision Requirements:**

Ability to see information in print and/or electronically.