	Newborn Screening Lab Job Family				
Job Title	**Lab Analyst I NENSP**	**Lab Analyst II NENSP**	**Lab Analyst III NENSP**	**Lab Analyst Team Lead**	**Lab Supervisor NENSP**
Job Code	**MJP390**	**MJP391**	**MJP392**	**MJP634**	**MJP393**
Pay Grade	WNS 5	WNS 6	WNS 7	WNS 45	WNS 46
Position Summary	Under the direct supervision of Lab Management, the Lab Analyst I performs laboratory assays for the timely detection of newborn disorders. The Lab Analyst I maintains competency in high complexity testing (as defined by CLIA) in all laboratory methodologies of the section. The analyst performs other related laboratory tasks in support of laboratory management. Responsibilities include careful adherence to established laboratory protocols, or specific directives of appropriate laboratory managers. This is an entry level laboratory position that will receive a high level of direction and supervision to perform assigned work.	Under the general supervision of Lab Management, the Lab Analyst II performs laboratory assays for the timely detection of newborn disorders. The Lab Analyst II maintains competency in high complexity testing (as defined by CLIA) in all laboratory methodologies of the section. The analyst performs other related laboratory tasks in support of laboratory management. Responsibilities include careful adherence to established laboratory protocols, or specific directives of appropriate laboratory managers. This is an intermediate level laboratory position that requires previous relevant laboratory experience and will work under a moderate level of direction and supervision to perform assigned work.	Under the general direction of Lab Management, the Lab Analyst III performs laboratory assays for the timely detection of newborn disorders. The Lab Analyst III maintains competency in high complexity testing (as defined by CLIA) in all laboratory methodologies of the section. The Lab Analyst III performs other related laboratory tasks in support of laboratory management. Responsibilities include careful adherence to established laboratory protocols, as well as projects under the direction of laboratory managers. This position is expected to perform work with little, or sometimes no direct supervision and is expected to train more junior staff.	Under the general direction of Lab Management, the Team Lead is responsible for all of the day-to-day technical and administrative activities of the specified laboratory within the newborn screening program to include supervision of staff. The Team Lead manages all technical processes related to the specified laboratory's testing of newborns, from specimen receipt through analysis with validated protocols and documentation of testing. The Team Lead works under the direction of and reports to a Scientist responsible for the specified laboratory in order to develop, implement and evaluate new methodologies to improve current screening, and add new capabilities. The Team Lead works with the Scientist, the Program Director, and the Quality Assurance Manager for development of Quality Assurance Activities and Safety protocols. The Team Lead is responsible for implementing quality assurance and safety activities inclusive of written protocols, selection of appropriate equipment and instrumentation, LIMS relationships, employee training, competency assessment, operations improvement, and proficiency testing.	Under the general direction of the Senior Scientist or designee, the Supervisor is responsible for all of the day-to-day technical and administrative activities of the specified laboratory within the newborn screening program. The Supervisor manages all technical processes related to the specified laboratory's testing of newborns, from specimen receipt through analysis with validated protocols and documentation of testing. The Supervisor will be expected to develop, evaluate and implement new methodologies to improve current screening, as well as add new capabilities. The Supervisor is responsible for implementing quality assurance and safety activities inclusive of written protocols, selection of appropriate equipment and instrumentation, LIMS relationships, employee training, competency assessment, operations improvement, and proficiency testing. Additionally, the Supervisor is expected to serve as a significant expertise resource to the Newborn Screening Program (bringing new information and technology into the Program from outside sources, by reading and evaluating literature, and networking with colleagues), and independently contribute to development efforts of the laboratory section being supervised.
Essential Functions /Scope	* Performs laboratory assays (clinical or research) with appropriate documentation, as an integral member of the section's laboratory analysts, following validated protocols. * Follows established safety and privacy protocols. * Assists management in the performance and documentation of laboratory activities for the technical development, validation, performance and troubleshooting of laboratory assays (both laboratory-developed tests as well as kit assays) used in the screening procedures. * Assists management in laboratory activities for validation, troubleshooting the performance of and management of instrumentation used in the screening procedures. * Assists management in laboratory activities for validation, troubleshooting and monitoring of the instrumentation relationships with LIMS. * Works as an integral team member as needed in the preparation and validation of reagents, materials and kits used in the laboratory. * Contributes data for laboratory documentation of quality assurance, quality control, and competency data in accordance with Program policies and CLIA requirements.	* Performs laboratory assays (clinical or research) with appropriate documentation, as an integral member of the section's laboratory analysts, following validated protocols. * Follows established safety and privacy protocols. * Performs bench work to assist management in the performance and documentation of laboratory activities for the technical development, validation, performance and troubleshooting of laboratory assays (both laboratory-developed tests as well as kit assays) used in the screening procedures. * Performs bench work to assist management in laboratory activities for validation, troubleshooting the performance of and management of instrumentation used in the screening procedures. * Performs bench work to assist management in laboratory activities for validation, troubleshooting and monitoring of the instrumentation relationships with Laboratory Information Management System. * Works as an integral team member as needed in the preparation and validation of reagents, materials and kits used in the laboratory. * Contributes data for laboratory documentation of quality assurance, quality control, and competency data in accordance with Program policies and CLIA requirements.	* Performs laboratory assays (clinical or research) with appropriate documentation, as an integral member of the section's laboratory analysts, following validated protocols. * Follows established safety and privacy protocols. * Performs bench work to assist management in the performance and documentation of laboratory activities for the technical development, validation, performance and troubleshooting of laboratory assays (both laboratory-developed tests as well as kit assays) used in the screening procedures. * Performs bench work to assist management in laboratory activities for validation, troubleshooting the performance of and management of instrumentation used in the screening procedures. * Performs bench work to assist management in laboratory activities for validation, troubleshooting and monitoring of the instrumentation relationships with Laboratory Information Management System. * Works as an integral team member in the preparation and validation of reagents, materials and kits used in the laboratory. * Contributes data for laboratory documentation of quality assurance, quality control, and competency data in accordance with Program policies and CLIA requirements. * Responsible for training junior lab analysts. * Works independently on assigned laboratory projects to develop and validate data and new methodologies. * Works independently to draft documents including new SOPs.	* Oversees the scheduling and work activities of Lab Analysts in a manner that assures accurate and timely clinical testing and reporting. * Performs (under the guidance of the scientist), supervises and documents laboratory activities for the technical development, validation, performance and troubleshooting of laboratory assays (both laboratory-developed tests as well as kit assays) used in the screening procedures. * Performs (with or without assistance from the scientist), supervises and documents laboratory activities for the validation, troubleshooting the performance of and management of instrumentation used in the screening procedures. * Performs (with or without assistance from the scientist), supervises and documents laboratory activities for the validation, troubleshooting and monitoring of the instrumentation relationships with the Laboratory Information Management System. * Maintains laboratory documentation of quality assurance, quality control, and competency data in accordance with program policies and CLIA requirements. * Maintains and implements written policies and standard operating procedures. * Participates in the establishment of, and follows safety, privacy and compliance protocols relevant to the laboratory section. * Ensures that laboratory analysts are compliant with established safety, privacy and compliance protocols relevant to the laboratory section. * Instructs other laboratory analysts in test methodologies and techniques. * Performs laboratory assays (clinical or research) with appropriate documentation, as an integral member of the section's laboratory analysts, following validated protocols. * Manages lab supply inventory, and assists the Scientist in the preparation and validation of reagents, materials and kits used in the laboratory. * Participates (under the guidance of the scientist) in the research and development of new methodologies.	* Oversees the scheduling and work activities of all Laboratory Analyst staff in a manner that assures accurate and appropriately timely clinical testing and reporting. * Performs (under the guidance of the scientist), supervises and documents laboratory activities for the technical development, validation, performance and troubleshooting of laboratory assays (both laboratory-developed tests as well as kit assays) used in the screening procedures. * Performs (with or without assistance from the scientist), supervises and documents laboratory activities for the validation, troubleshooting the performance of and management of instrumentation used in the screening procedures. * Performs (with or without assistance from the scientist), supervises and documents laboratory activities for the validation, troubleshooting and monitoring of the instrumentation relationships with the Laboratory Information Management System. * Maintains laboratory documentation of quality assurance, quality control, and competency data in accordance with Program policies and CLIA requirements. * Maintains and implements written policies and standard operating procedures approved by the scientist. * Participates in the establishment of, and follows safety, privacy and compliance protocols relevant to the laboratory section. * Ensures that laboratory analysts are compliant with established safety, privacy and compliance protocols relevant to the laboratory section. * Instructs other laboratory analysts in test methodologies and techniques. * Performs laboratory assays (clinical or research) with appropriate documentation, as an integral member of the section's laboratory analysts, following validated protocols. * Manages lab supply inventory, and assists the Scientist in the preparation and validation of reagents, materials and kits used in the laboratory. * Reviews literature and recommends improvements to test interpretations and methodologies for use in the laboratories. * Makes independent contributions to the development and implementation of new testing capabilities. * Participates (under the guidance of the scientist) in the research and development of new methodologies. * Makes significant contributions to the writing of publications, presentations, and other means of disseminating knowledge gained from screening operations in the laboratory section.
Required Qualifications	Bachelor's degree in chemical, life or clinical sciences; or equivalent Must satisfy CLIA requirements for high complexity testing Good communication and organizational skills, with focus on detail and orderliness. Ability to perform laboratory procedures as assigned once trained, with great care and attention. Strong interpersonal skills. Experience with productivity software (Excel, Word, Access). Flexibility in work schedule as required by laboratory section (i.e., weekend and holiday rotations)	Bachelor's degree in chemical, life or clinical sciences; or equivalent 2 years relevant experience including previous laboratory experience Must satisfy CLIA requirements for high complexity testing Experience with standard concepts, practices, and procedures within the clinical laboratory Good communication and organizational skills, with focus on detail and orderliness Ability to perform laboratory procedures independently once trained, with great care and attention Strong interpersonal skills Experience with productivity software (Excel, Word, Access) Flexibility in work schedule as required by laboratory section (i.e., weekend and holiday rotations)	Bachelor's degree in chemical, life or clinical sciences; or equivalent 4 years of relevant experience including clinical laboratory experience Must satisfy CLIA requirements for high complexity testing Experience with standard concepts, practices, and procedures within the clinical laboratory Good communication and organizational skills, with focus on detail and orderliness Experience and/or training in clinical/medicinal chemistry, emerging clinical analytic technologies Strong communication and organizational skills, with focus on detail Ability to perform laboratory procedures independently with great care and attention Interpersonal skills in independent as well as team work Experience with productivity software (Excel, Access, Word,) Flexibility in work schedule as required by laboratory section (i.e., weekend and holiday rotations)	Bachelor's degree in chemical, life or clinical sciences or equivalent 5 years of relevant experience including clinical laboratory experience Must satisfy CLIA requirements for high complexity testing Skilled in the knowledge, performance, and interpretation of lab tests and techniques Skilled in computer file management and general software usage Skilled in clear communications and maintenance of good working relationships with co-workers Experience with productivity software (Excel, Access, Word) Flexibility in work schedule as required by laboratory section (i.e., weekend or holiday rotations)	Master's degree in chemical, life or clinical sciences; or equivalent 5 years of relevant experience including at least 1-2 years in a clinical laboratory Must satisfy CLIA requirements for high complexity testing Skilled in the knowledge, performance, and interpretation of lab tests and techniques Skilled in computer file management and general software usage Communications and writing skills for scientific reports, oral presentations, SOPs, internal communications Skilled in clear communications and maintenance of good working relationships with co-workers Flexibility in work schedule as required by laboratory section (i.e. weekend and holiday rotations)
FLSA Status	Non Exempt	Non Exempt	Non Exempt	Exempt	Exempt
Promotional Process	**Requisition**	Requisition or In-family Promotion from Lab Analyst I NENSP	Requisition or In-family Promotion from Lab Analyst II NENSP	Requisition or In-family Promotion from Lab Analyst III NENSP	Requisition or In-family Promotion from Lab Analyst Team Lead