

ETHANOL PLANT SCIENTIFIC ANALYST SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
1351	Assistant Ethanol Plant Scientific Analyst	02	503	6 mo.	11/01/07	New
1352	Ethanol Plant Scientific Analyst	02	503	6 mo.	11/01/07	New

Promotional Line: 129

Series Narrative

Responsible for assisting in research, client services and performing duties requiring technical skill and abilities in research projects that are offered at the National Corn-to-Ethanol Research Center (NCERC) or similar research facility. Performs research and testing of materials.

Level I: Assistant Ethanol Plant Scientific Analyst 1351

Employees at this level are responsible for assisting in research and client services. Assists in performing quality-control testing, reports and interprets data, troubleshoots various scientific instruments and ensures all standard regulations and lab safety regulations are followed correctly.

Characteristic Duties and Responsibilities

1. assists with quality control testing for the pilot plant
2. assists with specific and standard chemical tests on various substances
3. records results of experiments
4. assists in preparation of scientific reports
5. troubleshoots various scientific instruments
6. assists with client services, including, but not limited to, performing assays and tests as indicated by various clients, supervising sample storage and archiving, developing new analytical methods, and writing standard operating procedures
7. responsible for the maintenance of equipment and supplies
8. other duties as assigned

Level II: Ethanol Plant Scientific Analyst 1352

Responsible for research and client services. Performs quality-control testing for the pilot plant, reports and interprets data, troubleshoots various scientific instruments, trains new personnel and ensures all standard regulations and lab safety regulations are followed correctly. Helps with method development, generating standard operating procedures, ordering and receiving.

Characteristic Duties and Responsibilities

1. performs quality control testing for the pilot plant
2. performs and develops new analytical methods and validate tests on on various substances, may also perform specific and standard chemical tests on various substances
3. records results of experiments and prepares scientific reports
4. troubleshoots various scientific instruments
5. provides client services, including, but not limited to, performing assays and tests as indicated by various clients, supervising sample storage and archiving, developing new analytical methods, and writing standard operating procedures
6. responsible for the maintenance of equipment and supplies
7. supervises and trains staff,
 - a. establishes work priorities
 - b. schedules and assigns work and verifies/approves material requisitioned
 - c. plans and conducts training programs
 - d. evaluates employee's performance; counsels or assists employees
 - e. advises on selection and termination of employees
8. performs duties consistent with next lower level of this classification series
9. performs other duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assistant Ethanol Plant Scientific Analyst

1351

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in life science or closely related field

OR

- (B) Associates in Applied Science (AAS) **AND** two (2) years of industrial and/or comercial lab experience.

OR

- (C) four (4) years of industrial and/or comercial lab experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of analytical chemistry
2. knowledge of fermentation

Level II: Ethanol Plant Scientific Analyst**1352**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in life science or closely related field **AND** two (2) years industrial and/or comercial lab experience

OR

- (B) Associates in Applied Science (AAS) **AND** four (4) years of industrial and/or comercial lab experience.

OR

- (C) Master's degree in life science or closely related field

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

3. knowledge of analytical chemistry
4. knowledge of fermentation
5. supervisory/leadership ability