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| **Applicant/Employee Name:**  Henry Hypothesis | **Position Number:**  XXXXXXXXX | **Date of Competency Assessment:**  **XX/XXXX** |
| **Supervisors Name:**  Andrea Archimedes | **Position Title (Banded Title and Level of Position):**  Research Technician | |

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| **Primary Purpose of Position:**  Provide research support to ……….. |

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| **Functional Competency** | **Demonstrated Knowledge, Skills and Abilities Supporting Level Assignment** | **Level** |
| **Knowledge- Technical** | Henry demonstrates his knowledge of his research area when he responds to requests for information from the EAO support agencies and their clients. He is able to investigate environmental issues and provide updates about new developments in pollution prevention activities. He has shown is ability to use equipment by calibrating the air quality equipment in the lab to reflect new standards issued by the Federal government, with little or no direction and supervision. | Contributing  Journey  Advanced |
| **Operations - Research Support** | Henry works with the laboratory animals to ensure that both the control group and the experimental group receive experimental chemicals as scheduled. He follows the protocol for his assigned procedures. Henry is able to re-arrange the feeding station as needed when requested by the Lab Manager. He routinely mixes necessary compounds for scheduled injections. No additional oversight is needed when Henry is mixing compounds as prescribed by the protocols. | Contributing  Journey  Advanced |
| **Data Collection** | Henry has set up databases in EXCEL according to the parameters of the scheduled experiments, however, the PI also needs data entry and calculations in an ACCESS database. Henry advises the students on how to enter and extract data regarding the effects of certain chemicals on the laboratory subjects, however, his practical knowledge of appropriate Quality Control practices and techniques is not at the Journey level. | Contributing  Journey  Advanced |
| **Laboratory/Subject Care** | The Lab Manager reports that Henry’s has demonstrated the required skills in feeding the subject animals. He was carefully observed at the start of the project to determine his skill at handling animals needing special care. His skill in this area has been well-documented. He has made minor repairs to ventilation hoods and sterilization equipment as instructed by the Lab Manager. Henry has demonstrated his ability to manage the inventory of supplies and materials needed for his research project. He has established a reorder system to flag those materials estimated to run out within 2 weeks. He then orders those materials necessary to ensure that chemicals and other materials are always on hand when needed. He is able to monitor chemical supplies with regard to expiration dates and ensures outdated chemicals are properly disposed of and replaced. When a new Electronic Mass Spectrometer was purchased and delivered, he reviewed the system requirements and ensured that all necessary materials were ordered and placed into inventory. | Contributing  Journey  Advanced |

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| SUPERVISOR/HIRING MANAGER JUSTIFICATION:  Henry needs to take the required courses in ACCESS. He also needs to “shadow” the Lead Technician, Mr. Jules Verne, for a period of 3 weeks with specific regard to being able to observe appropriate Quality Control practices and techniques.     |  |  | | --- | --- | | Band: | Level: Contributing  Journey  Advanced |   **Note: Band Level is subject to change based on performance/competencies demonstrated during the probationary period or initial period of evaluation.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Supervisor Signature Date Department Head/Director Signature Date Employee Signature Date**   * Employee signature does not imply agreement with band placement or salary - only that the employee was given the opportunity to discuss it with the supervisor.   **For New Hires Only:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Hiring Salary: |  | Hire Date: |  |  | |