

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. LABSCIE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Cannabis Regulatory Agency
4. Civil Service Position Code Description Laboratory Scientist-E	10. Division Reference Laboratory
5. Working Title (What the agency calls the position) Laboratory Scientist	11. Section Reference Lab
6. Name and Position Code Description of Direct Supervisor SHRIVER, STORM; STATE ADMINISTRATIVE MANAGER	12. Unit
7. Name and Position Code Description of Second Level Supervisor PATTERSON, CLAIRE T; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2407 North Grand River Avenue, Lansing MI 48906 / Monday - Friday 8:00a.m. - 5:00p.m.

14. General Summary of Function/Purpose of Position

This position serves as a scientist in a multifunctional role, performing analyses conducted in the Cannabis Regulatory Agency's Reference Laboratory. The laboratory is a cannabis testing laboratory that tests hemp, marijuana, and products of both classifications using analytical and microbiological methods as required by the laws and rules. The laboratory scientist conducts audit and investigative testing and performs research and development as well. This position performs quantitative chemical analyses of cannabis and cannabis products as well as both quantitative and qualitative analysis of microbials on cannabis and cannabis products.

Sample preparation and analysis of cannabis as part of method validation is a critical part of this role. Additionally, this position participates in all accreditation activities of the laboratory as well as all established quality assurance and quality control procedures.

Work includes operation and basic maintenance of GC/MS/MS, GC/MS, LC/MS/MS, HPLC, ICP-MS and use of various microbial techniques and platforms (qPCR, plating, etc.), as well as implementation of new analytical or microbial platforms as necessary. Perform equipment monitoring and verification measurements. Maintains accurate records and logs according to written protocols, including data entry into Metrc and Division LIMS. Perform established sample preparation procedures including addition of quality control standards, extraction, clean up, and other procedures as designated by the method. Performs the collection and intake of samples for the Cannabis Regulatory Agency.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 45

Sample analysis of cannabis, cannabis products, and cannabis extracts using GC/MS/MS, GC/MS, LC/MS/MS, HPLC, ICP-MS, qPCR, plating, etc.

Individual tasks related to the duty:

- Follow written standard operating procedures, perform qualitative and quantitative analysis, dilutions, and confirmations, when necessary, instrument maintenance, and reporting of data and validation of methods
- Assist manager and quality evaluation specialist in first line peer review of data
- Troubleshooting and maintenance on assigned instrument(s) using independent judgement and troubleshooting skills
- Evaluation of data and preparation of a final-draft summary reports
- Enter data into the LIMS
- Maintain proper records throughout analysis for maintaining accreditation to ISO 17025:2017 and AOAC international standards
- Coordination and participation in special projects as requested
- Keeps informed of new analytical methods and technologies through webinars and trainings as assigned
- Assists in the adaptation of technical procedures, and assists in the modification of equipment as needed
- Participate in annual proficiency testing and hosting of industry-based proficiency testing events
- Investigate personal non-conformances and write corrective actions as necessary
- Participate in solution, standards, and spike preparation per standard operating procedure as assigned
- Provide recommendations to management for updates to standard operating procedures and methods
- Participate in audits regarding procedures
- Ordering replacement parts, supplies, and maintenance as necessary
- This position has unsupervised access to controlled substances while transporting these substances from laboratories and manufacturers.

Duty 2

General Summary:

Percentage: 35

Collect cannabis samples according to established sampling and transportation protocols and maintain any associated records and supplies.

Individual tasks related to the duty:

- Collect samples at various locations throughout the state from pre-selected sites on pre-scheduled days, driving up to 100-450 miles per day, up to 10 times per month.
- Assist managerial staff in laboratory technical audits on site at laboratories
- Accurately complete associated sampling documents, chain of custody, manifest, and transportation information required
- Intake samples for proper laboratory storage and testing according to the applicable standard operating procedures
- Maintain accurate records of samples in the laboratory from arrival to waste
- Contact and communicate with licensees to coordinate sampling events and test reporting data
- Complete travel logs in an accurate and timely manner
- Assure that all sampling events are conducted according to standard operating procedure
- Assure that all supplies are available and neatly stored and that orders are placed timely on low materials and supplies

Duty 3

General Summary:

Percentage: 10

Perform all aspects of sample preparation based on established protocol.

Individual tasks related to the duty:

- Receive, store, and properly log samples into section
- Separate and prepare samples as designated by each standard operating procedure
- Track sample progress in LIMS as designated by procedure
- Effectively operate equipment such as analytical balance, blender, grinder, centrifuge, vortex, sonicator, and others as necessary
- Prepare extracts of standards mix for use in analysis according to written protocol
- Prepare reagents used in sample preparation while tracking lot numbers, wash and store glassware, clean equipment, counters, and hoods used for sample preparation, keep stocks in sections as assigned

Prepare reports for management and other divisions within the CRA

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Write, revise, and review sampling and laboratory standard operating procedures.
- File and archive section SOPs according to procedure
- Report, file and archive data as required
- Prepare written reports for internal and external stakeholders
- Active participation in division meetings and agency activities
- Assist with process improvement projects and research

Performing other duties or roles as assigned

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Ensuring appropriate quality control is in place and maintained.

Troubleshooting and maintained of assigned instrument(s)

Arranging for sample collections for various sites

Decide if additional samples need to be collected during sampling events

Organizing personal workflow within section priorities, sample prep, and audit schedules

Ensuring all data reported is accurate and precise

These decisions directly affect the efficiency and accuracy of the entire Cannabis Reference Laboratory Testing program, the health and safety of laboratory personnel, compliance with state and federal regulations, and general service to and relations with laboratory clients.

17. Describe the types of decisions that require the supervisor's review.

Any deviation from standard operating procedures

Instrument service from vendor is needed

Problems with sample collection outside of written protocol

Problems with sample preparations and extractions which may require re-testing and/or reanalysis

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This is a standard laboratory-based position with some travel required. Drive up to 100-450 miles per day, approximately 10 days per month using state vehicles. Sample sites are located throughout the state. Environmental conditions/hazards: Standard laboratory hazards are encountered daily due to handling of samples that may contain hazardous materials. Proper care and attention to safety must be continuously exercised to minimize risk of exposure. Handling compressed gas cylinders for the instruments. Working with hazardous and/or flammable solvents and standards. Gripping and repetitive hand and arm movements. Long periods of standing. Lifting and carrying samples and supplies.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

The laboratory scientist conducts audit and investigative testing and performs research and development as well. This position performs quantitative chemical analyses of cannabis and cannabis products as well as both quantitative and qualitative analysis of microbials on cannabis and cannabis products. The laboratory scientist collects, transports, and prepares cannabis samples for analysis. This position suggests improvements in training documents, revising/reviewing standard operation procedures, maintains accurate records and logs according to written protocols.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Establishment

25. What is the function of the work area and how does this position fit into that function?

This position serves as a scientist in a multifunctional role, performing analyses conducted in the Cannabis Regulatory Agency's Reference Laboratory. The laboratory is a cannabis testing laboratory that tests hemp, marijuana, and products of both classifications using analytical and microbiological methods as required by the laws and rules. The laboratory scientist conducts audit and investigative testing and performs research and development as well. This position performs quantitative chemical analyses of cannabis and cannabis products as well as both quantitative and qualitative analysis of microbials on cannabis and cannabis products. Sample preparation and analysis of cannabis as part of method validation is a critical part of this role. Additionally, this position participates in all accreditation activities of the laboratory as well as all established quality assurance and quality control procedures. Work includes operation and basic maintenance of GC/MS/MS, GC/MS, LC/MS/MS, HPLC, ICP-MS and use of various microbial techniques and platforms (qPCR, plating, etc.), as well as implementation of new analytical or microbial platforms as necessary. Perform equipment monitoring and verification measurements. Maintains accurate records and logs according to written protocols, including data entry into Metrc and Division LIMS. Perform established sample preparation procedures including addition of quality control standards, extraction, clean up, and other procedures as designated by the method. Performs the collection and intake of samples for the Cannabis Regulatory Agency.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in chemistry, biochemistry, biology, microbiology, forensic science, or a related pure or applied science.

EXPERIENCE:

Laboratory Scientist 9

No specific type or amount is required.

Laboratory Scientist 10

One year of professional experience carrying out a variety of tests, analyses, or production and research activities involving chemical, biochemical and biological samples, specimens, and products equivalent to a Laboratory Scientist 9.

Laboratory Scientist P11

Two years of professional experience carrying out a variety of tests, analyses, or production and research activities involving chemical, biochemical and biological samples, specimens, and products equivalent to a Laboratory Scientist, including one year equivalent to a Laboratory Scientist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of cannabis testing methods.

Knowledge of laboratory evaluation procedures.

Knowledge of the principles of inorganic and organic chemistry, organic chemistry, microbiology, and cannabis physiology.

Knowledge of the fundamentals of analytical instrumentation.

Ability to carry out laboratory procedures, tests, and analyses.

Ability to interpret results and prepare reports, both oral and written, related to the work.

Ability to organize projects and daily activities based on priority.

Knowledge of Good Laboratory Practices.

Familiarity with ISO 17025 accreditation requirements.

Ability to present ideas effectively to management.

Knowledge of laboratory regulations and compliance standards

Ability to ensure accuracy and precision of laboratory procedures through sound judgment and wise decision making

Ability to present a professional image and establish a comfortable rapport with licensees and stakeholders

Interest in science and willingness to work in a dynamic and developing laboratory space

Ability to consistently perform high quality work doing routine and repetitive tasks

Ability to follow written procedures closely

Flexibility and willingness to work as part of a team

Knowledge of computer hardware and software

Ability to give significant attention to detail

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

NA

I certify that the entries on these pages are accurate and complete.

PAIGE EMMONS

8/7/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee	Date
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Employee Date