

Class Concept:

This is technical, supervisory, administrative, and advanced professional work in managing a large, diverse and complex chemistry or clinical/medical laboratory unit or subsection engaged in both standardized and non-standardized environmental or clinical testing. Employees direct, review and evaluate the work of subordinates, develop work schedules and pay rates, and apportion work among employees. In coordination with Assistant Public Health Laboratory Director or Public Health Laboratory Manager II, employees develop, evaluate, and implement changes to methods, procedures, and project priorities; develop and monitor budgets; interview and select employees; appraise productivity; handle employee grievances or complaints; or discipline employees. Employees spend more effort on technical supervision and administrative duties; however, also participate in and perform complex, advanced work within the laboratory unit or subsection. Work includes functioning as an expert in their area, coordinating work with other units or sections, monitoring work for legal or regulatory compliance, and providing for safety and security in the workplace. Employees apply an advanced and in-depth knowledge of clinical laboratory principles, concepts, theories and methods to develop, conduct, and evaluate the most complex and wide ranging qualitative and quantitative analyses and testing operations. Employees review and evaluate new equipment, procedures, and developments in their field, and collaborate with Laboratory Unit and State Public Health Laboratory leadership to make the final determination on selecting, arranging, and modifying equipment and instrumentations to plan and implement testing programs. Employees may interact with partners in state and federal agencies. Work is evaluated in terms of the employee's effectiveness in providing technical and administrative supervision of laboratory unit activities.

Recruitment Standards

Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles, methods, materials, technologies, and procedures applied in chemistry or clinical/medical laboratories.
- Advanced knowledge of the laws, regulations, and agency policies governing area of responsibility.
- Advanced knowledge of quality assurance and quality control standards.
- Considerable knowledge of scientific methodology and of laboratory safety practices.
- Ability to supervise and evaluate the work of technical subordinates.
- Ability to independently oversee complex standardized, non-standardized and developmental laboratory procedures.
- Ability to analyze and resolve administrative and technical problems.
- Ability to review and express technical information clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Minimum Education and Experience:

Master's degree in chemistry, microbiology, molecular biology, clinical chemistry, or a related biological or environmental field from an accredited institution, and three years of progressive environmental, clinical/medical, or public health laboratory technical and administrative experience including at least two years supervisory experience; or

Bachelor's degree in chemistry, microbiology, molecular biology, clinical chemistry, or a related biological or environmental field from an accredited institution, and six years of progressive environmental, clinical/medical, or public health laboratory technical and administrative experience including at least three years supervisory experience.