

COUNTY OF SOLANO

PUBLIC HEALTH LABORATORY DIRECTOR

REV. 06/05

DEFINITION

Plans, organizes, and directs the activities of the Public Health Laboratory as a diagnostic and reference resource for Solano and Napa County; identifies and controls communicable diseases and environmental problems; provides epidemiology data; prepares, plans approves and administers laboratory fiscal management program, personnel administration and policy and procedures; maintains laboratory to meet State and Federal standards.

CLASS CHARACTERISTICS

This is a single position, management level classification responsible for the administration and operation of the Public Health Laboratory. Plans, directs, manages, supervises and coordinates the operations and activities of a division within a department. Assumes responsibility for program development and management including implementation of goals, objectives, policies and priorities. Assumes responsibility for the preparation and administration of a department budget. Ensures that the activities of the division are completed in a timely and efficient manner consistent with defined policies and regulations.

SUPERVISION RECEIVED AND EXERCISED

Works under general administrative direction, fulfilling assigned responsibilities within broad guidelines.

Exercises supervision over assigned professional, technical and clerical staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Plans, organizes coordinates and directs laboratory services and supervises professional and support staff; performs laboratory testing procedures for bacteriology, parasitology, mycobacteriology, serology and virology; reviews and approves lab testing reports; researches, formulates, develops and applies testing procedures to meet current public health needs.

Provides consultation to departmental staff, private physicians, medical laboratory technologists, and other related health personnel in the performance and interpretation of laboratory diagnostic procedures related to public health.

Develops and implements training programs for laboratory staff and new employees.

Develops, maintains and reports laboratory statistical data used to evaluate objectives and effectiveness of laboratory operations; maintains departmental, County, State, and Federal codes, regulations, guidelines, policies and procedures.

Compiles, reviews, and formulates annual budget for the division; administers and monitors laboratory revenue plan; monitors expenditures and revenues; compiles, reviews and formulates an annual laboratory service plan including program description, needs and objectives; purchases equipment and supplies; ensures inventory control.

Assists in the development and formulation of departmental policies and procedures related to laboratory operations; coordinates laboratory services with management staff of other divisions; administers quality control and quality assurance programs.

Performs related administrative tasks; administers and monitors the laboratory MIS; administers preventive maintenance programs; develops and maintains laboratory contracts; participates in various meetings; participates in departmental planning.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Bacteriological, serological, mycological, parasitological, virological and other microbiological testing procedures and methods.

Principles of microbiology and biochemistry.

Quality control principles and techniques.

Microbial, fungal, parasitic, and viral agents.

Testing parameters and results yielding positive or negative conclusions.

Current trends and concepts in public health, microbiology and biochemistry.

Causes and methods of transmission of communicable diseases.

Research methods.

Test development and evaluation techniques.

Technical resources available in the development, evaluation and application of laboratory practices.

Laws affecting public health laboratory operations and practices.

Work review and methods analysis techniques.

Program planning and budgeting practices.

Skills to:

Utilize basic office equipment and laboratory testing equipment.

Ability to:

Plan, manage, organize, and direct the operation of a diagnostic/reference public health laboratory.

Develop laboratory protocols and procedures.

Consult with medical and laboratory personnel.

Interpret and explain laboratory practices and laws governing public health laboratory operations.

Collect and analyze data to draw logical conclusions and make appropriate recommendations.

Maintain accurate records and document actions taken.

Research regulations, procedures and technical reference materials.

Develop, implement and manage an operating budget.

Interpret administrative direction and incorporate into operational policies and procedures.

Identify and analyze operational and administrative problems and determine resolutions.

Maintain confidentiality of information.

EXPERIENCE AND EDUCATION/TRAINING

Experience and Education:

The equivalent of four years of full time recent experience in public health laboratory work, including two years of lead or supervisory public health laboratory experience at the level of a Senior Microbiologist or higher AND Possession of a Doctorate degree from an accredited university in a chemical, physical, biological science or clinical laboratory science AND Possession of certification by the American Board of Medical Microbiology, American Board of Clinical Chemistry, American Board of Immunology, American Board of Bioanalysis, or other National accrediting board acceptable to the U.S. Dept. of Health and Human Services in one of the laboratory specialties.

OR

Held a position as a Laboratory Director or could have qualified as a "Laboratory Director" under regulations at 42 CFR 493.1415, published March 14, 1990 at 55 FR 9538 on or before February 28, 1992.

OR

On or before February 28, 1992, be qualified under CA State law to direct a public health laboratory to include 4 years of full time public health laboratory experience.

SPECIAL REQUIREMENTS

Possession of a Public Health Microbiologist certificate issued by the California State Department of Health, Laboratory Field Services.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in involving some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds) and occasionally lift up to 50 pounds. Tasks require digital and manual dexterity. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and color, sound, texture, odor and shape perception and discrimination. Tasks require oral communications ability.

Environmental Factors: Incumbents must be able to work in an environment that may include exposure to communicable disease, pathogenic organisms, toxic or caustic chemicals, tools, machinery and noise.

Director of Human Resources

Revised Date: June 14, 2005

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