

OCCUPATIONAL GROUP: Engineering, Mathematics and Science

CLASS FAMILY: Laboratory Sciences

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to perform routine to complex medical laboratory tests for diagnosis, treatment and prevention of disease.

CLASS TITLE: Scientific Laboratory Technical Associate 1

DISTINGUISHING CHARACTERISTICS:

These positions perform scientific laboratory support duties, such as collection of various specimens and preparation of specimens for testing. Duties include sterilization of laboratory and equipment, disposal of bio hazardous waste, collection of specimens and quantitative and qualitative chemical analyses of specimens. Individuals in these positions may conduct a limited number of basic laboratory tasks in accordance with well-defined and established procedures. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Cleans and sterilizes laboratory glassware and equipment.
- Registers and prepares samples for analysis.
- Sterilizes and discards infectious and disposable waste materials according to Food and Drug Administration (FDA) and Environmental Protection Agency (EPA) regulations.
- Assists in the preparation of media and reagents.
- Maintains adequate supplies used within the work area.
- Maintains required records.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn basic laboratory terminology, techniques and practices.
- Ability to learn the federal requirements regarding proper disposal of laboratory waste materials.
- Ability to comprehend oral and written instructions.
- Ability to maintain accurate records.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: None

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Scientific Laboratory Technical Associate 2

DISTINGUISHING CHARACTERISTICS:

These positions perform advanced level scientific laboratory support duties and provide comprehensive assistance to technical and professional personnel. Duties may include assisting in the removal of tissue samples for examination, preparation of multiple types of specimens for testing, accessioning, data entry, labeling and delivery of samples to appropriate testing area. Individuals in these positions may act as lead workers. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Registers and prepares samples for analysis.
- Reads, interprets and computes test results.
- Prepares media and reagents.
- Responds to inquiries, requests and problems.
- Sterilizes and discards infectious and disposable waste materials according to Food and Drug Administration (FDA) and Environmental Protection Agency (EPA) regulations.
- Cleans and sterilizes laboratory glassware and equipment and work area.
- Processes tissue samples, embeds samples in paraffin blocker, sections, mounts sections on slides, dries and stains slides and places slides in properly labeled container Maintains adequate supplies.
- Maintains required records.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of histologic techniques and practices.
- Knowledge of basic laboratory equipment, terminology, techniques and practices.
- Knowledge of the federal requirements regarding proper disposal of laboratory waste materials.
- Ability to perform calculations involving the application of basic mathematics.
- Ability to communicate effectively orally and in writing.
- Ability to set-up and maintain accurate records.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: 2 to 3 years of full-time or equivalent part-time paid experience in medical or other laboratory work.

Education & Experience Substitution: Successfully completed study in an accredited college or university which included at least ten semester hours in physical or biological sciences or an associate degree in a laboratory science or medical technology. Completion of a recognized

laboratory assistant course from a vocational school may be substituted on a year-for-year basis for the required experience.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Scientific Laboratory Coordinator 1

DISTINGUISHING CHARACTERISTICS:

These positions coordinate and supervise the work of laboratory support personnel, as well as perform laboratory support functions, such as preparation of specimens for testing, accessioning, data entry, labeling and delivery of samples to appropriate testing area. Duties include planning, assigning and reviewing the work of subordinates and conducting employee performance appraisals. Individuals in these positions typically do not have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Develop and revise lab support standard operating procedures and policies.
- Assures compliance with federal and state regulations.
- Interviews, hires, plans and directs the activities of subordinate employees by establishing work schedules, and assigning specific duties.
- Performs duties that are similar or related to the work performed by subordinates.
- Updates and compiles reports outlining the unit's activities, including other factors such as amount of work produced, monies spent or collected, or inventory.
- Performs required maintenance and calibration of equipment.
- Inventories and orders supplies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of department operations, policies, and procedures.
- Knowledge of applicable laws and regulations
- Knowledge of standard laboratory safety practices.
- Ability to conduct research and perform basic quantitative quality assurance reviews.
- Ability to resolve operational problems.
- Ability to research and prepare written reports.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: 4 to 6 years of full-time or equivalent part-time paid experience in the area of assignment, 1 year of which must have been in a lead worker or supervisory capacity.

Education & Experience Substitution: Course work from a regionally accredited college or university may be substituted for the experience. Or Registration as a Medical Technologist by

the National Certification Agency for Medical Laboratory Personnel and 1 year of full-time or equivalent part-time paid experience in a supervisory capacity.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Scientific Laboratory Technician 1

DISTINGUISHING CHARACTERISTICS:

These positions perform full-performance level work in conducting medical laboratory testing for use in the diagnosis, treatment and prevention of diseases. Clinical areas may include blood bank, chemistry, serology, hematology, urinalysis, bacteriology and parasitology. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs various tests and analyses, including total organic carbon and chemical oxygen demand.
- Registers and prepares samples for analysis.
- ~~Sterilizes and discards infectious and disposable waste materials according to Food and Drug Administration (FDA) and Environmental Protection Agency (EPA) regulations.~~
- ~~Cleans and sterilizes laboratory glassware and equipment and work area.~~
- Maintains standardization of instruments and equipment to ensure precision and accuracy of measurements.
- Maintains adequate supplies.
- Maintains required records.
- Reads and interprets physicians' or supervisor's orders to determine specific testing requirements.
- Explains test procedures to patients to secure their cooperation and to relieve their anxiety about the test.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the federal requirements regarding proper disposal of laboratory waste materials.
- Knowledge of appropriate medical laboratory testing procedures.
- Knowledge of standard laboratory safety procedures.
- Skilled in laboratory equipment maintenance and calibration of diagnostic equipment.
- Skilled in obtaining specimens from patients.
- Ability to perform calculations involving the application of basic mathematics.
- Ability to communicate effectively orally and in writing.
- Ability to set-up and maintain accurate records.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: 1 to 3 years of full-time or equivalent part-time experience in a medical or other laboratory work.

Education & Experience Substitution: At least 10 semester hours from a regionally accredited college or university in a biology or physical science or completion of a recognized laboratory assistant course from a vocational school may be substituted for the required experience.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Scientific Laboratory Technician 2

DISTINGUISHING CHARACTERISTICS:

These positions conduct advanced medical laboratory testing for use in the diagnosis, treatment and prevention of diseases. Duties include calibration of laboratory equipment, collection of specimens and quantitative and qualitative chemical analyses of specimens. Clinical areas include blood bank, chemistry, serology, hematology, urinalysis, bacteriology and parasitology. Individuals in these positions may act as lead workers. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Collects, cultivates, isolates, identifies and analyzes specimens; cuts, stains and mounts tissue sections for microscopic analysis; and groups, types and cross-matches blood donors and recipients to assure compatibility.
- Reviews the testing activities of subordinate laboratory or clinic personnel by assisting in test problem resolution, ensuring that quality control standards are met and maintained, and assisting with equipment maintenance.
- Performs required maintenance and calibration of equipment.
- Maintains required state and federal documentation and prepares final reports.
- Conducts appropriate clinical test preparation and processing procedures and microscopic analysis of test results.
- Prepares and sends specimens to reference laboratories as necessary.
- Inventories and orders supplies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge, Skills and Abilities
- Knowledge of appropriate medical laboratory testing procedures.
- Knowledge of standard laboratory safety practices.
- Skill in the maintenance of laboratory equipment and calibration of diagnostic equipment.
- Ability to prepare and maintain required records and reports.
- Ability to train and supervise subordinate laboratory or clinic personnel.

MINIMUM QUALIFICATIONS:

Education: Bachelor degree from a regionally accredited college or university in laboratory sciences.

Experience: 2 to 3 years of full-time or equivalent part-time paid experience.

Education & Experience Substitution: High school diploma or equivalent and 5 to 7 years of full-time or equivalent part-time experience performing medical laboratory tests in the area of laboratory sciences or Associate degree from a regionally accredited college or university in an accredited medical laboratory program and 2 to 3 years' experience performing medical laboratory tests in the area of laboratory science.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Scientific Laboratory Coordinator 2

DISTINGUISHING CHARACTERISTICS:

These positions coordinate and supervise the work of laboratory personnel, as well as perform advanced laboratory testing, such as quantitative and qualitative chemical analyses of specimens. Duties also include planning, assigning and reviewing the work of subordinates and conducting employee performance appraisals. Individuals in these positions typically do not have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Collects, cultivates, isolates, identifies and analyzes specimens; cuts, stains and mounts tissue sections for microscopic analysis; and groups, types and cross-matches blood donors and recipients to assure compatibility.
- Reviews the testing activities of subordinate laboratory or clinic personnel by assisting in test problem resolution, ensuring that quality control standards are met and maintained, and assisting with equipment maintenance.
- Performs required maintenance and calibration of equipment.
- Maintains required state and federal documentation and prepares final reports.
- Conducts appropriate clinical test preparation and processing procedures and microscopic analysis of test results.
- Prepares and sends specimens to reference laboratories as necessary.
- Inventories and orders supplies.
- Makes work assignments to employees; reviews the work of subordinates to ensure accuracy.
- Trains employees in proper work methods.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of appropriate medical laboratory testing procedures.
- Knowledge of standard laboratory safety practices.
- Skill in the maintenance of laboratory equipment and calibration of diagnostic equipment.
- Ability to prepare and maintain required records and reports.
- Ability to train and supervise subordinate laboratory or clinic personnel.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: 4 to 6 years of full-time or equivalent part-time paid experience in the area of assignment, 1 year of which must have been in a lead worker or supervisory capacity.

Education & Experience Substitution: Course work from a regionally accredited college or university may be substituted for the experience. Or Registration as a Medical Technologist by the National Certification Agency for Medical Laboratory Personnel and 1 year of full-time or equivalent part-time paid experience in a supervisory capacity.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Laboratory Scientist 1

DISTINGUISHING CHARACTERISTICS:

These positions, in the interest of public health and safety, perform entry level professional chemical or microbiological qualitative and quantitative analyses of a variety of mediums, which include milk, water, air or bodily tissues. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs a variety of standardized bacteriologic and serologic
- Examination and test procedures on substances requiring wet chemical and instrumental analysis.
- Performs routine Quality Control procedures, records results and notifies Supervisor of unusual findings.
- Carries out primary isolation techniques of microorganisms; prepares media and reagents.
- Prepares laboratory equipment and/or scientific instrumentation for use in conducting diagnostic procedures.
- Compiles and maintains records on the characteristics of the organisms identified.
- Processes a variety of clinical specimens to identify pathogenic bacteria; processes nose and throat cultures to identify such organisms as Group A beta hemolytic streptococcus, genital specimens for gonococcus; makes preliminary identification on the basis of gross morphology, microscopic examination, and biochemical tests.
- Analyzes water samples of PH and various natural and pollutant components.
- Collects and analyzes air samples for volatile organic pollutants; analyzes samples qualitatively and quantitatively by gas chromatography, mass spectrometry and associated techniques.
- Sets-up, maintains and operates air and water quality monitoring instruments.
- Records and reports the results of analyses.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and procedures of scientific analyses
- Knowledge of the operation, calibration and maintenance of applicable laboratory equipment.
- Knowledge of laboratory techniques, equipment and terminology.

- Ability to comprehend and execute oral and written directions, formulae and charts.
- Ability to follow detailed procedures in performing tests and to detect deviation from standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university in laboratory science.

Experience: None

Education & Experience Substitution: None

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Laboratory Scientist 2

DISTINGUISHING CHARACTERISTICS:

These positions, in the interest of public health and safety, perform full performance level, legally defensible chemical or microbiological qualitative and quantitative analyses of a variety of mediums, which include milk, water, air or bodily tissues. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs a variety of standardized bacteriologic and serologic
- Examination and test procedures on substances requiring wet chemical and instrumental analysis.
- Performs routine Quality Control procedures, records results and notifies Supervisor of unusual findings.
- Carries out primary isolation techniques of microorganisms; prepares media and reagents.
- Prepares laboratory equipment and/or scientific instrumentation for use in conducting diagnostic procedures.
- Compiles and maintains records on the characteristics of the organisms identified.
- Processes a variety of clinical specimens to identify pathogenic bacteria; processes nose and throat cultures to identify such organisms as Group A beta hemolytic streptococcus, genital specimens for gonococcus; makes preliminary identification on the basis of gross morphology, microscopic examination, and biochemical tests.
- Provides technical assistance to lower level personnel performing standardized microbiological laboratory tests by reviewing methods and procedures, and verifying and recording test results.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and procedures of scientific Analyses
- Knowledge of the operation, calibration and maintenance of applicable laboratory equipment.
- Knowledge of laboratory techniques, equipment and terminology.

- Skill in the performance of difficult microbiological and chemistry analyses
- Ability to comprehend and execute oral and written directions, formulae and charts.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university in laboratory science.

Experience: 1 to 2 years of full-time or equivalent part-time paid experience in bench work in a laboratory.

Education & Experience Substitution: Graduate training from a regionally accredited college or university in the area of assignment may substitute for the required experience on a year-for-year basis.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Laboratory Scientist 3**DISTINGUISHING CHARACTERISTICS:**

These positions, in the interest of public health and safety, perform advanced level chemical or microbiological qualitative and quantitative analyses of a variety of mediums, which include milk, water, air or bodily tissues. Some positions perform administrative work overseeing a laboratory scientific program. Individuals in these positions may act as lead workers. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs technically difficult or supplementary tests required in the analyses of complex specimens, prepares reports on results of tests.
- Assists in the assignment, training, and evaluation of lower level and nonprofessional laboratory personnel.
- Coordinate the technical/scientific operations; oversees the delivery of clinical laboratory compliance programs.
- Develop, plan, coordinate, and conduct clinical and public health laboratory continuing education training program.
- Oversees and participates in maintenance of work area and equipment; orders supplies.
- Provides information to physicians and others regarding laboratory reports.
- Evaluates and implements alternative test procedures and new techniques; develops test standards and guideline material for staff use.
- Advises laboratory staff on proper procedures, problems and complex test interpretation.
- Analyzes and interprets data collected and makes recommendations for public policy or rulemaking actions.
- Uses statistical principles and techniques to validate data.
- Assists in the development of agency program goals, objectives, policies and guidelines related to toxic discharges

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the theories, principles, methods, and accepted practices of clinical laboratory sciences,
- Knowledge of advance laboratory practices and procedures, and of safety measures used to handle samples, supplies and equipment.
- Skill in performance of quantitative risk assessments.
- Ability to collect and analyze data, define problems, establish facts and draw valid conclusions.
- Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, co-workers and staff.
- Ability to deliver effective presentations to interdisciplinary and specialized target audiences.
- Ability to exercise independent judgment, delegate authority and evaluate the results of work performed.
- Ability to keep accurate records; write reports in a clean, concise form; and present factual material and ideas effectively

MINIMUM QUALIFICATIONS:

Education: Bachelor’s degree from a regionally accredited college or university in laboratory science.

Experience: 3 to 5 years of full-time or equivalent part-time paid experience in microbiology, chemistry or toxicology.

Education & Experience Substitution: Graduate training in microbiology, chemistry or toxicology may be substituted for the required experience on a year-for-year basis.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Scientific Laboratory Supervisor

DISTINGUISHING CHARACTERISTICS:

These positions coordinate and supervise the work of scientific laboratory staff in one or more units or programs. Work includes planning, assigning and reviewing the work of subordinates, conducting employee performance appraisals and performing highly complex and non-routine chemical or microbiological qualitative and quantitative analyses. Individuals in these positions supervise professional and/or support personnel and have input into setting a budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, directs, and coordinates a major component in a laboratory.
- May serve as laboratory certification officer to implement state/federal regulations by on-site inspections and proficiency testing.
- Makes decisions involving types of tests, methods, and procedures of analyses and interpretation of results; collaborates with other agencies in planning special studies and surveys or resolving problems.

- Evaluates new laboratory methods and techniques and recommends their trial and possible adoption.
- Coordinates and integrates the efforts of the laboratory unit with the activities of other laboratory components and the goals of the laboratory.
- Ensures that all activities are in conformity with applicable laws, rules, and regulations.
- Directs and conducts internal quality control programs to comply with licensure requirements.
- Performs direct analysis when needed to solve technical problems, meet emergency needs or peak workloads.
- Provides consultative services to professionals who use the services of the laboratory.
- Interviews and recommends applicants for appointment and performs other supervisory tasks such as training new employees, evaluation performance and counseling employees when necessary.
- Appears in court or at hearings as an expert witness.
- Provides information to program areas, industry, and others regarding interpretation of laboratory analysis reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and procedures of scientific analyses in the areas of bacteriology, parasitology, virology, serology, organic chemistry and related microbiological procedures.
- Knowledge of the preparation of chemical reagents, culture media, stains, compounds, and solutions required in scientific testing.
- Knowledge of the operation, calibration and maintenance of applicable laboratory equipment.
- Skill in the performance of difficult microbiological analyses.
- Ability to plan, organize and evaluate the work of others.
- Ability to coordinate work of the unit with other Laboratory components.
- Ability to direct internal quality control programs for licensure requirements.
- Ability to comprehend and execute oral and written directions, formulae and charts.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university in laboratory science.

Experience: 4 to 6 years of full-time or equivalent part-time paid experience as a microbiologist.

Education & Experience Substitution: Graduate training in microbiology may be substituted for the required experience on a year-for-year basis for a maximum of 2 years.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Scientific Laboratory Manager

DISTINGUISHING CHARACTERISTICS:

These positions provide direction for a scientific laboratory section comprised of multiple units, including responsibility for leadership and management of the day-to-day operations of the laboratory. Individuals in these positions may supervise staff with statewide responsibilities and may have input into setting a budget or responsibility for establishing and maintain a budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Set laboratory priorities, policies and standards to assure compliance with federal and state regulations.
- Supervises professional, technical and clerical staff; make assignments and reviews and approves plans of operation.
- Provides administrative and program direction; enforces agency objectives, policies and procedures.
- Responsible for management of recruitment/selection process, staff development, disciplinary matters, and other related actions in assigned area.
- Provides technical consultation and policy interpretation to staff, supervisor, public officials, and advocacy groups.
- Plans and implements programs for the training of professional, technical and clerical staff.
- Ensure employee safety and environmental conditions for instrumentation.
- Serve as liaison between the laboratory and vendors for the purpose of procuring contracts for testing methodologies.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of federal and state regulations for a laboratory certified to perform human testing.
- Knowledge of management and supervisory skills
- Knowledge of public health programs and standard operating procedures that provide services to the programs.
- Knowledge of principles and practices of microbiology and clinical chemistry.
- Ability to plan and coordinate work, plan and project budgetary needs, and organize work and projects.
- Ability to direct and supervise the work of others.
- Ability to present ideas effectively, both orally and in writing.
- Ability to analyze facts and apply them to the management of the area of assignment.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university in laboratory services.

Experience: 4 to 6 years of full-time or equivalent part-time paid professional experience in laboratory sciences, which 2 years must have been in a program administration capacity.

Education & Experience Substitution: Master's degree from a regionally accredited college or university in laboratory services may substitute for 1 year of the required experience.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Toxicologist Chief

DISTINGUISHING CHARACTERISTICS:

These positions perform forensic analyses at the expert level and are responsible for supervising the daily operations of a toxicology laboratory to guarantee uniform, accurate and precise post mortem toxicology testing results. Work may include planning, development, implementation, monitoring and evaluation of laboratory equipment, policies, protocols and procedures, ensuring laboratory conditions and providing staff training and mentorship. Individuals in these positions have supervisory responsibilities over professional, technical and/or support personnel and are responsible for setting and controlling a budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Instructs law enforcement officers, legal and medical personnel on proper analytical techniques.
- Establishes and develops toxicological laboratory procedures and determines toxicological laboratory techniques in order to maintain quality control of results.
- Plans and implements training programs.
- Supervises laboratory staff including selection and evaluation, review of test results and training.
- Maintains and calibrates analytical instruments.
- Maintains records and prepares reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles of analytical chemistry, pharmacy, biological science, forensic science and toxicology.
- Knowledge of laboratory protocol, procedure, and techniques associated with medico legal investigative work.
- Ability to organize, direct and coordinate administratively and technically a small analytical laboratory.
- Ability to interpret and relate analytical results on causes and manner of death according to professional standards and ethical practices.

MINIMUM QUALIFICATIONS:

Education: Doctorate in toxicology, biochemistry or pharmaceutical chemistry.

Experience: Three years of post-doctorate (doctoral) experience in forensic toxicology.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: Certification by the American Board of Forensic Toxicology

CLASS TITLE: Scientific Laboratory Director

DISTINGUISHING CHARACTERISTICS:

These positions provide administrative oversight over a large, complex scientific laboratory consisting of multiple sections and multiple program objectives. Work may include planning, development, implementation, monitoring and evaluation of laboratory equipment, policies, protocols and procedures, ensuring laboratory conditions, management of regulatory activities and staff mentorship. Individuals in these positions have supervisory responsibilities over professional, technical and/or support personnel and are responsible for setting and controlling a budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directs the work of managers, professional, technical and clerical staff; makes assignments, conducts staff meetings, review and approves plans of operation.
- Develops, plans, evaluates and implements complex statewide health and human services program through managers and program administrators.
- Directs the development of office standards, policies and procedures.
- Oversees the compliance of office programs with state and federal rules, policies and standards.
- Directs the preparation and execution of the office budget; plans and presents budget requests as required.
- Serves in a primary liaison role with national, state and local agencies, advocacy groups, educational institutions, clients and service providers.
- Oversees the preparation of periodic and special reports on the status of agency programs.
- Prepares improvement package requests.
- Represents the laboratory at legislative hearings when requested.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable federal and state laws, rules and regulations in the area of assignment.

- Knowledge of the function, organization and regulations of the area of assignment.
- Knowledge of the principles of administrative management and program planning.
- Knowledge of terminology and standards related to the area of assignment.
- Ability to develop rules, regulations, policies, and procedures for application to area of assignment.
- Ability to analyze program needs and develop staffing patterns and budget recommendations.
- Ability to evaluate program performance.
- Ability to supervise others and assign and direct the work of others.
- Ability to communicate with a wide variety of people, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: 7 to 9 years of full-time or equivalent part-time experience in laboratory science, 4 years of which must have been in a program administration capacity.

Education & Experience Substitution: Post-graduate training in laboratory science may substitute through an established formula for the non-supervisory experience.

Certificates, Licenses, Registrations: N/A