

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Laboratory Supervisor		
TITLE CODE: 2701	SERIES: Laboratory Support	
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID)) \$15.79-\$19.96/HR GRADE: 19 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.	
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Public Health Director or assigned staff		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Plans, manages and supervises the activities of a centralized laboratory and performs standard biological, microbiological and chemical test in all areas of medical laboratory to assure their delivery in an accurate and timely fashion using proper safety precautions.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Bachelor's degree in Microbiology, Medical technology or a comparable area with one of the following: Licensure or certification as a medical technologist, public health microbiologist approved by the American Society of Clinical pathologist.

EXPERIENCE: (AGE, LICENSURE, REGULATION, ETC.) Four years of experience in the approved laboratory, two of which should have been in a supervisory, consultation or teaching capacity.

SUBSTITUTION CLAUSE: N/A

EDUCATION: N/A

EXPERIENCE: N/A

SPECIAL REQUIREMENTS: N/A

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME. OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

N/A

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Performs chemical, microscopic and bacteriologic test to provide data for use in treatment and diagnosis of disease, receives specimens from lab or obtains specimens directly from patient and makes quantitative and qualitative chemical analyses, cultivates, isolates and identifies pathogenic bacteria, parasites and other micoorganisms. Prepares stains, reagents, media and solutions necessary for the performance of all laboratory test and performs approved serological test. Tests new and improved laboratory methods and procedures, prepares laboratory notes, charts and graphs and writes up results of examinations, keeps accurate daily records, trains or supervises training of other lab staff. Participates in planning services for other divisions within the facility, evaluates quality control and quality assurance statistics and modifies manuals as needed, develops a budget for the laboratory and maintains control of lab cost, enforces safety procedures and consults with other supervisors about these issues and consults with state lab staff about local problems and interaction. Plans work load distribution and makes schedules, supervises purchase of supplies and maintains equipment inventory, evaluates staff performance and is responsible for direct supervision of Medical Technologist, Laboratory Technician and/or Clinical assistants.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is spent primarily inside the clinic or community setting.

ADDITIONAL REQUIREMENTS:

May be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 11/8/95

DATE OF LAST REVISION: 6/11/12

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.