

**CLASS TITLE:                   ASSOCIATE DIRECTOR OF HEALTH  
(HEALTH LABORATORIES)**

**Class Code: 02936500  
Pay Grade: 43A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, administering and directing the activities of the state's public health laboratories; and to related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Executive Director (Environmental Health) with considerable latitude for independent judgement and initiative; work is subject to review for conformance to departmental policies and the provisions of pertinent laws and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, supervises and reviews the work of a professional and sub-professional laboratory staff and clerical assistants.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, administering and directing the activities of the state's public health laboratories including serological and microbiological analyses for the diagnosis and control of communicable diseases; chemical and hematological services in screening for metabolic diseases, diabetes, lead poisoning and sickle cell anemia; chemical, microbiological and pesticide analyses to assure wholesomeness of food; toxicological analyses to provide data in the identification of drugs and dangerous substances; analyses for the medical examiners; and toxicological analyses in the area of thoroughbred horse racing.

To be responsible for developing and establishing laboratory goals, policies, programs and plans in order to provide essential and efficient laboratory services.

To be responsible for insuring that the tests required under the premarital and prenatal blood test laws are conducted.

To be responsible for improving existing techniques in the performance of hematological, biological, serological and chemical tests, examinations and analyses.

To coordinate the activities of the laboratory with other state agencies and divisions which are conducting programs requiring laboratory assistance.

To prepare and administer the division's budget.

To advise physicians relative to the interpretation of examinations made by laboratory staff members.

To represent the laboratories and interpret their work to public and private agencies and individuals.

To prepare written and oral reports and papers and to answer correspondence relative to the functions of the laboratories.

To be responsible for chemical, microbiological and radiological analyses of drinking water supplies, air, wastewater, groundwater and related environmental media.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of laboratory work and the ability to plan, direct and administer public health laboratories; a thorough knowledge of general microbiological, medical microbiology and related medical sciences and the fundamentals of biology and bio-chemistry; a thorough knowledge of the modern methods required for the performance of biological, viral, serological and chemical tests as performed in a medical laboratory

program; the ability to evaluate laboratory practices and to improve procedures, methods and facilities; the ability to plan, supervise and review the work of a professional and sub-professional laboratory staff engaged in the examination of and analysis of specimens submitted to the laboratories; the ability to prepare reports and papers; the ability to establish and maintain effective working relationships with public and private officials, groups and individuals; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a doctor's degree in Microbiology, Toxicology, Medicine, Pharmacology Public Health, biological sciences or a related field; and

Experience: Such as may have been gained through: employment in a responsible professional position involving the supervision of a laboratory staff engaged in medical, serological and chemical examinations and analyses.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 16, 1995

Editorial Review: 3/15/03