

**CLASS TITLE: CHIEF REGISTERED ENVIRONMENTAL
LABORATORY SCIENTIST**

Class Code: 02723900

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, organizing, directing, supervising and reviewing the activities of the State's environmental laboratories in the Department of Health Laboratory, to assist the Associate Director of Health (Laboratories) or other superior in planning, administering and directing all the activities of the State's public health laboratories, to act for the Associate Director or other superior in their absences; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Associate Director or other superior with wide latitude in the exercise of initiative and independent judgement; work is subject to review through submitted reports and conferences and for conformance to established departmental policies, objectives and accepted laboratory standards and practices.

SUPERVISION EXERCISED: Plans, organizes, directs, supervises and reviews the works of administrative, professional, sub-professional and technical laboratory staff members and clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, organizing, directing, supervising and reviewing the activities of the environmental laboratories at the Departmental of Health Laboratory.

To assist the Associate Director or other superior in planning, administering and directing all the activities of the State's public health laboratories, including the use and disposition of available manpower, facilities, equipment and materials.

To provide consultative services relevant to the field of specialization to other departments and divisions of state and local government, including hospital administrators and other personnel.

To present conclusions and recommendations based on laboratory findings and other appropriate sources through the submission of reports to superiors, the medical profession, other public health and regulatory agencies, the public, private clinical laboratories and clinics.

To prepare and present scientific papers and lectures.

To represent the department at meetings, conferences and to the public.

To enforce all applicable government laws and regulations that apply to assigned laboratory operations and personnel.

To establish and enforce all applicable institutional policies and procedures to assure that legal requirements relating to the provision of laboratory services are met.

To establish and enforce policies, procedures and regulations for laboratory safety.

To formulate laboratory goals to coincide with departmental goals.

To conduct individual and group conferences with laboratory supervisors to discuss, interpret and implement approved policies and plans developed by superiors; and to develop new or revised laboratory policies and plans and make recommendations thereon.

To provide technical advice and administrative guidance to supervisory laboratory staff members in order to assist them in achieving maximum use of manpower, facilities and other resources.

To evaluate, compare and recommend methods, procedures and instrumentation.

To coordinate and evaluate the activities and personnel in assigned laboratories.

To establish and monitor a quality assessment and improvement program.

To establish and maintain an operating budget and capital equipment budget in conjunction with departmental goals.

To establish a program for tracking laboratory costs and to make recommendations thereon.

To participate in the hiring, orientation and evaluation of employees.

To develop and provide a plan of in-service and continuing education for all levels of laboratory personnel.

To develop, implement and maintain a data management system utilizing the most current computer technology available.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices of chemistry and environmental laboratory science and the ability to apply such knowledge in organizing; directing, supervising and reviewing the work activities of laboratories engaged in providing laboratory services within the field of environmental laboratory science; a thorough knowledge of currently accepted laboratory methods and procedures, equipment materials and research techniques and the ability to apply such knowledge in achieving maximum use and proficiency of existing staff, facilities and other resources in accomplishing laboratory objectives and out put of a group of laboratories; a working knowledge of all state and federal laws and regulations affecting the laboratory activities within the field of environmental laboratory science; the ability to assist a superior in planning, administering and directing all activities of the State's environmental laboratories at the Department of Health Laboratory; the ability to interpret, implement, develop and revise laboratory policies, plans and objectives; the ability to provide consultative services in and outside the Department as well as to provide technical advice and administrative guidance to subordinate programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through possession of a Doctorate in Chemistry or related Biological Science with coursework in Environmental Laboratory Science: and

Experience: Such as may have been gained through employment in a professional laboratory position involving the performance of administrative and/or supervisory duties in directing a large environmental laboratory section or a program within a public health, medical or environmental laboratory or comparable facility.

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

Special Requirement: At the time of appointment must meet the requirements for registration as a Registered Environmental Laboratory Technologist (RELT) as established by the National Registry of Environmental Professionals or professional environmental registrations equivalent to RELT established by other accrediting organizations approved by the Director of Health and must maintain said registration as a condition of employment.

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