

**TITLE OF GROUP OF CLASSES: SUPERVISOR PUBLIC HEALTH LABORATORY**

**TITLE OF CLASSES IN GROUP:**

**CHEMISTRY  
MICROBIOLOGY**

**Class Code:  
02726700  
02726701**

**Pay Grade: 33A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the supervision and operation of a public health laboratory within the field of specialization indicated by the title within the group; to perform the most difficult and highly complex tests, analyses and examinations within the assigned laboratory; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a Chief, Public Health Laboratories with considerable latitude in the exercise of initiative and independent judgement; work is subject to review through conferences and submitted reports for conformance to departmental, divisional and laboratory policies and objectives as well as accepted laboratory standards and practices.

**SUPERVISION EXERCISED:** Plans, assigns, supervises, coordinates and reviews the work of a professional, sub-professional, and technical staff in an assigned laboratory.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the supervision and operation of a public health laboratory within the field of specialization indicated by the title within the group such as:

Microbiology - the water, food, dairy, diagnostic, serology, or media preparation laboratory or, as required, any combination thereof; or,

Chemistry - the water, air, occupational health, pesticide, food chemistry, biochemistry, or metabolic disease laboratory; or, as required, any combination thereof; or,

To perform the most difficult and highly complex tests, analyses and examinations within the assigned laboratory including the operation, effective utilization and adjustment of sophisticated instruments and equipment when required; and to analyze and interpret findings and to present conclusions and recommendations through the submission of analytical reports to superiors, the medical profession, other public health and regulatory agencies, and public and private health laboratories and clinics.

To seek solutions to any laboratory testing problems or difficulties that may arise within the laboratory or in the field by conducting experimental work in the laboratory or through discussions with authorities in the field of specialization, library research or other source areas.

To supervise and participate in various experimental laboratory work to devise more effective testing methods and techniques in order to improve and/or broaden, where possible, existing laboratory procedures.

To instruct laboratory staff in the application of proper and effective laboratory methods, procedures and techniques.

To evaluate the activities of the assigned laboratory as well as the performance of laboratory staff and to submit such evaluations to the superior with recommendations for any required courses of action to improve the output and/or efficiency of such a laboratory; to direct and conduct quality control programs in support of laboratory evaluation including licensure programs; and to review all laboratory activities to insure conformity with all applicable federal and state laws, rules and regulations.

To plan, direct and/or conduct original research projects in the laboratory relevant to the field of specialization; and, as required, participate in various research projects including those sponsored by the federal government, independent agencies, and national health organizations.

To prepare and present scientific papers and lectures.

To prepare periodic and special narrative and statistical reports.

As required, to appear in court or at hearings as an expert witness.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of the field of specialization indicated by the title within the group and the ability to apply such knowledge in the supervision and operation of a public health laboratory engaged in the performance of a wide variety of laboratory tests, analyses and examinations within the assigned field of specialization; a thorough knowledge of currently accepted laboratory methods, procedures and techniques and the ability to apply such knowledge in the instruction of laboratory staff, in providing in-service training, and in developing new or improving existing laboratory methods, practices and techniques for a more effective and efficient laboratory operation; a working knowledge of all state and federal laws, rules and regulations affecting the operation and work output of a public health laboratory within the assigned field of specialization; the ability to perform the most difficult and highly complex tests, analyses, and examinations within the assigned laboratory including the operation, effective utilization and adjustment of sophisticated instruments and equipment; the ability to assign, supervise and review the work of a subordinate laboratory staff; the ability to plan, direct and participate in a variety of research activities relevant to the assigned field of specialization; the ability to prepare and present scientific papers and lectures; the ability to analyze and interpret laboratory findings and to present conclusions and recommendations through the submission of narrative and statistical reports to superior, the medical profession, other public health laboratories and clinics; the ability to present expert testimony in court or at hearings relative to the field of specialization; and related capacities and capacities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree in one of the sciences relative to the field of specialization indicated by the title within the group supplemented by the successful completion of advanced courses of study at the doctorate level in the designated specialty; and

**Experience:** Such as may have been gained through: employment in a professional laboratory position at a supervisory level involving the responsibility for the operation of a designated laboratory unit within a large laboratory section in the field of specialization indicated by the title within the group within an overall public health, hospital, or institutional laboratory or comparable facility.

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

Class Revised: July 14, 1991

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