



Public Health Laboratory Assistant Director

CLASS SPECIFICATION

DEFINITION

Assists in planning, organizing, and directing the activities of the Public Health Laboratory; acts as a diagnostic and reference resource for Solano and Napa Counties; identifies communicable diseases and environmental problems; provides epidemiology data; assists in maintaining the laboratory to meet State and Federal standards.

CLASS CHARACTERISTICS

This is a management level classification responsible for providing high level administrative support to the Public Health Laboratory Director. Work is performed in accordance with general policies and procedures and instructions received from the Laboratory Director and in keeping with legal requirements. The employee in this class develops, coordinates, oversees, and participates in assigned projects in keeping with goals, objectives, policies, priorities, and regulations and ensures that assigned activities are completed in a timely and efficient manner. The incumbent participates in the preparation and administration of the unit budget. This class is distinguished from the Public Health Laboratory Director in that the latter is responsible for the overall administrative functions of the laboratory. This class is farther distinguished from the Public Health Microbiologist (Supervising) in that the former class supervises the Public Health Microbiologist (Supervising) and is responsible for day-to-day quality control and administrative oversight of the laboratory. This class acts in place of the Public Health Laboratory Director in his/her absence.

SUPERVISION RECEIVED AND EXERCISED

Works under administrative direction from the Public Health Laboratory Director. Exercises supervision over assigned supervisory, professional, technical, and clerical staff **EXAMPLES OF DUTIES** -Duties may include but are not limited to the following:

Assists in overall planning, organizing, coordinating, and directing laboratory services; provides consultation to departmental staff, private physicians, clinical laboratory scientists, and other related health personnel in the performance and interpretation of laboratory diagnostic testing related to public health.

Under the direction of the Laboratory Direction, develops, maintains, and reports laboratory statistical data used to evaluate objectives and effectiveness of laboratory operations; assists in ensuring adherence to departmental, County, State, and Federal codes, regulations, guidelines, policies and procedures and protocols.

EXAMPLES OF DUTIES – *Duties may include but are not limited to the following:*

Assists in the development and formulation of departmental policies and procedures related to laboratory operations; coordinates laboratory services with management staff of other divisions; monitors internal quality control standards, protocols, and controls; monitors quality assurance of the laboratory.

Assists in development of the annual unit budget; monitors the laboratory revenue plan, expenditures, and revenues; purchases equipment and supplies; ensures inventory control.

Supervises supervisory, professional, technical and support staff; develops and implements training programs for laboratory staff and new employees; inspects and verified work in progress and completed work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; evaluates, counsels and disciplines subordinate staff; participates in the selection of the laboratory personnel.

Performs laboratory testing procedures for bacteriology, parasitology, mycobacteriology, serology, and virology; reviews and approves lab testing reports; researches, formulates, develops and applies testing procedures to meet current public health needs.

Research new procedures and oversees their introduction into the laboratory program; provides research data, advice, problem resolution and technical assistance to other laboratory personnel; evaluates products for use in the laboratory.

Negotiates contracts with outside vendors, consultants, or organizations for services in the Laboratory, as assigned; administers and monitors contracts.

Performs related administrative tasks; administers and monitors the laboratory MIS; oversees the use, operation, and maintenance of laboratory equipment.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws, and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops, meetings, and seminars as appropriate; represents the County in meetings as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Bacteriological, serological, mycological, parasitological, virological, and other microbiological testing procedures and methods.

Quality control principles and techniques.

Testing parameters and results yielding positive or negative conclusions. Current trends and concepts in public health, microbiology, and biochemistry.

Causes and methods of transmission of communicable diseases.

Research methods; test development and evaluation techniques; work review and methods analysis techniques.

Principles and techniques of effective supervision, employee evaluation techniques, coaching and counseling techniques, progressive discipline techniques and training.

Technical resources available in the development, evaluation, and application of laboratory practices.

Laws affecting public health laboratory operations and practices.

Skills to:

Utilize basic office equipment and laboratory testing equipment.

Ability to:

Assist in planning, managing, organizing, and directing the operation of a diagnostic/reference public health laboratory; assist in developing laboratory protocols and procedures.

Ability to plan, supervise, coordinate, and evaluate the work of others. Provide consult to medical and laboratory personnel.

Interpret and explain laboratory practices and laws governing public health laboratory operations. Collect and analyze data to draw logical conclusions and make appropriate recommendations.

Maintain accurate records and document actions taken.

Research regulations, procedures, and technical reference materials.

Assist in identifying and analyzing operational and administrative problems and in determining resolution.

Assume responsibility for the Laboratory in the absence of the Laboratory Director

Maintain positive and effective working relationships with those contacted in the course of work including medical, nursing, clinical staff in other County departments and divisions, other agencies, and private health care providers.

Maintain confidentiality of information.

Public Health Laboratory Assistant Director (continued)

EXPERIENCE AND EDUCATION/TRAINING

Experience and Education:

Possession of a Doctorate degree from an accredited university in a chemical, physical, biological science or clinical laboratory science.

OR

County of Solano – Class Specification
Public Health Laboratory Assistant Director

Possession of a Master’s degree in Medical Microbiology, Medical Bacteriology, Medical Virology, or Public Health Microbiology and four years of progressively responsible full-time experience in a Public Health or Medical Laboratory.

SPECIAL REQUIREMENTS

Must either possess a Public Health Microbiologist certificate issued by the California Department of Public Health, Laboratory Field Services or, alternatively, apply for and receive such a Public Health Microbiologist certificate within two (2) years of appointment.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in involving some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds) and occasionally lift to 50 pounds. Tasks require digital and manual dexterity. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and color, sound, texture, odor and shape perception and discrimination. Tasks require oral communications ability.

Environmental Factors: Incumbents must be able to work in an environment that may include exposure to communicable disease, pathogenic organisms, toxic or caustic chemicals, tools, machinery, and noise.



Director of Human Resources

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