

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3171

TITLE: PUBLIC HEALTH LABORATORY SUPERVISOR

GRADE: S-23

DEFINITION:

Directs the activities of a full service public health laboratory, supervising a group of laboratory technologists and laboratory assistants in one or more sections of the laboratory; such as microbiology, clinical testing, and/or environmental testing; plans, develops and coordinates public health laboratory services and quality assurance program for assigned section(s); participates in the development of division goals and objectives; performs laboratory testing in highly complex situations or peak volume periods in one or more specialty areas, and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Public Health Laboratory Supervisor is distinguished from the Public Health Laboratory Technologist in that the Public Health Laboratory Supervisor performs highly complex testing in multiple specialized areas and provides technical supervision of professional laboratory staff; whereas the Public Health Laboratory Technologist performs highly complex technologist work in a specialized area.

ILLUSTRATIVE DUTIES:

Trains, evaluates, and supervises laboratory staff in the analysis, recording, and interpretation of microbiological, clinical, and/or environmental tests and assures test quality and accuracy;

Plans and implements quality assurance program for assigned section(s);

Conducts highly specialized and unique analytical procedures that provide data for the diagnosis, treatment, and prevention of communicable and chronic disease and for identification and prevention of environmental health hazards;

Ensures that assigned section meets all federal, state, and local safety regulations and that staff are appropriately trained on required basis.

Provides expert technical assistance and professional advice to laboratory staff, clinicians, environmental health specialists, and the public regarding diagnostic treatment implications and laboratory tests;

Monitors and evaluates work of staff through direct observation, staff meetings, status reports, proficiency testing, competency assessments, and periodic review of work;

Plans and establishes workloads;

Studies and analyzes records, reports, and data to identify trends or problems and to evaluate effectiveness of tests and the significance of laboratory results;

Researches, evaluates, and implements new test procedures;

Prepares Standard Operating Procedures for section and ensures current procedures are reviewed and updated as required.

Troubleshoots complex implementation problems;

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Represents agency at interagency or regional meetings, providing and gathering information on public health laboratory testing;

Testifies as an expert witness at hearings and court proceedings;

Assists in the development and planning of budget and programs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of biology, chemistry, and medical laboratory principles and procedures;

Knowledge of state and federal regulations governing clinical and environmental tests in certified laboratories;

Knowledge of the use, operation, and care of laboratory equipment and techniques used in laboratory analysis;

Knowledge of laboratory hazards and safety conditions. This includes skill in handling and disposing of hazardous substances and waste;

Knowledge of new test procedures, techniques, literature and current developments in area of specialization;

Knowledge of County personnel policies and practices governing the management and supervision of employees.

Ability to perform advanced technical laboratory procedures in specialty area(s);

Ability to gather, analyze and collect data to solve vaguely defined practical problems;

Ability to apply statistical and algebraic techniques in practical situations;

Ability to communicate orally to exchange technical and non-technical information with co-workers, nurses, physicians, and citizens regarding testing and test results;

Skill in calibrating laboratory instruments and equipment;

Ability to train and supervise professional laboratory staff;

Ability to analyze and interpret data and write comprehensive reports and procedures;

Ability to plan, develop, and coordinate laboratory services and quality assurance programs;

Ability to communicate effectively, both orally and in writing;

Ability to work with a high degree of accuracy and precision;

Ability to interpret and apply the professional standards of laboratory practice, County Health Department policies and procedures and applicable federal, state, and county laws and regulations.

Ability to prepare written justifications for budget, personnel, or other resource requests.

Ability to apply or introduce technology to facilitate decision-making and foster communication with laboratory customers and stakeholders.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to: Graduation from an accredited four-year college or university with a Bachelor's degree in medical technology, microbiology, bacteriology, chemistry, biology or a directly related field; PLUS three years of laboratory experience, including one in a specialized area: OR possession of a valid certificate in medical technology issued by a nationally recognized

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society PLUS three years of laboratory experience, including one year of experience in a specialized area.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License. Selected positions or area(s) may require the incumbent to possess a valid certificate as a Medical Technologist issued by a nationally recognized society and/or current VA licensure as a "Waste Management Facility Operator."

REVISED: October 29, 2007
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