

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: PUBLIC HEALTH LABORATORY DIRECTOR**  
**42213**

**CLASS CODE:**

**DEPARTMENT: PUBLIC HEALTH**  
**REPORTS TO: PUBLIC HEALTH NURSING DIRECTOR**

**FLSA STATUS: E**  
**DATE: 10/01**

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Manages staff and performs highly complex technical and administrative functions in directing the activities of a public health laboratory, including: providing technical supervision; performing highly complex testing in all areas; developing unit budget, policies and procedures; and coordinating computer support functions.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Manages staff members which are responsible for performing various laboratory services, including, but not limited to: performing various tests to diagnose communicable and other diseases; assuring quality control; calibrating and making minor repairs to equipment; and properly storing hazardous materials.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees for the dual goals of meeting division goals and employee career development.

Interprets, develops, communicates, updates and monitors ordinances, policies, procedures, and standards for the division and County; recommends improvement when necessary; and writes/revises same.

Provides technical supervision for each specialty and sub-specialty of services and performs highly complex testing in all areas, including: bacteriology, mycology, parasitology, virology and other microbiological chemical tests.

Serves as a member and/or chair of various committees, meetings, teams and/or boards; participates in strategic planning, problem solving and goal setting activities; provides information to physicians, hospital personnel, etc.; and collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Prepares, evaluates and monitors annual budgets, oversees billing activities, and oversees the development and administration of grants.

Oversees and coordinates computer support activities.

Develops and implements training for laboratory and non-laboratory medical personnel of other agencies.

Plans and implements short-term or annual goals, objectives, and strategies for the unit, projects or programs to ensure efficient organization and completion of work.

Follows up and represents division on inquiries from various agencies, groups, media, etc., regarding programs and services; develops media announcements and edits and approves same.

Monitors current, newly adopted, and proposed legislation, rules and regulations and disseminates information to officials and staff regarding same.

Ensures quality standards and compliance with regulations are maintained.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.

Interacts with a variety of high-level individuals, both internally and within the community to provide information, disseminate information and assist in resolving administrative issues.

Performs other related duties as assigned.

### **MATERIAL AND EQUIPMENT USED:**

Organon Technikon Sample Processor	Abbott IMX Analyzer	Rocker
GenProbe Leader Luminometer	VWR Multitube Vortexer Rotator for RPRs	
Abbott Quantum Spectrophotometer	ELX 800 P Plate Reader	Denley Well Washer
Abbott Qwik Wash Bead Washer	CO <sub>2</sub> Measuring Device	60 <sup>o</sup> C Waterbath
Abbott Commander-Dynamic Incubator	Biological Safety Cabinet	Glassware
Various pipettes and dispensing devices	Dissecting Microscope	Glass Slides
Light Microscope/Fluorescent Microscope	Incubator with Ambient Air	Cover Slips
Plastic Tubes (capped and uncapped)	Refrigerated Centrifuge	5-10% CO <sub>2</sub>
Gas Bunsen Burners	Various Refrigerators	-70 <sup>o</sup> C Freezer
2-6% CO <sub>2</sub> Incubator	42 <sup>o</sup> C Incubator	Bacti Cinerator
Personal Computer and/or Terminal	Autoclave	General Office Equipment

### **MINIMUM QUALIFICATIONS REQUIRED:**

#### **Education and Experience:**

Must meet the current Laboratory Director qualification requirements of Clinical Laboratory Improvement Amendments of 1988, as follows:

Doctoral degree from an accredited college or university in Chemical, Physical, Biological or Clinical Laboratory Science or related field and certification by the American Board of Medical Microbiology, the American Board of Clinical Chemistry, the American Board of Medical Immunology or other boards deemed comparable and must either possess, or be eligible for, the California State Public Health Microbiologist Certificate; or

Possession of valid California State Public Health Microbiologist Certificate issued by the California State Department of Health Services prior to February 28, 1988, and at least four years of progressively responsible related experience in a Public Health lab.

#### **Licenses and Certifications:**

Public Health Microbiologist (or eligibility for under Clinical Laboratory Improvement Amendments of 1988.)

Valid Driver's License

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Administrative principles and practices including goal setting and implementation.

Administration of staff and activities either directly or through subordinate supervision.

MediCAL and MediCare billing.

Use and care of laboratory instruments, equipment and supplies.

Human resources policies, procedures, rules and regulations.

Governmental financial operations, including budgeting.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

County government organization and operations.

External governmental bodies and agencies related to area of assignment.

Standard business arithmetic, including percentages and decimals.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and

paging systems.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to observe and maintain proper safety precautions and procedures.

Ability to perform laboratory tests.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to delegate authority to staff.

Ability to establish and maintain effective working relationships with others.

Ability to manipulate small, microscopic objects.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to analyze and resolve problems involving several variables..

While performing the essential functions of this job, the incumbent is regularly required to sit.

While performing the essential functions of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects and to reach with hands and arms.

While performing the essential functions of this job, the incumbent is regularly required to ascend and descend stairs using feet and legs and to bend body downward and forward.

While performing the essential functions of this job, the incumbent is regularly required to speak and hear.

While performing the essential functions of this job, the incumbent is regularly required to use color, sound, texture, odor and shape perception and discrimination.

While performing the essential functions of this job, the incumbent is regularly required to frequently lift, move, push and pull up to 20 pounds and occasionally lift, move, push and pull up to 50 pounds.

**Working Conditions:**

Work is performed in a laboratory environment exposing the incumbent to possible bodily injury from moving mechanical parts or equipment, tools or machinery, explosions, and toxic or caustic chemicals, as well as a variety of pathogenic organisms.

The incumbent's working conditions are typically moderately quiet.

file: phlabdir.42213

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform

the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.