

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: PUBLIC HEALTH LABORATORY MANAGER**  
**DEPARTMENT: PUBLIC HEALTH**  
**REPORTS TO: VARIOUS**

**CLASS CODE: 42214**  
**FLSA STATUS:**  
**DATE: 12/01**

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**JOB SUMMARY:**

Manages staff and performs administrative functions in directing the activities of a public health laboratory, including: providing technical supervision; performing complex testing in all areas; assisting with developing unit budget and policies and procedures. Is responsible to work with a contracted Lab Director to assure Compliance Clinical Laboratory Improvement Act (CLIA)

**DISTINGUISHING CHARACTERISTICS:**

The Public Health Laboratory Manager is distinguished from the Public Health Laboratory Director by the necessary qualifications for a Lab Director under the Clinical Laboratory Improvement Act (CLIA). The Public Health Laboratory Manager will be responsible for the day-to-day operations of the lab but does not have the clinical oversight normally associated with the Laboratory Director duties. This position is most likely to be utilized when the Public Health Laboratory Director services are obtained on either a part-time or a contractual basis. This class is distinguished from the Sr. Public Health Microbiologist classification by its supervision and management duties.

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

Manages the activities of the Health Lab to assure that its operations are effective and efficient; plans and implements short-term or annual goals, objectives, and strategies. Ensures quality standards and compliance with regulations are maintained.

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.

Supervises staff members including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Performs various tests to diagnose communicable and other diseases; assuring quality control; calibrating and making minor repairs to equipment; and properly storing hazardous materials. Performs highly complex testing in all areas, including: bacteriology, mycology, parasitology, virology and other microbiological chemical tests.

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

Assists in preparing, evaluating and monitoring annual budgets, billing activities, and participates in the development and administration of grants.

Oversees computer support activities and refers for trouble shooting as necessary.

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

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

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Organon Teknika 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 <sup>2</sup> Measuring Device	60NC 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 <sup>2</sup> incubator
Gas Bunsen Burners	Various Refrigerators	-70NC Freezer
2-6% CO <sub>2</sub> Incubator	42NC Incubator	Bacti Cinerator
Personal Computer and/or Terminal	Autoclave	General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Chemical, Physical, Biological or Clinical Laboratory Science or related field; and,

Three years of progressively responsible experience including experience performing microbiology laboratory testing and analysis. Some supervision experience desired; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Public Health Microbiologist

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Microbiology, and the laboratory analysis of communicable diseases.

Human resources policies, procedures, rules and regulations.

Principals of epidemiologic investigation and community disease control.

Principals of research design and statistical methods.

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

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

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.

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

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

External governmental bodies and agencies in the field of Public Health laboratories.

**Skill in:**

Conducting research and writing reports regarding findings.

Conducting laboratory analysis and interpretation of results.

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

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

Planning and organizing the work of others.

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.

Using listed equipment.

Communicating orally.

Developing work relationships with others.

**Working Conditions:**

The employee is regularly required to sit.

The employee is regularly required to use hands to finger, handle, or feel objects and to reach with hands and arms.

The employee is regularly required to ascend and descend stairs using feet and legs and to bend body downward and forward.

The employee is regularly required to speak and hear.

The employee is regularly required to use color, sound, texture, odor and shape perception and discrimination.

The employee 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.

Work is performed in a laboratory environment exposing the employee 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 employee 's working conditions are typically moderately quiet.

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.