

CHIEF OF PUBLIC HEALTH LABORATORIES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Pathologist-Medical Examiner, an incumbent of this class is responsible for the effective organization, direction and coordination of all technical services provided by the Public Health Laboratories division of the Department of Laboratories and Research. The widest leeway for the exercise of professional and independent judgment is vested at this level to insure the delivery of the highest standard laboratory services and to enable effective coordination with other County departments and outside agencies served by the laboratories. A major responsibility of this position is to insure that the laboratory maintains a satisfactory rating of performance for those disciplines that have been granted approval by the New York State Department of Health. Administrative supervision is exercised over a large number of professional and technical laboratory personnel. Does related work as required.

EXAMPLE OF WORK: (Illustrative Only)

Plans, directs and organizes the activities of the Public Health Laboratories in the areas of Microbiology, Environmental Chemistry, Environmental Bacteriology and Glass-ware/Media Preparation;

Implements the laws governing Public Health Laboratories;

Prepares the budget of the Public Health Laboratories Division;

Establishes and maintains updated methodology and proper quality control standards;

Directs and evaluates the various reports prepared by this division;

Recommends the proper staffing of the laboratory;

Testifies in court regarding the theory, method, and interpretation of test results;

Maintains liaison and reciprocal consultation service with Public Health agencies at the federal, state and County level;

Develops and institutes appropriate training programs for all personnel;

Provides consultation for special County programs pertaining to public health and environment;

Prepares statistical review of the workload performed in the laboratories;

Reviews and makes recommendations on equipment needs of the various sections and initiates purchasing requests for supplies and equipment;

EXAMPLES OF WORK (continued):

Reviews test requests made to the laboratory by County Departments and outside agencies;

Recruits, interviews, and makes effective recommendations for appointment of laboratory personnel;

Implements quality control measures as set forth by the State Health Law and performs quality control checks to assure reliability of laboratory results;

Prepares County and State monthly and yearly reports;

Interprets results and writes reports;

Initiates time studies and compiles information that assists in establishing cost per test data;

Develops systems for record preparation and record keeping for all laboratory personnel;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough professional knowledge of one of the following fields of knowledge: environmental science, microbiology or serology; good knowledge of the general principles and techniques in the other two areas; thorough knowledge of the instrumentation and methodology used in a Public Health Laboratory; good knowledge of laws pertaining to Public Health Laboratories; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively, both orally and in writing; ability to supervise and administer effectively; initiative; tact; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a PhD* in Chemistry, Chemical or Environmental Engineering, a biological or environmental science, or Public or Health Administration, which must have included or been supplemented by at least 20 credits** in chemistry, and six years of experience in a Public Health or environmental laboratory performing technical laboratory procedures, three of which must have been in a supervisory capacity, and which must have included or been supplemented by one year of administrative experience; or (b) a Master's Degree* in as stated in (a), including the 20 credits** in chemistry, and eight years of experience as stated in (a), including the supervisory and administrative experience.

**NOTE: The twenty credit hours of chemistry may be obtained at the undergraduate or graduate level or in any combination of undergraduate or graduate level credit hours.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: E0330
Job Group: XVII