

CHIEF OF SECTION (LAB DIRECTOR – PUBLIC HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for planning, directing and administering the overall operation of the four district health office labs of the Department of Health located in Yonkers, White Plains, Port Chester and New Rochelle which support clinical services provided at these sites. Services include testing for sexually transmitted diseases (STD), Tuberculosis (TD), and services for Women and Infants (WIC) and Family Planning. Incumbent coordinates the activities of the laboratory staff, implements and monitors quality control standards for testing, reports results and validity of testing and ensures lab compliance to rules and regulations set forth by the applicable accrediting and regulatory agencies. Supervision is exercised over a number of laboratory technician positions. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains laboratory certification from New York State Department of Health in permit categories in all 4 office locations in Westchester;

Develops and reviews all protocols relative to the operations of the labs;

Develops and reviews Standard Operating Procedures Manual for laboratory procedures;

Develops and maintains a quality control program to ensure policies are revised and updated as appropriate, including policies and procedures for pre and post-analytic phases of testing;

Selects and implements most up to date use of testing methodology for new and existing analytic tests;

Reviews daily log of all lab activity;

Recruit and orient new staff and provide adequate training to new lab staff to ensure competency to perform test procedures;

Identifies problems, evaluates need for additional training and develops corrective actions plans

Administers proficiency-testing program for lab staff and evaluates competency to ensure that tests are being performed accurately;

Reviews laboratory tests for accuracy and clinical relevancy;

Develops and maintains schedule for lab staff;

Provides consultation to clinicians regarding interpretation of results relative to patient condition;

EXAMPLES OF WORK: (Illustrative Only) (con't)

Provides onsite, telephone or on-line consultation to lab staff as needed;

Ensures compliance with all applicable Federal and State regulations governing lab operations;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, techniques and procedures used in a clinical laboratory in a public health setting; knowledge of the principles and practices of administering a clinical laboratory in a public health setting; knowledge of the principles and practices of effective supervision; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to advise referring physicians regarding the significance of laboratory findings and the interpretation of laboratory data; ability to establish a functional laboratory workload recording system; ability to introduce and evaluate new procedures and methods; ability to communicate effectively, both orally and in writing; ability to establish effective working relationships with professional and non-professional personnel; ability to supervise and coordinate the work of others and implement quality control standards; professional judgment; good judgment; tact; initiative; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from an approved school of medicine with an M.D. Degree* and certification by the American Board of Pathology in Clinical Pathology, and four years of post-degree training and/or experience in an acceptable laboratory, including at least two years of training and/or experience in methods and techniques currently in use in bacteriology, diagnostic immunology and general laboratory management; or (b) graduation from an approved school of medicine with an M.D. Degree* or Doctoral Degree* in a relevant chemical, physical or biological science, and current certification by either the American Board of Medical Microbiology or the American Board of Medical Laboratory Immunology, and the same experience as described in (a).

SPECIAL REQUIREMENT: Must possess a license to operate a motor vehicle in the State of New York.

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.