

SUPERVISOR OF LABORATORIES (AUTOMATED SYSTEMS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a Chief of Services, an incumbent of this position serves as a specialist in their field and is responsible for managing, monitoring, supervising and operating the laboratory information management system of a specific laboratory discipline and performing laboratory procedures in the Department of Laboratories and Research. The incumbent is directly responsible for evaluating, modifying, developing and implementing new requests and requirements for the automated system within the overall objectives of the operations of the specific laboratory. The incumbent must satisfactorily maintain the performance of the laboratory information management system for the specific laboratory area. Responsibilities include the technical training of personnel performing complex laboratory procedures in the specific discipline and managing and operating the laboratory information system. This position requires technical knowledge in a specific laboratory discipline and knowledge in computer programming. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs specialized laboratory analyses in a specific laboratory discipline;

Interprets test results, correlates the results of manual and automated procedures and issues written reports of findings to physicians, health officials and/or law enforcement agencies;

Ensures compliance with federal, state and local regulations, including those related to safety measures;

Ensures accuracy of records and reports and maintains laboratory test records as specified by New York State Department of Health Regulations;

Confers, as required, with public authorities and agencies regarding tests performed and interprets results as requested;

Participates in all proficiency testing programs in the assigned area of discipline;

Testifies in court regarding laboratory analyses and the significance of the results;

Manages, supervises, coordinates and operates an automated laboratory information system to ensure data is processed according to program instructions and with a minimum of malfunctions;

Acts as a liaison with the central laboratory information management system headquarters for the contracted services;

Plans and evaluates new reporting requirements and modifies specific information system software to satisfy the needs of the specific laboratories;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Provides training and technical assistance to in-house users to help ensure the proper utilization of the system and develop employee skills in the use of the system;

Writes and routinely reviews user manuals and system applications and makes revisions to accomplish the specific laboratory's operations objectives;

Directs, supervises and instructs other professional staff relative to the capabilities and most appropriate use of information system resources;

Evaluates the significance of all requests for information system services in view of the laboratory's established procedures and priorities for such services and recommends appropriate course of action;

Surveys and analyzes new developments in laboratory information systems for suitable application for laboratory services;

Controls data storage to ensure an effective data retrieval and report generation system;

Uses personal computers as required for various data processing statistical reports and ongoing maintenance program;

Responsible for supervising new laboratory information installation and repairs and ongoing maintenance program;

Prepares annual budget requirements for laboratory information system services;

Supervises and performs laboratory procedures for maintaining proper quality control standards as required in the operation of a specific laboratory.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, techniques and procedures of the specific laboratory science; good knowledge of the applications of laboratory information management systems to meet specific requirements of specialized laboratory applications; good knowledge of all aspects (equipment, programs, systems, functional capabilities), and administrative aspects of the laboratory section; ability to analyze and comprehend complex microbiological, environmental, chemical, toxicological or criminalistic laboratory procedures and objectives in order to be able to adopt automated laboratory information systems to the needs of the specific laboratory; ability to gather and analyze data and draw conclusions; ability to establish and maintain effective working relationships between laboratory information system vendors and professional and technical staff of the laboratory; ability to define special laboratory program needs to computer information system vendors and programmers; ability to communicate effectively both orally and in writing; accuracy; thoroughness; dependability; initiative; sound professional judgement; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Master's Degree* in a Biological Science, Toxicology, Forensic Science, Criminalistics, or Chemistry and six years of related experience in an approved laboratory in the field of environmental science, microbiology, toxicology, or forensic science, two years of which must have included working with automated systems and one year of which must have been at a supervisory level; or (b) a Bachelor's Degree* in one of the above fields and seven years experience as stated above in (a) including the two years experience working with automated systems and the one year of supervisory experience.

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