

## TECHNICAL SPECIALIST (LRN COORDINATOR)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position coordinates and implements the processes and procedures of the Laboratory Response Network (LRN) for Westchester County, which is comprised of seven laboratories in the Hudson Valley area authorized by the New York State Department of Health to respond in the event of a bio-defense emergency. The incumbent develops and implements procedures in response to regulatory mandates issued by the State regarding appropriate procedures as well as the safety and security of all LRN laboratories in the region; coordinates emergency response for the Biodefense Laboratory and interacts with the emergency services, hospitals, doctors, the Laboratory Response Network and State labs. Work also involves scheduling and coordinating training courses related to LRN protocols for internal personnel and for other laboratory personnel in the LRN region; monitoring the progress of all LRN laboratories in the region for compliance to LRN regulations; representing the Biodefense Laboratory at meetings and conferences related to LRN, and coordinating conferences and other events related to the LRN. Technical guidance and assistance is provided to appropriate personnel in matters relating to LRN requirements. Supervision is not a function of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops plans and procedures, and interacts with appropriate staff of the LRN laboratories in the region, to implement appropriate LRN protocols in compliance with regulatory mandates, e.g., how a lab is to receive a “select agent” like anthrax;

Assists the State in planning and coordinating a comprehensive laboratory support system for all LRN laboratories in the region, e.g., what agency a laboratory should call if they believe they have a “special agent” on the premises;

Responds to emergency situations and coordinates laboratory activities and response;

Interacts with County, regional and state public health and public safety officials regarding laboratory response to emergency situations;

Initiates and develops coordinated efforts among LRN laboratories in detecting agents of bioterrorism and other emerging and unusual infections so that labs will be able to recognize a pattern of unusual infection;

Tracks agents of bioterrorism in LRN laboratories ensuring their disposal or safe transfer to State or CDC Labs in accordance with established protocols;

Communicates packaging and shipping protocols in order to ensure compliance to State and Federal regulations regarding transporting of diagnostic and infectious specimens;

Develops, implements and reviews, on an on-going basis, safety and security protocols of all LRN laboratories in the region to ensure compliance with State mandates and works to reinforce same;

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

Monitors the progress of all LNR labs in the region for compliance with LRN regulations;

Coordinates and schedules training courses regularly for appropriate personnel in all 7 labs comprising the LRN in the region;

Maintains communication with other LRN Coordinators in the State and New York City; in order to ensure a coordinated regional bioterrorism response;

Coordinates with the NYS Department of Health on the integration and management of case files of LRN laboratory submissions;

Advises HAZMAT and emergency response teams of Westchester and surrounding counties in the LRN region regarding sample collection for laboratory diagnosis;

Participates in training of local and regional HAZMAT and emergency responders for proper protocols of sample collection, decontamination procedures, chain of custody and transport of samples to laboratories;

Attends conferences and seminars by federal, state and private agencies for the purpose of planning and formulating emergency response policies in Westchester County and the LRN region;

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

May conduct public education programs to inform and educate the public of the capabilities of the Biodefense Laboratory in Westchester County in protecting public health and safety.

May develop funding sources and participate in the preparation of grant applications to develop and evaluate new diagnostic methods for agents of bioterrorism;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, techniques and procedures of microbiology in a public health or a clinical laboratory; good knowledge of epidemiological investigations; good knowledge of the methods and principles of public health administration; good knowledge of federal and state regulations regarding clinical and/or environmental laboratory testing; skill in analysis of scientific data; ability to learn and communicate regulations from the NYS Department of Health related to laboratory bio-defense process and procedures; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; thoroughness, accuracy; tact; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in the biological sciences and three years of professional experience in the field of public health which must have included or been supplemented by one year of experience in microbiology or in a clinical microbiology laboratory performing laboratory analyses.

SUBSTITUTION: Satisfactory completion of a Master's Degree\* in microbiology or public health may be substituted for one year of the above stated general experience. There is no substitution for the one year of specialized 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.

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

West. Co.  
J.C.: Competitive  
DBB7

Job Class Code: C3143  
Job Group: XI