

PUBLIC HEALTH LABORATORY DIRECTOR

This is professional administrative and technical work in planning, negotiating, organizing, staffing, directing, and evaluating the services of the State Laboratory of Public Health. Work in this class requires considerable expertise in coordinating a multi-service laboratory program which analyzes medical and environmental specimens on behalf of physicians, hospitals, local health departments, other laboratories and clinics, and a variety of federal, State, and local agencies to aid in the diagnosis, treatment, and/or monitoring of individual, community, or environmental health problems. The employee in this class will direct and coordinate the activities of a large technical staff in areas of microbiology, clinical chemistry, environmental sciences, cancer cytology, virology/serology, and laboratory improvement to ensure successful delivery of laboratory services. The employee maintains standards of quality in the performance of a variety of laboratory analyses; determines policies, plans, and methodologies for implementation in the laboratory; and sets priorities for laboratory work. The Director serves as liaison with professional contacts in the scientific/ academic communities and acts as chief spokesperson for the laboratory. Work is subject to administrative review by the Director, Division of Health Services.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee determines planning needs and develops long-term policies, objectives, and goals for effective laboratory management. Employee establishes criteria and determines methodology for implementing long-range plans within established divisional guidelines.

Organizing and Directing - Employee works in conjunction with section administrators to determine needs for manpower, modifications within the organizational structure, shifts in work assignments, and general resources: With sectional input, the employee determines strategies for delivering services and encourages adaptability to rapidly changing technology. Employee allocates funds, space, equipment, supplies, and staff to assure efficient use of all resources in accomplishing the objectives of the organization.

Budgeting - Employee manages and administers a sectional budget composed of funds from other public health programs, federal grants, contracts, and the Division's certified budget. In response to established fiscal policies, the employee justifies and documents budgeted requests and approves laboratory expenditures. .

Training - Through observation and input of sectional administrators, employee establishes training mechanisms to develop staff expertise in laboratory procedures or management. Employee approves external workshops for laboratory management and, recommends available resources to technical staff.

Setting Work Standards - Employee assumes direct responsibility for the quality and relevance of health-related laboratory services performed across the State. Plans, directs, and guides special research studies designed to improve existing laboratory techniques. Employee formulates laboratory rules, regulations, and guidelines on consensual basis with laboratory management team.

Reviewing Work - Employee reviews the progress and work of subordinate laboratory administrators to ensure adherence to laboratory operational procedures and established policies that govern the delivery of services.

Counseling and Disciplining - Employee may resolve grievances within each branch or settle individual disciplinary problems. Employee evaluates recommendations from branch supervisors regarding necessary action to resolve internal disputes or grievances.

Performing Other Personnel Functions - Within parameters of established personnel policies; employee decides staff appointments, dismissals, suspensions, or reassignments of existing staff. Employee retains final authority over merit increases, staff promotions, and other performance-related activities.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is considered highly fluid and sensitive to rapidly changing technology, scientific discovery, innovations in analytical technique, or general laboratory management. Impact on procedures is extremely high as a result of emphasis on environmental, occupational, and medically related health issues.

Variety of Work Supervised - Work includes administrative and technical supervision of work performed in cancer cytology, radiation surveillance, syphilis serology, bacteriology/mycology, virology, parasitology, metabolic Chemistry, hematology, water microbiology, occupational health, and environmental chemistry.

Number of Employees Responsible For - 162.

III. EXTENT OF SUPERVISION RECEIVED: Work is performed independently but is subject to appraisal by the Director, Division of Health Services. Laboratory management, including all technical, analytical, and regulatory work, is conducted at the discretion of the employee. Employee alerts higher level management of potential problems which could exert divisional impact such as outbreaks of disease as indicated by analytical discovery of disease-causing agents, or significant changes such as laboratory expansion requiring crossing of sectional lines, impact of federal/State legislation, or major technological innovations.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Shift work is not necessary unless there is a public health emergency requiring immediate laboratory support.

Fluctuating Work Force - Normally stable.

Physical Dispersion of Employees - All technical and administrative employees are located in central complex, but laboratory farm and animal colony, are located within the county.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of all aspects of public health and health needs in North Carolina. Ability to organize, direct, and plan administratively and technically the operation of large analytical; service, and reference laboratory. Considerable knowledge of microbiology, bio-chemistry, environmental sciences, virology, serology, as well as relevant application to public health programs. Must be able to interpret a variety of analytical data and assess impact on the public's health. Thorough knowledge of local, State, and federal laws, rules, and regulations relative to all aspects of public health. Ability to establish and maintain cooperative working relationships with local, State, and federal officials; the general public; and members of the scientific/ academic communities.

Minimum Education and Experience - Doctoral degree in epidemiology, microbiology, clinical chemistry, or a related biological science field from an appropriately accredited institution, with at least five years of responsible and progressive experience with a minimum of three years in a responsible administrative capacity; or an equivalent combination of education and experience.