

CHEMISTRY SUPERVISOR II

This is intermediate level supervisory, administrative and advanced professional work in directing a small and fairly complex, or a larger and less complex chemistry laboratory or section engaged in both standardized and non-standardized testing for a variety of substances.

Employees direct, review and evaluate the work of subordinates, and develop and make moderate adjustments and modifications to methods, procedures, schedules, assignments and project priorities. Employees would normally spend a portion of their time in performing or checking the more complex, controversial or advanced work of their laboratory, and would function as a technical expert including testifying in court or at hearings as a technical expert. Employees apply an advanced professional knowledge of chemistry principles, concepts, theories, methods, procedures and techniques to develop, conduct, evaluate and oversee the more complex qualitative and quantitative chemical analyses on a wide variety of substances. Employees often determine the kind and extent of analysis required to solve a problem; evaluate new equipment, procedures and developments in their field; and select, arrange and modify equipment and elaborate instrumentation to plan and implement complex testing operations. Employees often operate under guidelines and references that are generally vague and non-specific including laws, regulations, agency guidelines, policies, precedents and recent work in their specialty area. Work may include other duties and responsibilities as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan daily, weekly or monthly work schedules, and establish short-term priorities within established goals and objectives. Laboratory methods and procedures are generally set and established but employees may occasionally add or delete a test, procedure or function. Employees also may recommend and have input into the goals and objectives set for their laboratory.

Organizing and Directing - Employees delegate functions or directly assign work to subordinates and make adjustments in work schedules or work flow to balance the work load and to meet deadlines and objectives. Employees may develop new methods and make fairly major modifications and extensions to existing methods and procedures.

Budgeting - Employees normally have no involvement in administering budgets other than recommending manpower or equipment needs.

Training - Employees delegate responsibility, or directly evaluate the training needs of subordinates and plan, provide and evaluate the effectiveness of an on-the-job training program. They also recommend and evaluate an occasional outside technical seminar.

Setting Work Standards - Employees delegate responsibility, or will directly instruct subordinates in the established work rules and standards governing quality and quantity. Employees usually participate in establishing or changing these standards, determine how standards apply, and can adjust quantity requirements on their own authority. Quality standards are usually set by the methods and procedures performed.

Reviewing Work - Employees usually review all completed work either through reviewing reports or by direct observation, and can accept, amend or reject this work based on generally established standards. Some standards may not be established or are vague and require interpretation. Employees may review the accomplishments of sub laboratories and concentrate on the more complex or controversial individual work.

Counseling and Discipline - Employees are responsible for reviewing and resolving informal complaints and grievances and would participate in any formal actions. Employees normally have the authority to administer oral and possibly written warnings before consulting with their supervisor.

Performing Other Personnel Functions - Employees perform the initial screening of applicants and participate in interviews. They independently or jointly recommend applicants, review and approve leave requests, and conduct the initial performance appraisals of subordinates.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work environment is usually relatively stable with only occasional changes in methods, procedures, equipment or laws and regulations.

Variety of Work Supervised - Employees are normally responsible for one broad functional area within the chemistry work field.

Number of Employees Responsible For - Employees direct and supervise 4 to 30 chemists and chemistry technicians.

III. EXTENT OF SUPERVISION RECEIVED: Employees work under moderate administrative and technical direction, with most of their work being evaluated by the overall performance of their laboratory or section. Their supervisor would normally review the more complex or controversial work produced, and would approve any significant changes in methods or operating procedures.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - Same laboratories have a seasonal variation in work which causes the work force to fluctuate during-the year.

Physical Dispersion - Employees could supervise a field operation with a statewide distribution of subordinates.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Advanced knowledge of the principles, concepts, theories, reference sources and laboratory applications of chemistry and other related sciences. Considerable knowledge of the laws, regulations and agency policies governing area of responsibility, and of scientific methodology and laboratory safety practices. Ability to supervise and evaluate the work of chemists and chemistry technicians. Ability to independently perform complex standardized, non-standardized and developmental laboratory procedures; to analyze results, interpret and develop methodology; and to understand and solve complex theoretical problems. Ability to review and express technical information clearly, both orally and in writing. Ability to perform advanced mathematics and statistical analysis, to perceive colors normally and to make olfactory distinctions, and the ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a bachelors degree in chemistry with a minimum of five years of progress chemistry laboratory experience including at least one year supervisory experience; or an equivalent combination of training and directly related experience.