CHEMISTRY SUPERVISOR IV

This is supervisory, administrative and advanced professional work in directing a large and very complex laboratory or section engaged in both standardized and non-standardized testing for a wide variety of substances.
Employees direct, review and evaluate the work of subordinates; and develop and make major adjustments and modifications to methods, procedures, schedules, assignments and project priorities. Employees normally perform some of the more complex, controversial or advanced work of their laboratory or section, while devoting the majority of their time to administrative duties. Employees function as the technical expert of their laboratory and normally make most of the final technical decisions. Work includes testifying in court or at hearings as a technical expert, and determining the kind of extent of analysis required to solve a problem. Employees apply a very advanced and in-depth knowledge of chemistry principles, concepts, theories, methods and equipment to develop, conduct, evaluate and direct the most complex qualitative and quantitative chemical analyses on a very wide variety of substances. Employees review and evaluate new equipment, methods, procedures and other new developments in their field, and select, arrange and modify equipment and instrumentation to plan and implement very complex testing operations. Guidelines and references are broad and non-specific and include legislation, laws, regulations, general objectives and mission statements. Work may include other duties and responsibilities as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees decide on the distribution, and then delegate functional work areas to subordinates. They develop and established short term and some longer-range goals and priorities, and develop and plan new or modified laboratory functions along with adding or deleting tests, procedures or functions.

Organizing and Directing - Employees delegate functions and make major adjustments in work schedules or work flow to balance the workload and to meet objectives. Employees develop and implement new methods and make major modifications and extensions to existing 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 outside technical seminars.

Setting Work Standards - Employees delegate responsibility, or will directly instruct subordinates in established work rules and standards governing quality and quantity. Employees develop and establish these standards and make the final determination on how they apply. Many quality standards are set by the methods and procedures performed.

Reviewing Work - Employees may review all completed work, or will review only the most complex, controversial or sensitive work and concentrate instead on the overall accomplishments of their laboratory. They can accept, amend or reject work and have the authority to make the final technical decision. Standards may not be established or are vague for some work, and require considerable interpretation.

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

Performing Other Personnel Functions - Employees are usually responsible for screening, interviewing and making the final technical qualifications decision on applicants. They oversee or directly review and approve leave requests, and conduct performance appraisals of subordinates.

III. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work environment is usually dynamic and could include frequent changes in methods, procedures, equipment, functions or laws and regulations.

Variety of Work Supervised - Employees are normally responsible for a very broad functional area within the chemistry work field that often includes applying a working knowledge of several other work fields.

Number of Employees Responsible For - Employees direct and supervise 8 to 50 chemists and chemistry technicians.

III. EXTENT OF SUPERVISION RECEIVED:
Employees work under very limited technical and moderate administrative supervision, with almost all of their work being evaluated by the overall performance of their laboratory.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - Some laboratories have a seasonal variation in work which causes fluctuations in the work force during the year.

Physical Dispersion - Employees could supervise small field laboratories with some distribution of subordinates.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the principles, concepts, theories, reference sources and laboratory applications of chemistry and other related sciences. Advanced knowledge of the laws, regulations and agency policies governing area of responsibility. Considerable knowledge of scientific methodology and of laboratory safety practices. Ability to supervise and evaluate the work of chemists and chemistry technicians. Ability to independently perform the most complex standardized, non-standardized and developmental laboratory procedures; to analyze results; interpret and develop methodology; and to understand and solve the most 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 and a minimum of eight years of progressive chemistry laboratory experience including at least three years supervisory experience; or an equivalent combination of training and directly related experience.