

COUNTY OF SOLANO

CLASS SPECIFICATION

PUBLIC HEALTH LABORATORY DIRECTOR

Effective Date of Revision: 10/29/2018

CLASS SUMMARY:

Under general direction, plans, organizes, directs, managers, supervises and coordinates the operations and activities of the Public Health Laboratory as a diagnostic and reference resource for Solano and Napa County; identifies and controls communicable diseases and environmental problems; provides epidemiology data; prepares, plans approves and administers laboratory fiscal management program, personnel administration and policy and procedures; maintains laboratory to meet State and Federal standards.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility for the administration and operation of the Public Health Laboratory.

This class is distinguished from the:

- **Deputy Director** class which is responsible for directing medical or public health services and enforcing health laws and regulations.
- **Public Health Assistant Laboratory Director** class which is responsible for assisting in planning, organizing, and directing the activities of the Public Health Laboratory.

SUPERVISION RECEIVED AND EXERCISED

- Supervision is provided by a Deputy Director of the Department.
- Employees in this class supervise professional, technical and clerical staff.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Exercises management authority for assigned services and activities of the assigned unit and performs managerial responsibilities such as:
 - monitoring purchases and expenditures;
 - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
 - providing input to the unit's budget;
 - monitoring goals and objectives of the unit and taking corrective actions as appropriate;
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service;
 - coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - establishing standards for acceptable work products and evaluating performance;

- Interviewing applicants and making selections;
 - reviewing, approving and implementing disciplinary actions and terminations;
 - providing career development mentoring;
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained;
 - reviewing and approving timesheets and requests for leave; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
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- Plans, organizes coordinates and directs laboratory services; performs laboratory testing procedures for bacteriology, parasitology, mycobacteriology, serology and virology; reviews and approves lab testing reports; researches, formulates, develops and applies testing procedures to meet current public health needs.
 - Provides consultation to departmental staff, private physicians, medical laboratory technologists, and other related health personnel in the performance and interpretation of laboratory diagnostic procedures related to public health.
 - Develops and implements training programs for laboratory staff and new employees.
 - Develops, maintains and reports laboratory statistical data used to evaluate objectives and effectiveness of laboratory operations; maintains departmental, County, State, and Federal codes, regulations, guidelines, policies and procedures.
 - Compiles, reviews, and formulates annual budget for the laboratory; administers and monitors laboratory revenue plan; monitors expenditures and revenues; compiles, reviews and formulates an annual laboratory service plan including program description, needs and objectives; purchases equipment and supplies; ensures inventory control.
 - Assists in the development and formulation of departmental policies and procedures related to laboratory operations; coordinates laboratory services with management staff of other divisions; administers quality control and quality assurance programs.
 - Performs related administrative tasks; administers and monitors the laboratory MIS; administers preventive maintenance programs; develops and maintains laboratory contracts; participates in various meetings; participates in departmental planning.
 - Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Experience and Education: The equivalent of four years of full time recent experience in public health laboratory work, including two years of lead or supervisory public health laboratory experience at the level of a Senior Microbiologist or higher AND Possession of a Doctorate degree from an accredited university in a chemical, physical, biological science or clinical laboratory science AND Possession of certification by the American Board of Medical Microbiology, American Board of Clinical Chemistry, American Board of Immunology, American Board of Bioanalysis, or other National accrediting board acceptable to the U.S. Dept. of Health and Human Services in one of the laboratory specialties.

OR

Held a position as a Laboratory Director or could have qualified as a "Laboratory Director" under regulations at 42 CFR 493.1415, published March 14, 1990 at 55 FR 9538 on or before February 28, 1992.

OR

On or before February 28, 1992, be qualified under California law to direct a public health laboratory to include four years of full time public health laboratory experience.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a Public Health Microbiologist certificate issued by the California State Department of Health, Laboratory Field Services.
- Possession of or ability to obtain a valid Class C California driver's license may be required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution; performance evaluation and discipline processes applicable to the public sector; staffing requirements for the program;
- Principles and practices of public administration and program management, including planning, implementation, and evaluation.
- Bacteriological, serological, mycological, parasitological, virological and other microbiological testing procedures and methods.
- Principles of microbiology and biochemistry.
- Quality control principles and techniques.
- Microbial, fungal, parasitic, and viral agents.
- Testing parameters and results yielding positive or negative conclusions.
- Current trends and concepts in public health, microbiology and biochemistry.
- Causes and methods of transmission of communicable diseases.
- Research methods.
- Test development and evaluation techniques.
- Technical resources available in the development, evaluation and application of laboratory practices.
- Laws affecting public health laboratory operations and practices.
- Work review and methods analysis techniques.

Skills and/or Ability to:

- Plan, manage, organize, and direct the operation of a diagnostic/reference public health laboratory.
- Develop laboratory protocols and procedures.
- Consult with medical and laboratory personnel.

- Interpret and explain laboratory practices and laws governing public health laboratory operations.
- Collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Maintain accurate records and document actions taken.
- Research regulations, procedures and technical reference materials.
- Develop, implement and manage an operating budget.
- Interpret administrative direction and incorporate into operational policies and procedures.
- Identify and analyze operational and administrative problems and determine resolutions.
- Maintain confidentiality of information.
- Utilize basic office equipment and laboratory testing equipment.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 50 pounds of force occasionally and/or up to 10-20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Some tasks require visual perception and color, sound, texture, odor and shape perception and discrimination. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.


WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Work in a Public Health Laboratory:** Employees in this class will be working in a public health laboratory and thus will be subject to exposure to toxic or caustic chemicals and agents, blood and other bodily fluids, communicable diseases, pathogenic organisms, tools, machinery and noise. There may also be occasional exposure to extreme temperatures, inadequate lighting, and work space that restricts movement.
- **Traffic Hazards:** Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.

- Independent Travel: Incumbents may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Child Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Sections 11165.7 and 11166 of the California Penal Code relating to child abuse reporting.
- Elder Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 15630 of the California Welfare and Institutions Code relating to elder abuse reporting.



Director of Human Resources

Revised Date: June 14, 2005

BOS Date: June 14, 2005

- Date Approved by the Director of Human Resources: February 2003
- Date Class Title added to the Listing of Classes & Salaries by the Board of Supervisors: June 30, 2003
- Date(s) Revised: June 14, 2005; October 2018
- Class Code: 137050