The County of Shasta

http://agency.governmentjobs.com/shasta/default.cfm

Invites Applications for

Public Health Laboratory Director

$6,798.00 - $8,676.00 APPROXIMATE MONTHLY* / $39.22 - $50.05 APPROXIMATE HOURLY*

*Please refer to the appropriate Bargaining Unit Memorandum of Understanding for potential future salary increases*

Please visit http://www.co.shasta.ca.us/index/support_index/personnel/policies_mous.aspx

Oral Exam is tentatively scheduled for February 2017

Responses to supplemental questions required

Skills or experiences listed under the ideal candidate statement may also be used to screen applications

Final filing date: February 3, 2017 at 5:00 PM

About the Position

Under general direction of the HHSA Public Health Branch Director the Public Health Laboratory Director plans, organizes, directs and carries out the activities of the Public Health Laboratory, a Health Care Financing Administration (HCFA) accredited laboratory performing high complexity testing in compliance with the Clinical Laboratory Improvement Amendments of 1988 (CLIA '88); and related duties as assigned.

Distinguishing Characteristics

The Public Health Laboratory Director is distinguished from the Public Health Microbiologist class series as the position is responsible for the overall operation of the laboratory, including oversight and supervision of assigned staff by planning, organizing, directing and delegating work duties; performs and interprets the most difficult and least well-defined laboratory tests; may develop, evaluate, implement and improves existing laboratory procedures; ensures prompt and accurate laboratory reporting; maintains all appropriate certifications to be current at all times (e.g., CLIA, Public Health Lab, ELAP); assures compliance with applicable regulations; prepares and administers performance evaluations; assists in preparation of and monitoring of budgets and contracts.

Examples of Duties

Plans, develops, implements, and oversees public health laboratory programs, services, and activities; reviews, recommends, and implements policy and procedural changes; analyzes statistical and fiscal data and operational problems to develop operating procedures for laboratory programs and functions; ensures that testing systems developed and used for each of the tests performed in the laboratory provide quality laboratory services for all aspects of test performance, which includes the pre-analytic, analytic, and post-analytic phases of testing; ensures
that the physical plant and environmental conditions of the laboratory are appropriate for the testing performed; provides a safe environment in which employees are protected from physical, chemical, and biological hazards; ensures that test methodologies selected have the capability of providing the quality of results required for patient care; ensures that verification procedures used are adequate to determine the accuracy, precision, and other pertinent performance characteristics of the method; ensures that laboratory personnel are performing the test methods as required for accurate and reliable results; ensures that the laboratory is enrolled in approved proficiency testing programs for the testing performed, that the proficiency testing samples are tested as required, that the results are returned within the time frames established by the proficiency testing program, and that all proficiency testing reports are reviewed by the appropriate staff to evaluate the laboratory's performance and to identify any problems that require corrective action; ensures an approved corrective action plan is promptly developed and followed when any proficiency testing result is found to be unacceptable or unsatisfactory, or when a deficiency is noted by the staff of the California Department of Health Services, with notification of such plan to the Public Health Branch Director; ensures that the quality control and quality assurance programs are established and maintained to assure the quality of laboratory services provided and to identify failures in quality as they occur; ensures the establishment and maintenance of acceptable levels of analytical performance for each test system; ensures that all necessary remedial actions are taken and documented whenever significant deviations from the laboratory's established performance characteristics are identified and that patient test results are reported only when the system is functioning properly; ensures that reports of test results include pertinent information required for interpretation; ensures that consultation is available to the laboratory's clients on matters relating to the quality of the test results reported and their interpretation concerning specific patient conditions; consults with and acts as a reference for physicians, clinical laboratories, other divisions of the Public Health Branch, other Health and Human Services Branches, and other County departments; interprets Federal, State, local and internal rules and regulations; supervises, motivates and assists subordinate staff in resolving complex and/or technical problems; performs laboratory analysis of drinking water and other specimens; identifies potential funding sources and prepares proposals for contracts, and grants; oversees selection of laboratory services and recommends laboratory fees in consultation with the Public Health Branch Director; administers laboratory contracts and laboratory budgets; oversees inventory control and preventive maintenance; provides leadership in actively promoting the Branch's mission and aligning the Public Health Laboratory's activities with the mission and direction of the Health and Human Services Agency and Public Health Branch; works to integrate the Public Health Laboratory's activities with those of all other divisions of the Public Health Branch; assists the Branch in seeking and maintaining Public Health Accreditation; assists the Branch in seeking to increase access to public health services to hard-to-reach populations, and in increasing the cultural competency level of the Branch as an organization; may serve on or chair Public Health Branch or Health and Human Services ad hoc committees or team meetings and/or represent the Branch before community groups and governmental agencies as designated by the Public Health Branch Director; and performs other duties as required.

QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Bacteriological, serological, mycological, parasitological, virological, and other microbiological principles; laws, regulations, and standards pertaining to public health laboratories; techniques, equipment, and terminology used in the examination of body fluids and tissues, foods and water; proper laboratory safety precautions and procedures; current trends and concepts in public health microbiology and the general field of public health; causes and modes of transmission of communicable disease; basic principles of administration and supervision.

Ability to: Organize a public health laboratory program; perform complex laboratory tests and examinations;
maintain proper laboratory safety precautions, procedures, and quality assurance; prepare clear and concise programmatic and fiscal records and reports; set up and operate laboratory equipment; detect equipment malfunctions and substitute alternative testing methods; interpret laws, regulations, and standards pertaining to health and chemical laboratories and related facilities; analyze and implement policies and procedures; supervise and provide performance evaluations for laboratory personnel (hire; train, motivate, evaluate, and assist in any disciplinary process as appropriate); actively promote the Public Health Branch's mission and population-based health outcomes orientation; establish and maintain excellent interpersonal relations with a diverse range of people and agencies; establish and maintain a strong customer service perspective and teamwork approach; identify and solve laboratory technical and administrative problems efficiently; and provide innovative and strategic leadership on behalf of Public Health Lab services.

These employment standards are typically attained with a Doctoral degree from an accredited university in a chemical, physical, biological or clinical laboratory science. Two years of laboratory training, or experience, or both; and two years of laboratory experience directing or supervising high complexity testing. 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 approved by the Federal Division of Health and Human Services Agency.

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.

IDEAL CANDIDATE

The ideal candidate must meet the standard laboratory director qualifications set by the Code of Federal Regulations, 42 CFR 493.1443.

SPECIAL REQUIREMENTS

- Must be certified as a Public Health Microbiologist by the California Laboratory Field Services.
- Possession of an appropriate California driver's license.

SUPPLEMENTAL QUESTIONS

Responses to the following must be submitted with a completed application.

1. Do you meet the qualifications to be a lab director in the state of California? Yes/No
2. If yes, please provide a description of your education/training/experience that specifically qualifies you to be a lab director in California. If no, please type “n/a”.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle,
or feel; and talk or hear. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, if any, will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Positions in this classification are covered by a collective bargaining agreement between the County and the United Public Employees of California (UPEC) – General/Professional Unit.
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees’ Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute 7% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employees benefit page at http://www.co.shasta.ca.us/index/support_index/personnel/benefits.aspx for additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County’s website are for information purposes only. To the extent the provisions of the flyer or the County’s website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until 5:00 p.m., on FEBRUARY 3, 2017. A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. It is not acceptable to complete the application with statements such as, “Refer to Resume and/or Cover Letter,” or “See Attached Resume and/or Cover Letter” the employment application must be completed in its entirety prior to submission. Incomplete
applications will not be processed. Closing date postmarks or faxes will NOT be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Veterans' Credit: Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran MUST provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.

Applicants are encouraged to apply on-line at http://agency.governmentjobs.com/shasta/default.cfm or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
Shasta County Personnel
1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515