

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	EXC	Job Code:	ACV37616
Job Class Code:	580	Salary Schedule:	AREG
EEO Category:	01	Grade:	20
Workers Comp Code:	8832		

Job Code Established:	12/26/84	Effective Date:	
Job Code Revised:	07/01/89	Effective Date:	

JOB CODE SERIES: Laboratory Series

JOB CODE TITLE: LABORATORY PROGRAM MANAGER I

HRIS TITLE: LAB PRG MGR I

WORK DESCRIPTION: Manages operations of the Technical Services and Regional Laboratories Section through subordinate supervisors; plans, schedules and prioritizes all job requests with Laboratory Program Managers regarding the support services; prepares budgetary requests and maintains fiscal control; compiles statistical and administrative reports.

WORK ACTIVITIES: Devises a timetable, schedule or agenda for achievement of work objectives, completion of projects or development of changes in work processes.

Writes policy and operating procedures for the state health department laboratory section, subject to guidelines and regulations set forth by superior, and by laws and regulations.

Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods.

As a planning device, gathers data on workload or service load over designated period, then, making adjustments based on calculated estimates, projects same figures for future period.

Establishes and maintains work standards, procedures, methods and rules.

Visits and inspects work in progress; instructs, directs and advises subordinate supervisors and others as necessary.

Plans for better use of material and personnel resources in a work unit; examines materials, confers with superiors and staff; analyzes, evaluates, makes determinations.

Develops budgets for projects; analyzes costs, variables, timetables, personnel and material costs; makes determinations.

Periodically checks level of expenditures from project budget in accordance with established procedures.

Supervises quality control tests, using specified organisms to check the growth media to assure that all ingredients are present in appropriate quantities.

Evaluates work performance of subordinate supervisors or lead workers over period of time; composes written reports; makes oral reports to the assistant director, division of state laboratory services.

Writes an annual report for a specific program carried out in the state health department laboratory.

Confers with other practitioners and technical experts in own field of specialization, in order to broaden knowledge, acquire specific information or obtain advice or consultation.

Adapts production schedules to meet changing priorities of equipment, personnel or work objectives.

Examines and reviews operational and maintenance manuals, to confirm their effectiveness and conformance to standards, regulations or laws.

Performs related work as required.

WORK CONDITIONS: Works with infectious and other hazardous materials.

SUPERVISION: Reports to the Assistant Director, Division of State Laboratory Services.

WORK RESULTS/PRODUCTS: Laboratory support services provided to other sections within time constraints; technical and administrative reports submitted; completed Section budget; proficient well-trained staff.

RESPONSIBILITY: For the effective management of all areas of the Section, providing scientific support services to chemical and microbiology laboratories; establishes Section priorities and procedures; selects and trains supervisory staff; for the preparation of technical and administrative reports.

AUTHORITY: To approve or disapprove all budget expenditures and requests; to establish work unit goals, objectives and procedures; to interview and select supervisory staff.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: laboratory management techniques; approved laboratory methods and techniques in analytical microbiology and chemistry; medical/laboratory terminology; budgetary preparation and fiscal control; Federally-mandated procedures/requirements for an accredited laboratory operation; electronic laboratory equipment operation, maintenance and repair.

Skill in: operating, maintaining and repairing electronic laboratory equipment; safely handling chemicals, infectious, toxic and hazardous materials or substances.

Ability to: use analytical chemistry or microbiology laboratory techniques; apply the principles and practices of leadership and work management; communicate verbally and in writing.