

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Health Laboratory Administrator**

**Class Code: 50575**

**Pay Grade: GL**

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### **A. Purpose:**

Directs and supervises staff in the delivery of microbiology, environmental, and forensic services and provides administrative and technical support in these areas of the state health laboratory.

### **B. Distinguishing Feature:**

The Health Laboratory Administrator serves as a technical supervisor for the laboratory and has delegated responsibilities per federal law, supervises professional staff, and assists the laboratory director in carrying out administrative functions.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Directs and supervises staff in public health laboratory activities to ensure quality services are being delivered and compliance with applicable laws, rules, and regulations.
  - a. Delegates work assignments to staff, reviews completed projects, approves leave, provides and arranges for training, addresses employee problems, and conducts performance appraisals.
  - b. Ensures compliance with state and federal laws, administrative rules, and contracts.
  - c. Distributes and interprets administrative information regarding policies, procedures, and rules.
  - d. Serves as a liaison between laboratory staff, other program staff, and administration.
  - e. Ensures qualified staff are hired for positions by conducting the interview and selection process.
2. Participates in the development of new programs, methodologies, tests, and products to further the department's commitment to the prevention and control of disease.
  - a. Reviews information on test findings and questions or directs staff activities.
  - b. Initiates procedures for staff and or supervisors to follow.
  - c. Discusses outbreaks and the potential of outbreaks, test kit problems, reagent problems, and test procedures with other laboratories or programs.
3. Provides technical guidance and consultation to local health offices and other medical professionals and community groups to ensure compliance, clarify requirements, verify procedures and results, and to ensure expected outcomes are achieved.
  - a. Interprets state and federal laws, administrative rules, accepted procedures, and other guidelines and codes.
  - b. Provides technical oversight in the development of services, referrals, and follow-ups.
  - c. Responds to inquiries for assistance or to clarify issues.
  - d. Provides leadership and support for initiatives and strategic planning.
  - e. Coordinates program activities with other state, federal, and local agencies and private organizations.

- f. Makes presentations on health issues.
  - g. Develops and maintains effective working relationships with other health service agencies and private health care providers.
  - h. Reviews and comments on proposed federal and state legislation affecting the operation of the laboratory.
4. Plans, organizes, and supervises an assigned laboratory area to ensure the adequacy and accuracy of activities.
    - a. Coordinates daily activities and priorities.
    - b. Coordinates the repair of specialized equipment.
    - c. Consults with professional staff on methods, problems, or questions.
    - d. Reviews new or revised methods and procedures.
    - e. Prepares and submits budget requests.
  5. Designs and maintains a quality control and/or quality assurance program to assess the precision and accuracy of data and operations and maintain laboratory records and reports.
    - a. Selects and modifies procedures or approves staff recommendations.
    - b. Implements and monitors the use of quality control and/or assurance procedures.
    - c. Ensures the facility and staff maintain required certification.
    - d. Reviews or revises written documentation of procedures.
    - e. Compiles and submits required reports and updates procedure manuals.
    - f. Reviews sample data verifying that results are true and accurate.
    - g. Determines what information to save, how to save it, and who will have access to it.
    - h. Explains and justifies sample rejection policies to all customers and clients.
  6. Implements fiscal activities for the laboratory to ensure costs are accounted for and fees are set to recover costs of testing.
    - a. Prepares portions of the laboratory budget.
    - b. Monitors the expenditure of funds.
    - c. Recommends the approval of contracts for laboratory services.
    - d. Recommends laboratory support for department programs and activities.
    - e. Requisitions new equipment and laboratory supplies.
    - f. Ensures the maintenance of laboratory equipment.
  7. Updates administrative rules annually to ensure appropriate and necessary requirements for regulated facilities and programs are met.
    - a. Compiles suggested and necessary rule changes.
    - b. Solicits participation from various interested parties.
    - c. Gathers background information and comments.
    - d. Conducts meetings with interested parties.
    - e. Prepares draft rules and coordinates the adoption of rules.
  8. Performs other work as assigned.

#### **D. Reporting Relationships:**

The incumbent reports to a Laboratory Director. Subordinates reporting to the incumbent include Chemists, Senior Chemists, Forensic Chemists, Laboratory Aides, Laboratory Technicians, Microbiologists, and Senior Microbiologists.

## **E. Challenges:**

Challenges include prioritizing time between supervision of staff, administrative duties, and responding to public inquiries for information and technical assistance. This is difficult because of the need to ensure accuracy and to ensure program services are provided and maintained effectively. Also challenging is ensuring appropriate quality control and quality assurance measures are in place and being followed by all staff.

Typical problems include individuals and staff not complying with policies and procedures; notifying service users that test results reported earlier were incorrect or incomplete; interpretation and correct identification of unusual results; and keeping current with new regulatory, intervention, and testing procedures.

## **F. Decision-making Authority:**

Decisions include the daily management and prioritizing staff services and resources; responding to technical inquiries; organizing and coordinating laboratory services; recommending the purchasing of new equipment; interpreting state and federal laws, policies, and procedures; recommending revisions to policies and procedures; and determining the competency and qualifications of applicants.

Decisions referred include final approval in hiring staff and purchasing new equipment, content of the budget, response to media or legislators, FTE utilization, if special testing or projects will be conducted, the approval of new initiatives, modifications to licensure and certification standards, and final approval of training for staff.

## **G. Contact with Others:**

Daily contact with the public and health care providers to provide technical information, gather data, explain services provided, and give direction and guidance; weekly contact with federal agencies, institutions, other federal and state regulatory agencies, and advisors to coordinate activities and provide technical assistance.

## **H. Working Conditions:**

Works in a laboratory setting with dangerous chemicals and infectious pathogens.

## **I. Knowledge, Skills and Abilities:**

Knowledge of:

- effective methods of supervision;
- the operation of a public health laboratory;
- virology, bacteriology, serology, immunology, parasitology, mycology, or mycobacteriology;
- inorganic and organic chemistry and toxicology analyses;
- CLIA, EPA, and CDC rules, regulations, and standards;
- principles of management.

Ability to:

- assist in the planning and organization of the activities of a program;
- analyze situations accurately and formulate and suggest effective courses of action;

- work effectively with individuals and groups;
- present ideas clearly and concisely.