



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## LABORATORY SCIENTIST MANAGER

Job Number: 20000926

Job Code: 40270V000101

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 04/01/1984

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

**Special Entrance Rate:**

**\$22,696 - Hourly**

**\$3,688.00 - 37.5 Hr. Monthly Salary**

**\$3,933.98 - 40 Hr. Monthly Salary**

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, manages and supervises the activities of a laboratory branch; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

EDUCATION AND EXPERIENCE: Graduate of a college or university with a bachelor's degree in medical technology, medical laboratory technology or clinical laboratory science supplemented by five (5) years of laboratory experience in performing standardized biological examinations, tests and/or analyses. OR Graduate of a college or university with a bachelor's degree in agricultural engineering, bacteriology, biochemistry and/or biophysics, biology, chemistry, dairy science, genetics, microbiology, pathology, physics, veterinary medicine, or a related field supplemented by six (6) year of laboratory experience in performing standardized biological examinations, tests and/or analyses.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate training in one of the above fields will substitute for the experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans and manages the activities of a laboratory branch. Supervises first line supervisors who have responsibility for microbiological analyses. Establishes, evaluates and maintains administrative, analytical and quality assurance procedures. Ensures development of staff by establishing training expectations and conducting employee performance evaluations. Interviews prospective employees, confers with current employees on work-related problems, assesses training needs and makes recommendations or provides on the job training. Conducts branch and or section staff meetings to interpret policies and procedures and to obtain and disseminate information to and from staff. Oversee all laboratory records and the purchase of equipment and supplies. Incorporates standards required by the laboratory regulatory agencies. Prepares and directs training programs. Develops and manages the laboratory's budget. Reviews employee's techniques for accuracy and validity. Provides consultation to program within the agency and to hospitals, independent laboratories and local health department laboratories. Attends specific meetings and conferences concerning the use of laboratory methods. Prepares management reports and staffing patterns.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a laboratory setting. Incumbent may be exposed to contagious diseases and/or body fluids. Regular exposure to noxious odors and chemicals.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*