



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CHEMISTRY LABORATORY MANAGER

Job Number: 20000937

Job Code: 40460V000101

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 16	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$21,870-\$28,972 - Hourly	NONE
	\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary	NONE
	\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary	NONE

### **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 centralized chemistry laboratory branch; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in chemistry.

#### **EXPERIENCE:**

Must have five years of professional chemistry experience.

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

Additional education in chemistry will substitute for the experience on a year for year basis up to a maximum of two years.

#### **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 centralized chemistry laboratory. Supervises the first line supervisors who have

responsibility for chemical analyses. Establishes, evaluates and maintains administrative, analytical and quality assurance procedures. Maintains all laboratory records and the inventory of equipment and supplies. Incorporates standards required for laboratory certification. Prepares and directs training programs. Develops and manages the laboratory's budget. Prepares and presents testimony as an expert witness in court cases. Reviews and certifies laboratory results and reports. Reviews employees' techniques for accuracy and validity. Advises division and regional offices on sampling procedures in resolving difficult problems. Works with agency heads and officials outside of state government in utilization of the laboratory facilities, and provides consultation, services and advice to said parties. Attends scientific 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 performed in a laboratory setting. Incumbent may be exposed to hazardous materials, substances or compounds when performing chemical analysis.

**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.*