

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Laboratory Div Dir E6		Class Code: 00EDA6
	FLSA Status: Exempt	Salary Schedule: ESM 6	Effective Date: 10-17-14
	Summary: Incumbent serves as a senior level professional who oversees the management and division activities of the Chemistry Laboratory within the Indiana State Department of Health (ISDH) Laboratories.		

Duties:

- Supervises chemists and oversees laboratory personnel to support effective operations and responses;
- Oversees the development, implementation and maintenance of laboratory activities;
- Sets short/long term goals for the chemistry division based on agency objectives;
- Assures compliance with local and federal regulatory guidelines;
- Reviews, edits and updates standard operating procedures and policies;
- Monitors and reviews operational expenditures in the division;
- Plans and budgets for cost effective laboratory operation;
- Assures the staff is sufficiently cross trained to provide adequate coverage in all areas;
- Oversees the development, completion and maintenance of the laboratory information management system for the division;
- Collaborates with partners internally and externally to achieve agency goals;
- Prepares summary reports and applies for funding opportunities;
- Acts as the agency expert on chemical threat issues as they pertain to the overall functions of a public health laboratory;
- Performs related duties as required.

Job Requirements:

- Must possess at least a Bachelor's Degree in chemical science;
- Must have at least ten years experience in a chemical laboratory;
- Extensive knowledge of quality assurance including proficiency testing, quality control and laboratory procedures;

Difficulty of Work:

Work involves numerous complex variables to establish and achieve program goals. Incumbent must exercise a great deal of technical judgment in direction and evaluation of methodology for establishment and attainment of goals. Incumbent must exercise judgment to direct diverse operations for the management of available resources to meet program demands. Knowledge required is broad in scope, and requires new considerations in many areas of public health.

Responsibility:

Incumbent is responsible for the supervision of chemists and oversees laboratory personnel. Incumbent is responsible for setting long and short term goals and supervising the development, implementation and maintenance of laboratory activities. Reviews and updates operating procedures and policies. Incumbent oversees the development completion and maintenance of the laboratory information management system for the division. Incumbent plans and budgets for laboratory operation and applies for funding opportunities. Must act as agency expert on chemical treat issues.

Personal Work Relationships:

Incumbent works with supervisors, subordinate staff, agency staff and other state, federal and local health departments for the purpose of accomplishing goals and objectives. Incumbent may also work with state health program legal representatives, legislative representatives and the media. Contacts are for the purpose of improving public health by surveillance and investigations required in the agency goals.

Physical Effort:

Job is primarily sedentary.

Working Conditions:

Primary working conditions are in a laboratory and office setting.