



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC HEALTH LAB SCIENTIST ADMINR

Job Number: 21004055

Job Code: 40300V230916

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 01/16/2023

Job Revised: 09/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

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.*

Leads and administers a public health laboratory testing program and performs advanced laboratory testing procedures as it relates to microbiology, chemistry, newborn screening, environmental, bioterrorism, chemical terrorism, rabies, emerging infectious diseases, safety, quality, compliance, or sequencing programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in medical laboratory science, biology, chemistry, microbiology, medical technology, zoology, forensics science, animal science, biochemistry, molecular biology, cellular biology, health science, biomedical engineering, environmental biology, ecology, pre-med studies, agricultural engineering, bacteriology, biochemistry, physics, biophysics, dairy science, genetics, pathology, veterinary medicine, histology or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of professional laboratory work conducting laboratory testing.

Substitute EDUCATION for EXPERIENCE:

Certification as a Medical Technologist or a Medical Laboratory Scientist by the American Society for Clinical Pathology will substitute for one year of experience OR master's degree in medical laboratory science, medical technology, chemistry, any biological, physical, or agricultural science, including microbiology, virology, immunology, bacteriology, histology, molecular microbiology, or a related field will substitute for one year of experience.

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.*

Performs highly complex serological, chemical, immunologic, microscopic, biological, bacteriological, viral, biochemical, bioterrorism, metabolic and/or molecular tests on human, animal, environmental, and other agency specimens. Acts as technical and quality assurance leader in a specialty area, such as genomic testing (whole genome sequencing, e.g.), laboratory response network (LRN) protocols, and advanced molecular (PCR, e.g.) and/or biochemical techniques (mass spectrometric, e.g.). Provides daily oversight of laboratory scientist's teams including scheduling work assignments and employee mentoring. Ensures proper functioning of laboratory equipment and leads efforts to troubleshoot instrument failures and other unexpected events. Implements quality control procedures for various examinations, tests, and analyses. Evaluates quality assurance data and submits monthly monitors for Quality Assurance committee review. Prepares, reviews, and approves laboratory reports. Certifies the accuracy of reports. Prepares statistical and technical reports on specialized projects including method comparisons and test verifications/validations. Provides technical assistance to laboratory personnel. Recommends laboratory changes in procedures and methods. Reviews scientific literature and designs validation studies for new methods. Provides consultative services to laboratory staff and other personnel. Review laboratory notes, charts, and graphs and prepares reports for leadership. Uses laboratory information system to process and access information. Communicates with stakeholders regarding test results and communicates with vendors regarding performance issues and/or high-level troubleshooting. Serves as representative on agency and/or departmental committees. Performs other specialized duties such as acting as safety officer for a laboratory Section/Branch, providing specialized training to employees, provide input to management regarding system changes to improve efficiency and/or quality or serves as a testing program lead. Assists with responding to unique biological or chemical public health threats and serves as team leader on rapid response teams focused bioterrorism/chemical terrorism, rabies virus, emerging infectious disease, or newborn screening.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

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

Work is typically performed in a laboratory setting. May be exposed to potential hazards related to laboratory conditions and supplies which may require the following of safety precautions.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.