

CLASSIFICATION: LABORATORY SCIENTIST IV

Class Code: 5594-25

Date Established: 01-05-76

Occupational Code: 7-6-4

Date of Last Revision: 09-02-15

Exempt Status: Exempt

BASIC PURPOSE: To supervise the operation of a state laboratory unit with responsibility for planning and evaluating analytical processes in an assigned program area.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Plans, organizes and supervises the daily operations of a state laboratory unit, including assigning and evaluating the work of subordinate professional laboratory scientists and other laboratory personnel.
- Operates laboratory instruments, analyzes test results and interprets reports by applying and correlating medical, chemical or bacteriological data.
- Plans and implements laboratory projects, including interpreting or verifying analyses and performing related examinations.
- Develops procedures for analytical quality control operations, including monitoring the selection and application of technical laboratory work methods.
- Conducts training courses in laboratory operations for subordinate professional and technical staff.
- Monitors inventory and production records and assists in developing laboratory unit budget, including supervising laboratory staff in ordering or maintaining laboratory equipment.
- Testifies in court to defend testing procedures and analytical results.
- Consults with medical professionals and the public regarding notification of laboratory test results.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and terminating employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in the biological sciences, health sciences, or physical sciences.

Experience: Six years' experience in a laboratory performing duties similar to the assignments of the laboratory in which the position is located.

License/Certification: 1. Eligibility to hold a New Hampshire driver's license if necessary for performing job accountabilities. 2. For positions in the Division of Public Health Services, applicants must meet certification requirements of the Centers for Medicare and Medicaid Services for Clinical Laboratory Personnel (CLIA '88). 3. For positions in Pari-Mutuel Commission, applicants must be eligible for professional membership in the Association of Official Racing Chemists.

RECOMMENDED WORK TRAITS: Thorough knowledge of bacteriology, serology and biological, analytical and physical chemistry. Thorough knowledge of the operation and care of specialized laboratory equipment. Ability to relate laboratory findings to the actual conditions. Ability to supervise and instruct employees. Ability to prepare comprehensive analytical reports, papers and speeches. Ability to evaluate laboratory practices and to make constructive recommendations relating to improvement of procedures, methods, facilities and equipment. Ability to establish effective contacts with civil and technical groups and to secure their cooperation in formulating programs. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.