

**PUBLIC HEALTH LABORATORY ADMINISTRATOR****NATURE OF WORK IN THIS CLASS:**

Plans, administers and coordinates the medical laboratory programs and activities of the Department of Public Health and Social Services.

**ILLUSTRATES EXAMPLES OF WORK:** (These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)

Plans, administers and coordinates with the Laboratory Director the overall medical laboratory programs and activities in the Department of Public Health and Social Services.

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Directs laboratory personnel engaged in the conduct of test performance and test reporting.

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Maintains and coordinates with the Laboratory Director the quality standards and quality control programs in the laboratory to insure accuracy in test results.

Maintains standard operating procedures for the laboratory.

• Recommends and obtains approval for the purchasing of materials, supplies, and equipment necessary to maintain an adequate inventory.

Keeps abreast of new theories and advancements in medical technology; recommends the addition of new tests to the laboratory's services.

Prepares budget estimates and justifications.

Assists staff in performing highly complex laboratory procedures and in interpreting tests results.

Administers policies for personnel, training and safety.

Maintains records and prepares reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles, theories, techniques and practices of medical technology.

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Knowledge of related disciplines such as microbiology, chemistry, physiology, anatomy, and their relationships to medical technology.

Knowledge of management principles and practices.

Ability to administer the medical laboratory programs of the Department of Public Health and Social Services.

Ability to interpret, apply and make decisions in accordance with program guidelines.

Ability to evaluate program effectiveness and initiate/recommend changes in organization, operation, policies and procedures to enhance program effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in using laboratory instruments and equipment, determining tests procedures and interpreting results.

**MINIMUM EXPERIENCE AND TRAINING:**

a) Four years of experience as a Registered ASCP Technologist, two years of supervisory work, and graduation from a recognized college or university with a Bachelor's degree in medical technology or in one of the chemical, physical or biological sciences; or

b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

Possession of a current certificate of registration as a registered medical technologist approved by the American Society of Clinical Pathologist.

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Established: July, 1980

Amended: February 1990

Pay Range: 38

Pay Range Reassignment: 52  
Effective August 1986



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FELIX P. CAMACHO  
Executive Director  
Civil Service Commission

This standard supersedes the class standard for the Public Health Laboratory Director, Code No. 7.260, issued in May, 1984.