



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 761.6

Job Title: **ASSISTANT LABORATORY CHIEF**

Pay Grade: 29

GENERAL SUMMARY:

Directs the administration of all or specific activities of the department's as assigned by the Laboratory Chief. Acts in the place of the Laboratory Chief in their absence.

RESPONSIBILITIES:

- Provides direct oversight for day-to-day operation and administration of the clinical and/or environmental laboratories.
- Assists the Laboratory Chief in recruiting and training a competent workforce.
- Establishes and monitors laboratory performance indicators and ensures that they are met.
- Reviews, evaluates, selects, and implements laboratory test systems.
- Advises and assists the Laboratory Chief in the development of strategic and long-term plans.
- Oversee the development and administration of laboratory budgets.
- Drafts and reviews proposed contracts, correspondence, letters of agreements, and amendments.

SPECIFICATIONS:

KNOWLEDGE:

MD or DO with a current medical license and board-certification in Anatomic and/or Clinical Pathology or possess equivalent qualifications as those required for certification.

OR

MD or DO with a current medical license and laboratory training/experience consisting of either 1 year laboratory training during medical residency or 2 years of experience supervising high complexity testing.

OR

Doctoral degree in chemical, physical, biological, or clinical laboratory sciences with certification by a Board approved by HHS.

EXPERIENCE:

In Health and Human Services, three years of post-doctoral experience in a CLIA-certified Clinical Laboratory are required. In Houston Public Works, three years of post-doctoral experience in a NELAP-accredited Water/Wastewater laboratory are required. Experience must include administration/management roles.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed regulations, guidelines, policies, and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of multiple facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience to the laboratory or to patients. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision, and evaluation of work over the Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work by managers or supervisors.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation, e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with healthcare providers, citizens, visitors and/or mid-level representatives of government agencies, guests, vendors, and professional contacts with allied organizations. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues which require diplomacy, e.g., important contacts involving difficult matters of agreements, negotiations, and controversies.

PHYSICAL EFFORT:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Laboratory Supervisor
Laboratory Manager
Assistant Laboratory Chief
Laboratory Chief