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| **VENTURA COUNTY, HEALTH CARE AGENCY INVITES APPLICATIONS FOR:**   |  |  |  | | --- | --- | --- | | https://agency.governmentjobs.com/images/AgencyImages/covlogo.jpeg | **Assistant Public Health Lab Director** **0748HCA-20AC (SM)** |  |   *An Equal Opportunity Employer* |
| |  |  |  | | --- | --- | --- | | **SALARY RANGE (approximate)** | | | | $34.21 - $47.90 Hour | $5,930.05 - $8,302.89 Monthly | $71,160.65 - $99,634.69 Annually |   This posting is for the Ventura County Health Care Agency;  vacancy location is Oxnard, and may be required to travel throughout Ventura County.  **POSITION INFORMATION**  **PURPOSE:** To assist the Public Health Lab Director with planning, organizing, supervising, reviewing and evaluating the work of professional, technical and office support staff in the Public Health Laboratory; recommend, develop, implement and evaluate goals and objectives related to the Laboratory; review laboratory policies and procedures and perform difficult lab tests and analyses; provide staff support to higher level management within the Health Department; select, train and supervise subordinate clinical, technical and clerical staff; provide highly responsible and complex administrative support to the Public Health Laboratory Director; and act as the Laboratory Director in his/her absence.  This position is responsible for assisting in managing Public Health Laboratory personnel who perform laboratory activities for the purpose of identifying, controlling, and preventing disease in the community.  **PAYROLL TITLE:**  Program Administrator III  **EDUCATIONAL INCENTIVE:**  Some positions may be eligible for educational incentive.  This incentive may be 2.5%, 3.5%, or 5% for incumbents in eligible positions based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification.  **BILINGUAL INCENTIVE:**  Some positions may be eligible for bilingual incentive depending on the applicable memorandum of agreement and the needs of the department.  In order to qualify for this incentive, incumbents in eligible positions must take and pass the applicable bilingual fluency exam with a score of seventy percent (70%) or higher.  **DEPARTMENT/AGENCY:**  Health Care Agency / Public Health  Program Administrator III is a Management classification and is not eligible for overtime compensation.  Incumbents in this classification are eligible for benefits at the MB4 level.  The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-term), Intermittent, and extra Help vacancies for **this position only**, which is a Fixed-term position.  **TENTATIVE SCHEDULE** **OPENING DATE:**  11/19/20 **CLOSING DATE:**  Continuous and may close at any time, therefore, theschedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs.Please note that applications will be reviewed and processed frequently due to the urgent need to fill the vacancy.  **EXAMPLES OF DUTIES**  Duties may include, but are not limited to the following:   * Provides high level administrative and management assistance to the Laboratory Director, in planning, organizing, directing and reviewing all functions and activities of the Public Health Laboratory; * Supervises, directs, and guides assigned Laboratory staff in the provision of laboratory services that meet all applicable guidelines for accreditation and quality assurance; * Assists in the development of goals, objectives, policies, procedures, and priorities within the Laboratory; * Reviews, evaluates and revises laboratory policies and procedures, including quality control and quality assurance; * Performs difficult or complex test procedures and develops tests for which standard procedures have not been established; * Interprets and reviews test results; * Instructs and assists microbiologists in the performance and interpretation of complex procedures; * Advises medical personnel and other submitters on proper specimen collection techniques; * Trains staff on new procedures and tests; * Participates in the preparation of cost estimates and justifications for budget recommendations; monitors and controls expenditures to ensure the accomplishment of objectives within the approved budget; * Negotiates contracts with outside vendors, consultants or organizations for services in the Laboratory; administers and monitors contracts; * Serves as technical consultant to Health Department, clinical and hospital personnel and other submitters; * Maintains an effective working relationship with a variety of organizations, including medical, nursing, clinical staff in other Health Department Divisions, County departments, other agencies and private health care providers; * Provides staff assistance to the Laboratory Director and higher level management on testing issues; * Assists in the selection, supervision and evaluation of professional, technical and clerical subordinates; * Assumes responsibility for the Laboratory in the absence of the Laboratory Director; and * Performs other related duties as required.   **TYPICAL QUALIFICATIONS**  These are entrance requirements to the exam process and assure neither continuance in the process nor placement on an eligible list.  **EDUCATION, TRAINING and EXPERIENCE:**  Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:  Two (2) years of professional experience in an accredited Public Health Laboratory as a Public Health Microbiologist, of which at least one year included responsible supervisory experience in a Public Health or clinical laboratory.  **Licensure/Certification:**   * Possession of a Public Health Microbiologist certificate issued by the State of California.   **NECESSARY SPECIAL REQUIREMENT** Eligible for or working toward eligibility to qualify as a Lab Director with either ABB or ABMM board certification, as required to direct a high complexity laboratory.  **Knowledge, Skills, and Abilities:**   **Knowledge of:**   * Supervisory principles and practices, including work planning, scheduling, review and evaluation and employee training and discipline. * Current technology and laboratory practices, procedures and techniques used in Public Health laboratories in the application of tests and analyses. * Operation and care of laboratory equipment and instruments. * Laws, regulations governing public health laboratories and clinical laboratories, accreditation standards and safety guidelines, related to laboratory services. * Principles and practices of program management, including program planning, implementation and evaluation. * Proper safety precautions and procedures. * Principles of budget preparation and monitoring.   **Skill/Ability to:**   * Plan, assign, supervise, review and evaluate the work of others. * Direct, coordinate and evaluate specialized laboratory services to ensure quality patient diagnosis and care that conform with prescribed standards and regulations. * Perform immunological, bacteriological, parasitological and biochemical tests and analyses. * Evaluate and maintain quality control and proficiency testing. * Review of service delivery problems accurately, develop recommendations and take appropriate actions to resolve them. * Devise and implement new laboratory policies and procedures. * Develop evaluate and maintain accurate record keeping systems, prepare complex and detailed written reports, procedures and contracts. * Work cooperatively with other County departments, public and private organizations, including public and private medical providers. * Communicate effectively orally and in writing. * Train staff and coordinate activities of contractors, volunteer groups and staff, as appropriate.   **RECRUITMENT PROCESS**  **FINAL FILING DATE:**This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources no later than 5:00 p.m. on the closing date.  To apply on-line, please refer to our web site at [www.ventura.org/jobs.](http://www.ventura.org/jobs)  If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.    **Note to Applicants:**  It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications.  A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, they may not be submitted in lieu of the application and supplemental questionnaire.   **SUPPLEMENTAL QUESTIONNAIRE – qualifying:**  All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.   **APPLICATION EVALUATION – qualifying:**  All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.   **TRAINING and EXPERIENCE EVALUATION 100%:** A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to supplemental questions. The T&E is a method for determining the better qualified applicants among those shown to meet the stated requirements. Using a T&E, applicants may be scored or ranked according to criteria that most closely meet the business needs of the department. When the pool of candidates is exceptionally strong and large, candidates are typically scored or ranked in relation to one another; consequently, some qualified candidates may receive a score or rank which is moderate or lower resulting in them not being advanced in the process.  Applicants successfully completing the exam process may be placed on an eligible list for a period of one (1) year.  **NOTE**: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible.  If interested, please click [**here**](http://vcportal.ventura.org/CEO/HR/docs/Lateral_Transfer.pdf) for additional information.  **BACKGROUND INVESTIGATION:**  A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information and driving record may be required for this position.   For further information about this recruitment, please contact Sam Maynard via email at [sam.maynard@ventura.org](mailto:sam.maynard@ventura.org?subject=Assistant%20Public%20Health%20Lab%20Director) or by telephone at (805) 677-5323. |

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| **Assistant Public Health Lab Director Supplemental Questionnaire** | |
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| Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process. | |
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| 1. | In your opinion, what qualifications do you have that make you qualified for this position? |
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| 2. | Do you have a Public Health Microbiologist certificate issued by the State of California? If so, please enter the details in the Certificates and Licenses section of the application. |
|  | http://www.governmentjobs.com/images/checkboxpic.gif  Yes http://www.governmentjobs.com/images/checkboxpic.gif  No |
| 3. | Are you eligible for or working toward eligibility to qualify as a Lab Director with either ABB or ABMM board certification, as required to direct a high complexity laboratory? Please explain. |
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| 4. | Please discuss your full-scope supervisory experience in a Public Health or clinical laboratory. |
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