

THE COUNTY OF SANTA CRUZ

ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR

DIRECTOR OF LABORATORY SERVICES

\$6,531 – 8,713 / Month

Open and Promotional

JOB # 07-NE9-02

THE JOB: Under general direction, to plan, organize, direct and review the departmental public health and clinical laboratory operations; to perform a variety of technical laboratory testing and analysis and to do other work as required.

THE REQUIREMENTS: Any combination of licensure, training and experience which is required by Federal and State regulations to direct a public health and Medicare approved clinical laboratory.

- The director of a principle public health laboratory shall be a Certified Public Health Microbiologist; having four or more years of experience in public health laboratory work.
- Individual must be a physician, mid – level practitioner or dentist as defined in CLIA sec. 493.2 of CLIA subpart A (educated through a legal, accredited institution).

Knowledge: Thorough knowledge of laws, regulations and standards pertaining to public health and clinical laboratories; bacteriological, serological, mycological, parasitological, and other microbiological principles; techniques, equipment, and terminology used in the examination of body fluids and tissues, foods and water. General knowledge of proper laboratory safety precautions and procedures; current trends and concepts in public health microbiology; causes and modes of transmission of communicable disease. Some knowledge of basic principles of administration, including basic budgeting, principles of effective supervision and management.

Ability to: Direct, train and evaluate other laboratory and support personnel; perform and direct complex laboratory tests and examinations; maintain proper laboratory safety precautions and procedures; analyze situations accurately and take effective action; establish and maintain effective working relationships with other staff departments, agencies, laboratories, physicians, and the general public; speak and write effectively, including preparation of clear and concise records and reports; interpret laws, regulations, and standards pertaining to health and clinical laboratories and related facilities; develop and maintain protocols of laboratory testing procedure and develop and maintain program of quality control for public health and clinical laboratories.

THE EXAMINATION: Your application will be reviewed to determine if you have met the education, experience, training, and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months, and your overall score will be based upon an evaluation of your application. If

during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 310, Santa Cruz, CA 95060 or Personnel Department, 1430 Freedom Blvd., Suite 101, Watsonville, CA 95076. For information, call (831) 454-2600. Hearing Impaired TDD# (831) 454-2123. Applications will meet the final filing date if received: 1) In the Personnel Department by 5:00 p.m. on the final filing date, 2) Submitted online before midnight of the final filing date.

FOR INFORMATION: Contact Duncan Gillies at (831) 454-5444 for information about the position or Becky McBride at (831) 454-2946 for information regarding the application process.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-4466.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

FIRST TIME HOMEBUYER PROGRAM - The County provides a program to assist first-time homebuyers in the purchase of a mobile home by providing a down payment subsidy. Contact the County of Santa Cruz Planning Department at (831) 454-2336 for program information and qualifications.

EMPLOYEE BENEFITS:

VACATION - 15 ¼ days per year, increasing to 30 ¼ days per year after 16 years service. Vacation is available after 1-year of service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 12.5 paid holidays per year.

SICK LEAVE - Six days per year after 6 months.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with PERS for a variety of medical plans. For most plans, County contributions pay a large majority of the premiums for employees and dependents.

DENTAL PLAN - County paid employee and dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase dependent coverage.

RETIREMENT - PERS retirement plan, 2% at age 55, integrated with Social Security. County pays a portion of retirement contribution.

LIFE INSURANCE - County paid \$50,000 term policy. Employees may purchase supplemental life insurance.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing “pre-tax dollars.”

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9000 per month maximum.

EMPLOYEE CREDIT UNION - Offers systematic savings and low interest loans.

DEFERRED COMPENSATION - A deferred compensation plan is available.

AUTOMATIC CHECK DEPOSIT – Required for all employees in this unit.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract.

12/07 BMC