



**WINNEBAGO COUNTY HEALTH DEPARTMENT  
JOB DESCRIPTION**

<b>Job Title:</b>	Supervisor – Laboratory
<b>Center:</b>	EHI
<b>Reports to:</b>	Environmental Health Director
<b>FLSA Status:</b>	Exempt
<b>Grade Level:</b>	16
<b>Date Created/last reviewed:</b>	11/5/2015

**POSITION SUMMARY**

**ESSENTIAL FUNCTIONS:**

The Environmental Health Laboratory Supervisor supports population health in Winnebago County by providing leadership to oversee the day to day operations of the Environmental Health Improvement (EHI) laboratory. This includes but not limited to technical assistance, fiscal management, and maintaining all needed lab certifications related for biological testing such as coliform, microbiological CLIA (Clinical Laboratory Improvement Act) testing, and various qualitative and quantitative chemical testing such as nitrate and VOC (volatile organic compounds) testing. Services provided routinely during normal business hours and occur on weekends and evenings as needed. Responsibilities include supervision and oversight to ensure that operational plans, policies, procedures are consistent with the overall Health Department goals and objectives.

**Leadership and Systems Thinking**

- Promotes positive staff environment in order to provide staff members with necessary skills/attitude to effectively perform their job.
- Incorporates ethical standards of practice into all interactions with individuals, organizations, municipalities, and water operators.
- Provides leadership to, and is responsible for, the fiscal and operational management for within the EHI Laboratory.
- Oversees, supports, and carries out orientation and training of all supervised Lab staff in alignment with WCHD Workforce Development Plan.
- Serves on Departmental, Center, and crosscutting internal committees and workgroups.
- Modifies organizational practices in consideration of changes in the public health system, and the larger, social, political, and economic environment.

**Public Health Sciences**

- Delivers services and essential functions of public health, including individual and population services as needed within the scope of training
- Directs and supervises the CLIA/IDPH (Illinois Department of Public Health)/IEPA (Illinois Environmental Protection Action) testing performed by all Centers of the WCHD.

- Prepares all required lab reports and documentation in accordance with all applicable rules, regulations, practices, and procedures for laboratory services
- Establishes a safe working environment by evaluating the implementation of the relevant standards set by Occupational Safety and Health Administration (OSHA).
- Identifies the laws, regulations, policies, and procedures for the ethical conduct of research are implemented.
- Ensures lab equipment/instruments are maintained and calibrated on schedule.
- Maintains Quality Manuals for IEPA and IDPH to ensure compliance with current standards of practice.
- Engages in review and research to remain abreast of latest findings and trends and implementation of evidence-based practice.

#### **Community Dimensions of Practice**

- Participates in local, regional, and state-wide organizations concerning environmental health improvement laboratory.
- Participates in and contributes leadership to the community health improvement planning and implementation processes.
- Establishes and maintains relationships with community partners.
- Communicates effectively with community stakeholders regarding laboratory procedures, results, and relevancy of results.

#### **Analysis and Assessment**

- Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information.
- Demonstrates critical thinking skills throughout the assessment and analysis process.
- Interprets quantitative and qualitative laboratory data and its impact on environmental health.
- Maintains, updates, and assures effective and efficient personal and staff use of computerized data management systems and informatics to improve program operations.

#### **Policy Development and Program Planning**

- Plans and organizes the work of staff to assure efficient and effective service delivery for specific projects and interventions so that priorities are identified and addressed.
- Ensures the development, implementation and updating of policies, procedures, federal and state requirements as well as quality assurance/improvement systems.
- Assures personal and lab staff contribute to policy development by coordinating the collection of relevant information, developing policy options, and using decision analysis for option feasibility and selection.
- Collaborates with the leadership team to develop the program's business plans and work plans.

- Evaluates and continuously improves procedures, processes, and interventions delivered by assigned staff by developing and maintaining mechanisms to monitor and evaluate effectiveness and quality.
- Ensures evaluation of policies, programs, and services.

#### **Communication and Cultural Competency**

- Uses a variety of approaches to present demographic, statistical, programmatic, and scientific information for use by professional and lay audiences.
- Incorporates strategies for interacting with persons from diverse backgrounds.

#### **Financial Planning and Management**

- Assist in developing programmatic budgets and other resources for public health activities, contributes to the preparation of proposals for funding from external resources and participates in cost benefit, cost effectiveness, and cost utility analyses in setting priorities and making decisions.
- Monitors lab staff time and activity measures to assure alignment with fiscal requirements.
- Assures compliance with purchasing and fiscal procedures to implement services in alignment with Departmental budget.

#### **Other**

- Performs public health emergency response duties as assigned and consistent with training and job classification.
- Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.

#### **BEHAVIOR EXPECTATIONS:**

- Treats others with courtesy, respect and a caring manner in all interactions.
- Continually looks for, suggests and works on better ways to conduct work.
- Promotes patient rights and ensures confidentiality and privacy at all times.
- Be open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.
- Regular attendance is required as need to accomplish job functions.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

### **Education, Licensure, Certifications, Experience**

- Bachelor's degree in chemical, physical or biological science or medical technology from an accredited institution.
- At least 2 years of Environmental and/or CLIA lab experience.
- Preferred to have 2 years of supervisory experience.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications:
  - Within 6 months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
- Successful completion of WCHD HIPAA & Blood borne Pathogens Training.
- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

### **Leadership and Systems Thinking Skills**

- Proficiency in orientation, training, evaluation and supervision principles, methodologies, tools, and techniques.
- Proficiency in operational management methodologies.
- Proficiency in team building, group facilitation, conflict resolution, and leadership, and development of supervisory trust and capacity within programs across Environmental Health Center.

### **Public Health Sciences Skills**

- Proficiency in relating laboratory services to the core Public Health functions and essential services of Public Health.
- Proficiency in applying knowledge of relevant IEPA/IDPH laboratory principles, public health programs, laws, regulations, and policy processes.
- Proficiency in the application of relevant federal, Illinois state and local public health and laboratory regulations, rules and safety procedures for assigned public health activities.
- Proficiency in identifying laboratory occupational and environmental hazards and in applying and assuring relevant work safety procedures.

### **Community Dimensions of Practice Skills**

- Proficiency in the identification of population health status in the use of methods and instruments for collecting valid qualitative and quantitative data.
- Proficiency in distinguishing and facilitating the role of governmental and non-governmental organizations in the development of partnerships and the delivery of community health services through the participation of key stakeholders

### **Analysis and Assessment Skills**

- Proficiency in the collection, interpretation, and use of data to address scientifically and ethically.

- Proficiency in adhering to and assuring ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Proficiency in the interpretation of quantitative and qualitative data.

#### **Policy Development and Program Planning Skills**

- Proficiency in planning, implementation, and evaluation.  
Proficiency in policy development, feasibility analysis, incorporating policies into plans and systems, and policy evaluation and impact analysis.

#### **Communication and Cultural Competency Skills**

- Proficiency in written and oral communication including in person, through print and electronic means.
- Proficiency in the application of teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.

#### **Financial Planning and Management Skills**

- Competency in basic budget development and fiscal management principles.
- Competency in monitoring budget allocations and other fiscal resources in alignment with purchasing procedures and operational priorities.

#### **Other**

- Must successfully complete a pre-employment/post offer drug screen.
- Must successfully complete a pre-employment/post offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Must possess and maintain a valid driver's license, current certificate of vehicle insurance, and access to reliable transportation is required.
- Proficiency in use of advanced computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; climbing, balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
  - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
  - Hearing ability sufficient enough to communicate with others effectively in person and over the phone

- Visual ability must be sufficient enough to read documents, computer screen and drive a car.
- Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

#### **TOOLS AND EQUIPMENT USED**

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, scanner and printer.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works in a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.