

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CLINICAL HEALTH SCIENTIST MANAGER

JOB DESCRIPTION

Employees in this job direct professional Clinical Health Scientists and other laboratory professionals in the performance of a variety of clinical laboratory diagnostic services, clinical research laboratory, or clinical biologic production programs. The employee works within general methods and procedures, exercises considerable independent judgment to select the proper course of action and reviews completed work to ensure conformance with established guidelines, methods, procedures, and policies. The work requires knowledge of laboratory research and production programs, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Clinical Health Sci Mgr-2

Clinical Health Science Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title - Clinical Health Sci Mgr-3

Clinical Health Science Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Clinical Health Sci Mgr-4

Clinical Health Science Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs and coordinates assigned projects and studies in an area of clinical health science.

Directs and participates in the development of new methods and techniques for improvement of diagnostic laboratory tests.

Directs and participates in laboratory quality assurance programs.

Implements the research and development for introduction of better procedures in the diagnostic area.

Interprets, evaluates, and prepares scientific papers and reports.

Directs the examination of diagnostic specimens, the preparation of media and reagents, or the production of biologic products.

Defines work objectives and establishes priorities for the section.

Directs and conducts independent research and development of new methodology, instrumentation, and improvement of techniques necessary for analysis of human specimens.

Assists in the direction of a divisional program.

Coordinates and plans proficiency testing programs.

Performs on-site inspections of clinical laboratories with technical problems.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed below is required at the 13 and 14 levels and considerable knowledge is required at the 15 level.

Knowledge of public health laboratory techniques, equipment, apparatus, and terminology.

Knowledge of bacteriology, mycology, mycobacteriology, parasitology, and serology.

Knowledge of the principles and practices of microbiology and biochemistry.

Knowledge of developmental and experimental research methods.

Knowledge of the production of sterile bacteriological culture media.

Knowledge of the hazards arising from interaction, decomposition, spillage or absorption of chemicals in laboratory, industrial, or community situations.

Knowledge of accepted practices in the preparation of scientific papers and reports.

Knowledge of various chemicals that pose health problems to the state populations.

Knowledge of state and federal water supply regulations.

Knowledge of disease concepts and the application of laboratory diagnostic procedures in the diagnosis of disease.

Knowledge of current developments and technical literature in the field.

Knowledge of training and supervisory techniques, and employee policies and procedures.

Knowledge of labor relations and equal employment opportunity policies and procedures.

Ability to instruct and evaluate employees.

Ability to communicate effectively.

Ability to adapt standard laboratory techniques in the treatment of research and related data.

Ability to plan, test, and develop experimental and developmental research projects.

Ability to use statistical techniques in the treatment of research and related data.

Ability to assemble and prepare scientific data with clarity and accuracy.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to work in an environment that involves some risk of sustaining illness and injury from the use of chemicals, high pressure laboratory systems, biological materials and organisms, and high energy light sources and voltage.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

Education

Possession of a doctorate degree in a field of medicine, biology, microbiology, chemistry, or biochemistry.

Experience

Clinical Health Science Manager 13

Four years of professional, clinical, scientific, laboratory experience, including two years equivalent to the experienced (P11) level or one year equivalent to a Clinical Health Scientist 12.

Clinical Health Science Manager 14

Five years of professional, clinical, scientific, laboratory experience, including three years equivalent to the experienced (P11) level, two years equivalent to a Clinical Health Scientist 12, or one year equivalent to a Clinical Health Scientist Specialist 13 or Clinical Health Scientist Manager 13.

Clinical Health Science Manager 15

Six years of professional, clinical, scientific, laboratory experience, including three years equivalent to a Clinical Health Scientist 12, two years equivalent to a Clinical Health Scientist Specialist 13 or Clinical Health Scientist Manager 13, or one year equivalent to a Clinical Health Scientist Specialist 14 or Clinical Health Scientist Manager 14.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CLNHSCMGR

Job Code Description

CLINICAL HEALTH SCIENTIST MANAGER

Position Title

Clinical Health Sci Mgr-2

Clinical Health Sci Mgr-3

Clinical Health Sci Mgr-4

Position Code

CLNHMGR2

CLNHMGR3

CLNHMGR4

Pay Schedule

NERE-120

NERE-121

NERE-122

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08/12/2018