

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CLINICAL HEALTH SCIENTIST SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for a clinical health science program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title - Clinical Hlth Scientist Spl-2

Clinical Health Science Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Clinical Hlth Scientist Spl-3

Clinical Health Science Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

Position Code Title - Clinical Hlth Scientist Spl-4

Clinical Health Science Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to a deputy director, chief deputy director, or unclassified equivalent.

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

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.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspects of the programs.

Plans and evaluates technical health science studies and surveys.

Performs diagnostic microbiological, chemical, and serological tests for disease diagnosis and examination of water and milk for bacteriological content.

Analyzes data from laboratory field studies and literature to determine toxicological significance.

Prepares technical reviews of toxic chemicals.

Gives departmental consultations on toxicological problems.

Participates in departmental programs for certification of laboratories testing public water supplies.

Conducts research in the development of new methods of microbiological and chemical laboratory techniques.

Serves as a technical consultant and liaison with industry and governmental agencies.

Plans and coordinates the training of staff.

Conducts special projects.

Prepares special studies and reports.

Maintains records, prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

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 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 population.

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.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to instruct and supervise assistants.

Ability to adapt standard laboratory techniques and tests to meet the demands of specific problems.

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.

Working Conditions

None

Physical Requirements

None

Education

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

Experience

Clinical Health Science Specialist 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 Specialist 14

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

Clinical Health Science Specialist 15

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

CLNHSCSPL

Job Code Description

CLINICAL HEALTH SCIENTIST SPECIALIST

Position Title

Clinical Hlth Scientist Spl-2

Clinical Hlth Scientist Spl-3

Clinical Hlth Scientist Spl-4

Position Code

CLNHSPL2

CLNHSPL3

CLNHSPL4

Pay Schedule

H21-020

H21-036

H21-038

SA

10/25/2015