



The County of San Bernardino
invites application for the position of

Public Health Lab Director *
Job Number: 18-16379-01

SALARY

\$37.47 - \$51.61 Hourly \$6,494.80 - \$8,945.73 Monthly \$77,937.60 - \$107,348.80
Annually

APPLY BY: Continuous

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION

Join our team and make a difference in the community!!



FUTURE SALARY INCREASE
3.0% Effective July 21, 2018

The **Department of Public Health** is currently recruiting for a **Public Health Lab Director** who plans, organizes and directs the operations of the San Bernardino Public Health laboratory, a high complexity and bio-terrorism response reference laboratory certified by the state and federal Clinical Laboratory Improvement Amendments (CLIA) 88 regulations. Work involves program planning and development; determining objectives; preparing, justifying and managing program budgets; and effective use of financial, material and human resources. Work includes providing laboratory support to various clinical, medical and environmental management programs and projects; implementing policies and procedures to comply with federal and state laws and regulations; and clinical and technical consultations in the interpretation of laboratory results and disease diagnosis.

***Official Title: Public Health Program Manager – Laboratory**

Excellent Benefits Package Includes:

Paid Time Off	Health Benefits	Retirement	Additional Benefits
<ul style="list-style-type: none"> • Up to 4 weeks (160 hours) accruable Vacation • 80 hours Administrative Leave w/Cash-Out Option • 11 days annual Sick Leave with unlimited accrual • 14 Paid Holidays 	<ul style="list-style-type: none"> • Medical and Dental – family coverage • Vision – Employee Only • Premium subsidies up to \$12,555 annually • Flexible Spending Account 	<ul style="list-style-type: none"> • Generous Pension • 457(b) with .5-for-1 County match up to .5% of salary • Retirement Medical Trust Fund – County contribution of up to 1.5% of salary • Retirement Reciprocity 	<ul style="list-style-type: none"> • Flexible Work Schedule (9/80) • Education/Membership Reimbursement • Dependent Care Assistance Plan • Life Insurance • Short Term Disability • Commuter Services • Perfect Attendance Benefit

For additional benefits and details, click here to view the Management Unit benefits sheet.

- **Recruitment Bonus - Bonus payments up to \$2,000 are available for newly hired employees from this recruitment upon meeting eligibility criteria**
- **Referral Bonus - Bonus payments up to \$750 are available for current employees in a regular position who refer a qualified candidate who is subsequently hired from this recruitment upon meeting eligibility criteria**
- **Recruitment Relocation Assistance - Newly hired employees from this recruitment may be reimbursed up to \$2,500 for relocation-related expenses upon meeting eligibility criteria**

For a more detailed information, refer to the [Public Health Program Manager - Laboratory](#) job description.

MINIMUM REQUIREMENTS

Option I - Candidates must hold an earned **doctoral degree** in a chemical, physical, biological, or clinical laboratory science from an accredited institution.

AND one of the following:

Choice A - On or after January 1, 2003, must be certified by a board approved by the federal Health Human Services (HHS).

Choice B - Before January 1, 2003, must have served as director of a laboratory performing high complexity testing and must have at least two years of lab training or experience, and two years of experience directing/supervising high complexity testing.

-OR-

Option II - Candidates **without** a doctoral degree may apply if meeting Federal and State qualifications under CLIA regulation 42 CFR 493.1443 (b) (4) and (b) (5). To meet this requirement, candidate must be a certified microbiologist and have four or more years of experience working in a public health laboratory as a certified microbiologist prior to February 28, 1992.

License and Certification - Possession of a valid California State Public Health Microbiologist Certificate and CLIA 88 approved Post-Doctoral Board Certification.

DESIRED QUALIFICATIONS

The ideal candidate will be an experienced, dynamic, and creative leader with strong interpersonal and management skills in managing a high complexity laboratory.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based upon a review of the Application, Resume, and the Supplemental Questionnaire. It is to your advantage to provide as much relevant and detailed work experience as possible.

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 2/3/18 TR

Public Health Lab Director * Supplemental Questionnaire

- * 1. **Instructions:** The information on the Application, Resume, and your responses to the following supplemental questions will be used in a **competitive evaluation** of qualifications. *Employers and experience must also be listed and fully detailed in the work experience section of your application.*
 - I understand.
- * 2. Do you possess an earned **doctoral degree** in a chemical, physical, biological, or clinical laboratory science from an accredited institution?
 - Yes No
- * 3. If you answered **YES** to **Question #2**, indicate which choice you are qualifying for this position.
 - Choice A: On or after January 1, 2003, be certified by a board approved by the federal Health Human Services (HHS).
 - Choice B: Before January 1, 2003, must have served as director of a laboratory performing high complexity testing and must have at least two (2) years of lab training or experience, and two (2) years of experience directing/supervising high complexity testing.
 - Not Applicable
- * 4. If you answered **NO** to **Question #2**, do you possess four (4) or more years of experience working in a public health laboratory as a certified microbiologist prior to February 28, 1992 per CLIA regulations?
 - Yes
 - No
 - Not Applicable
- * 5. Do you possess **both** a valid California State Public Health Microbiologist Certificate and CLIA 88 approved Post-Doctoral Board Certification?
 - Yes No
- * 6. **Laboratory Management and Supervision:** List each job in which you functioned as a regular and ongoing manager and/or supervisor **in a laboratory** (not as backup), indicate the number and titles of those supervised, and list the scope of your responsibilities for each of your jobs. If you do not possess any laboratory management or supervisory experience, indicate "N/A".

- * 7. **Laboratory Budget Experience:** Describe your scope and experience of managing a laboratory budget. Be sure to include any experience preparing budgets, expense projections, and budgeting revenues. Include the name of your employer, the dates of your employment, and your title. If you do not possess experience managing a laboratory budget, indicate "N/A".

- * 8. Thank you for taking the time to complete this application. Please be sure to review it prior to submitting it, as the application will be reviewed and evaluated as submitted.
 - I understand.
- * Required Question