



# The County of Humboldt

Is accepting applications for the positions of

## Public Health Laboratory Director

\$6,590 - \$8,045 Monthly

2.7 @ 55 PERS Retirement

and

## Public Health Laboratory Manager

\$5,590 - \$6,824 Monthly

2.7 @ 55 PERS Retirement

Open Until Filled

The Public Health Branch of the Humboldt County Department of Health and Human Services is seeking a full-time Public Health Laboratory Director to plan, organize, direct and supervise the activities of the Public Health Laboratory. As an alternative, the County will consider appointing a qualified Public Health Microbiologist to work as a full-time Public Health Laboratory Manager to oversee the day to day operations of the laboratory under the direction of the Health Officer, the Public Health Branch Director and a part-time Public Health Laboratory Director.

## **EXAMPLES OF DUTIES**

- Directs, plans, assigns, reviews and evaluates the work of two Public Health Microbiologist's and three Laboratory Assistants.
- Trains staff in laboratory and departmental procedures; monitors workload, productivity and quality assurance.
- Directs and participates in examining clinical specimens for the presence of pathogens and performs bacteriological, biological, parasitological, toxicological and serological tests and analyses.
- Directs and conducts tests and examinations for a variety of communicable diseases and tests environmental health samples including water samples.
- Participates in the development of policies and procedures for the public health laboratory function of the department.
- Coordinates the work of the Public Health Laboratory with county and local physicians, public health personnel and outside laboratories; interprets laboratory test results for other health officials including physicians, nurses, and environmental health personnel.
- Participates in the development of program and division budgets; monitors expenditures; prepares requests for funding from outside agencies.
- Prepares a variety of written and statistical reports for the State and for management.
- Operates and maintains a variety of laboratory equipment, troubleshoots problems and makes adjustments, and arranges for service and repair as needed.
- Reviews state and federal regulations and guidelines pertaining to laboratory practices and related issues; confers with other staff to determine the impact of changes in regulations on laboratory procedures; recommends and coordinates revisions or changes to policy and procedures in response to changes in regulations.
- Coordinates and oversees training and staff development activities in areas pertaining to laboratory practices, quality assurance, risk reduction, and records management; assures staff possesses appropriate licensure, education, training, and other required certification.

## Qualifications

**Public Health Laboratory Director:** Must possess a valid certificate as a Public Health Microbiologist issued by the State of California and have four years or more experience in public health laboratory work. In addition, one of the following requirements must be met:

Possession of a Doctorate degree from an accredited university in a chemical, physical, biological science or clinical laboratory science *and* possession of certification by the American Board of Medical Microbiology, American Board of Clinical Chemistry, American Board of Immunology, American Board of Bioanalysis, or other National accrediting board acceptable to the U.S. Department of Health and Human Services in one of the laboratory specialties *and* the equivalent of four years of full time recent experience in public health laboratory work, including two years of lead or supervisory public health laboratory experience.

*or*

On or before February 28, 1992, held a position as a Laboratory Director or could have qualified as a Laboratory Director under regulations at 42 CFR 493.1415, published March 14, 1990 at FR 9538.

*or*

On or before February 28, 1992, be qualified under California State law to direct a public health laboratory.

**Public Health Laboratory Manager:** Must possess a valid certificate as a Public Health Microbiologist as issued by the California Department of Health Services. Must meet State of California requirements to conduct testing in accordance with Environmental Laboratory Accreditation Program (ELAP) regulations. Must be available to respond to emergency calls in off hours. Three years of experience as a Public Health Microbiologist is highly desirable.

**Other Requirements:** Laboratory staff must pass a background investigation. Must be available to respond to emergency calls in off-hours. Must be willing to work with infectious material, including AIDS virus and agents of biological terrorism. May be required to be immunized against various communicable diseases. Must possess a valid California Driver's license at the time of hire.

## The Selection Process

A Humboldt County Application is required for this position. Applicants should be sure to indicate information pertaining to certification as a Public Health Microbiologist and other relevant licensure on the application in addition to describing their work history. Resumes may not be submitted in lieu of any part of a completed application. Those candidates considered to be the most qualified based on the application materials submitted will be invited for an oral examination. Applications will be accepted until it is determined that a sufficient number of applications has been received or the position has been filled.

**This recruitment may close at any time.**

Requests for applications and questions regarding the selection process should be directed to

**Humboldt County Personnel, Phone (707) 476-2349**

**or apply online at [www.co.humboldt.ca.us](http://www.co.humboldt.ca.us)**

Completed applications should be returned to Personnel, 825 Fifth Street, Room 100, Eureka, CA 95501.

## **Benefits**

RETIREMENT — The County participates in the Public Employees' Retirement System (PERS), 2.7% at 55, single highest year. The County also participates in Social Security.

MEDICAL /DENTAL/VISION INSURANCE — The County participates in the CalPERS health insurance program, providing several options for employees. The County pays nearly all of the employee premium and a portion of dependent coverage. The County provides a dental and vision plan with premium for the employee and family paid in full by the County.

DEFERRED COMPENSATION— An employee paid deferred compensation plan is available.

VACATION — 12 – 30 days per year based on length of County service.

HOLIDAYS — 14 paid days per year.

SICK LEAVE — 12 days per year, unlimited accumulation.

ADMINISTRATIVE LEAVE — 10 paid days per fiscal year.

LIFE INSURANCE — \$20,000 paid life insurance with employee option to purchase up to \$300,000.

VACATION CONVERSION — Annual conversion of up to 10 days vacation to cash or as a contribution to deferred compensation.

LONGEVITY — 5% salary increase upon completion of 10 years of County service. An additional 5% salary increase upon completion of 20 years of County service.

## **About Humboldt County**

Humboldt County is located in the heart of northern California's majestic coastal redwood region. The County's two million acres include hundreds of streams and lakes, as well as county, state, and national parks, beaches and campgrounds. Humboldt State University and College of the Redwoods provide excellent educational opportunities, as well as culturally enriching activities and entertainment. Eureka, the County seat, is located 275 miles north of San Francisco, and overlooks the historic Humboldt Bay. Humboldt County is an ideal area for individuals and families seeking a relaxed pace of life.

The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its program or activities. The Personnel Department is wheelchair-accessible by entering the Courthouse from the 4th Street side and taking the elevator to the first floor, or by parking in the designated parking places in the lot on 5th Street to the north of the correctional facility and taking the ramp to the first floor of the Courthouse. The County encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical or mental disability, medical condition or marital status. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact the Personnel Department at (707) 476-2349 well in advance of the examination for assistance.