



COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

Public Health Laboratory Director

An Equal Opportunity Employer

SALARY

\$50.82 - \$61.77 Hourly \$4,079.52 - \$4,958.52 Biweekly \$8,838.95 - \$10,743.45
Monthly \$106,067.44 - \$128,921.40 Annually

OPENING DATE: 07/16/18

CLOSING DATE: Continuous

THE POSITION

The Department of Health Services (DHS) seeks experienced candidates for the position of Public Health Laboratory Director

Starting salary up to \$128,921/year, *plus* a cash allowance of approximately \$600/month

What Makes Sonoma County a Great Choice

In addition to generous starting pay, expansive opportunities for growth and development, being part of a challenging and rewarding work environment, and the satisfaction of knowing that you are working to better the communities of our region, you can look forward to some excellent benefits*, including:

- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase every year thereafter for good work performance, until reaching the top of the salary range
- An annual Staff Development/Wellness Benefit allowance up to \$1,500
- Competitive vacation and sick leave accruals, plus 11 holidays per year
- County paid premium contribution to several health plan options
- Defined benefit retirement plan fully integrated with Social Security
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits

*Benefits described herein do not represent a contract and may be changed without notice.

Located less than an hour's drive north of San Francisco, Sonoma County combines in one location the beautiful Pacific Coastline, award winning wineries, majestic redwoods, historic towns, fine dining, and a wide variety of entertainment and cultural activities. For more information about our community, please visit: www.sonomacountyconnections.org and www.santarosachamber.com

About the Position

The Public Health Laboratory Director develops and provides regional laboratory services for the areas of Sonoma, Lake, and Mendocino counties. The Public Health Laboratory Director maintains the Laboratory Response Network (LRN) Reference Laboratory of the North Bay, providing direct response laboratory services for acts of biological and chemical terrorism, emerging infectious diseases, and other public health threats and emergencies. Duties include:

- Developing and managing a \$1.4 million annual budget and \$300,000 in federal grant money
- Ensuring compliance with all federal and state regulations, including those for the Clinical Laboratory Improvement Amendments (CLIA), California Environmental Laboratory Accreditation Program (ELAP), California Department of Food and Agriculture (CDFA) and the federal Department of Transportation (DOT)
- Acting as the Responsible Official and Principle Investigator for the CDC-FBI section of the laboratory, which is an active member of the Laboratory Response Network (LRN)
- Consulting with infectious disease doctors and public health professionals over a three county region
- Overseeing the development and deployment of new scientific procedures
- Managing and directing the work of a dynamic laboratory staff, including Public Health Microbiologists, Laboratory Technicians, and a Senior Office Assistant

The ideal candidate will possess:

- Extensive knowledge of, and experience in, the laboratory sciences
- Strong administrative and fiscal management skills
- Experience in public health laboratory practices, mandates, and business strategic planning
- The ability to develop and motivate a team of innovative thinkers
- A positive and effective management style and confident, inspiring leadership skills
- Experience in continuous quality improvement methodology and implementation

About The Public Health Regional Laboratory

The Sonoma County Department of Health Services Public Health Regional Laboratory provides specimen testing services to the counties of Sonoma, Mendocino, and Lake in Northern California. The laboratory provides training and reference testing to clinical laboratories and laboratory support for the diagnosis and control of communicable diseases to private medical providers as well as support to Public Health programs such as Tuberculosis Control and Emergency Preparedness. The laboratory also provides numerous environmental tests, including shellfish, dairy and water. The Sonoma County Public Health Laboratory is certified by CLIA, the California State ELAP and the CDFA.

The laboratory contains a Biological Safety Level 3 (BSL3) suite and is an active member of the national Laboratory Response Network (LRN). In the event of a public health emergency such as a pandemic influenza or the release of a biological agent, the laboratory works with both public health officials and law enforcement, including the FBI over a three county catchment area. Additionally, the Public Health Regional Laboratory is the local liaison to the California State Microbial Diseases Laboratory (MDL), the State Viral and Rickettsial Disease Laboratory (VRDL), and the National Centers for Disease Control (CDC).

The laboratory, located in Santa Rosa, California, features several molecular platforms. These platforms provide rapid clinical diagnosis, characterization of infectious diseases for surveillance

and qPCR for the numeric quantification of pathogens in environmental samples. The laboratory also performs partial gene sequencing for identification of bacteria, fungus and mycobacteria. Soon, the laboratory will add Whole Genomic Sequencing (WGS) for identification, and to assist in disease control investigations.

Additionally, hospitals and medical providers rely on the laboratory for tests they perform infrequently, for rare diseases, and for those requiring specialized equipment or expertise.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: A Doctoral degree from an accredited university in a chemical, physical, biological or clinical laboratory science.

Experience: Four years of experience at the professional level in an approved public health laboratory including two years at the supervisory level.

License: 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. OR Qualification as a "Lab Director" under regulations at 42 CFR 493.1415, published March 14, 1990 or be qualified under CA State law prior to February 28, 1992 to direct a public health laboratory.

Certification: Certified as a Public Health Microbiologist by the California Laboratory Field Services.

Driver's License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: the principles, practices and techniques of Public Health and Medical Microbiology, theory and diagnostic procedures to include bacteriology, serology, mycology, parasitology, virology, mycology, immunology and other microbiological principles, techniques, equipment and terminology used in the diagnosis of disease; chemical principles, techniques, and terminology used in the examination of body fluids, foods, and water; safe handling, use, storage and transfer of SELECT agents of bio-terrorism.

Considerable knowledge of: the causes, methods of transmission and control of communicable disease; the principles, practices, and techniques of Public Health administration and organization and operation of a public health laboratory.

Ability to: understand and direct the performance of difficult and complex laboratory tests and analyses with speed and accuracy, and to observe and maintain proper safety precautions and procedures; plan, organize and direct the activities of a public health laboratory including staff supervision, equipment operation and maintenance; supervise the maintenance of complete and

detailed records and prepare accurate and concise technical reports; analyze situations accurately and to adopt effective courses of action.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be used in assessing minimum qualifications. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient.

The selection procedure will consist of the following examination:

An Application & Supplemental Questionnaire Appraisal Examination (Weight 100%). Each application and supplemental questionnaire will be thoroughly evaluated for satisfaction of minimum qualifications and relevance of educational coursework, training, experience, knowledge, and abilities that relate to this position. Candidates possessing the most appropriate job-related qualifications will be placed on an employment list and referred to the department for selection interviews.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: TF
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/07-2125-O
PUBLIC HEALTH LABORATORY DIRECTOR
TF

Public Health Laboratory Director Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- American Public Health Association (APHA)
- Association of Bay Area Governments (ABAG)
- Association of Public Health Laboratories (APHL)
- American Society for Microbiology (ASM)
- American Society for Microbiology Northern California Chapter
- California Association of Public Health Lab Directors (CAPHLD)
- California City News
- California Public Health Association North (CPHA-N)
- California State Association of Counties (CSAC)
- CalJobs
- Careersingovernment.com
- College or University
- County Health Executives Association of California (CHEAC)
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- La Voz
- Latino Service Providers
- LinkedIn
- Los Cien
- Minority Organization or Group
- Monster

- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Veterans Services Office
- Women's Organization or Group
- Other Internet Site
- Other Publication

* 2. Do you possess a Doctoral degree from an accredited university in a chemical, physical, biological or clinical laboratory science?

- Yes No

* 3. Do you possess four years or more of experience at the professional level in an approved public health laboratory, including two years at the supervisory level?

- Yes No

* 4. Are you certified as a Public Health Microbiologist by the California Laboratory Field Services?

- Yes No

5. Please indicate below how you satisfy the license requirements for the position of Public Health Lab Director.

I possess 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

I possess qualification as a "Lab Director" under regulations at 42 CFR 493.1415, published March 14, 1990 or am qualified under CA State law prior to February 28, 1992 to direct a public health laboratory

I do not possess either qualification or certification as listed above

* 6. Please describe your experience working in a public health laboratory. Detail any administrative or fiscal management experience you possess in this setting.

* 7. Please describe your leadership philosophy. Detail a time your philosophy influenced your strategy to motivate, develop, and influence a team of innovative thinkers.

* 8. Please describe your experience supervising staff. Specify the number of staff and types of positions you supervised (e.g., clerical, professional) and detail the scope of your supervisory responsibilities (i.e., hiring, training and development, and performance management, etc.).

* 9. Please describe your experience in continuous quality improvement methodology and implementation in a laboratory setting.

* Required Question



COUNTY OF SONOMA BENEFITS: MANAGEMENT*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution toward the premium of approximately \$500 per month.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary.

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details for management employees can be found under the Salary Resolution at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.