

# Laboratory Improvement Specialist

Job Code	Job Title	Pay Grade
8237C3	Laboratory Improvement Specialist	29

## CONCEPT:

This is specialized work in performing certification inspections and surveys of laboratories within the state and providing laboratory consultation and training to insure the quality and consistency of work performed. Work involves the performance of on-site evaluations of laboratory operations, personnel, and records for compliance with Federal and/or State certification/licensing guidelines and regulations. Work includes consultation visits to individual laboratories; preparation and distribution of specimens for proficiency testing; and the development, presentation and/or coordination of formal training courses and practical workshops.

## TASKS:

- Performs on-site surveys of laboratories to evaluate compliance with procedures and methodologies required by state and/or federal regulations. Advises laboratory administrators of survey results; recommends corrective measures; completes survey reports; recommends issuance or denial of certification.
- Conducts training sessions and seminars for continuing education for professionals performing clinical and environmental analysis.
- Prepares and distributes specimens for laboratory proficiency programs and evaluates the results of the analysis performed on these specimens.
- Conducts training and recommends certification of law enforcement personnel in the operation of breath alcohol instruments. May act as an expert witness in court cases involving DUI charges.
- Conducts follow-up surveys for those laboratories which are not certified on initial visits due to program deficiencies.
- Provides technical consultation to laboratories that have technical or instrumental difficulties.
- Coordinates laboratory surveys with state and federal program managers who have responsibility for overall facility certification or law enforcement regulation.

## LEVELS OF WORK

- Class Group consists of one class.

**Minimum Requirements:** Bachelor's degree in a natural science field and two years of experience in laboratory procedures/analysis. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

REF: 12/13