ALLEGHENY COUNTY

Department of Human Resources

414 Gant Street, 920 City-County Building

Pittsburgh PA 15219

Phone: (412) 350-6830

Website: [www.alleghenycounty.us/careers](http://www.alleghenycounty.us/careers)

JOB ANNOUNCEMENT

**Job Title**: Laboratory Manager

**Department**: Medical Examiner’s Office

**Salary:**  $87,318.40 per year

**How to Apply**: Applications are submitted online until the position is filled and/or the posting is closed. After reviewing this job announcement, please click on the link at the bottom of the page to apply online. **A resume is required with the application.** Further instructions on submission of documents are available in the online application. **A resume may not be substituted for an application.**

**Minimum Requirements**: Master of Science degree in medical technology, clinical laboratory science or chemical, physical or biological science **AND** a minimum of three (3) years training/experience in high complexity testing **OR** Bachelor of Science degree in medical technology, clinical laboratory science or chemical, physical or biological science **AND** a minimum of five (5) years training/experience in high complexity testing. A minimum of three (3) years of supervisory, technical leader and/or managerial skills is preferred.

College transcript(s) is required at time of application.

Applicants must have and maintain a valid PA driver’s license.

It is the policy of Allegheny County that in order to receive a final offer of employment, candidates for positions within the executive branch must provide proof of a Covid-19 vaccination. The prospective employee will need to be fully vaccinated or have at least one shot of a two-shot series before beginning work. Any employee who does not receive and provide proof of the second shot within 30 days will have their probationary employment terminated.

Allegheny County will allow for medical and religious exemptions from the requirements in accordance with state and federal law.

Additionally, it is the policy of Allegheny County that in order to receive a final offer of employment, candidates must successfully pass a background check, which includes verification of Allegheny County Real Estate Tax status, and drug/medical examinations as required for the position. The pre-employment drug screen must be completed within 48 hours of the acceptance of the conditional offer of employment.

**Department Summary:** The Medical Examiner’s Office in Allegheny County is committed to deliver high quality professional forensic and laboratory services to the citizens of Allegheny County. Staff supports the obligation to investigate sudden, unnatural, and violent deaths with compassion for families and friends during their time of grief and provide analytical support to investigative agencies. The office applies current scientific methods for evidence analyses and investigations to effectively assist law enforcement, judicial court systems, the Public Defender’s Office and health environmental agencies.

**Position Summary:** The Laboratory Manager oversees the daily operations of laboratory section(s) and manages full-time employees. The incumbent oversees, plans, and implements major programs and services for the laboratory section(s) and reports progress to the Laboratory Director. The incumbent also makes recommendations that impact the budget and may serve on the Grant Committee. The Laboratory Manager works to ensure the office maintains accreditation and other appropriate certifications. Work is performed in a restricted environment with some exposure to loud noises, as well as exposure to chemical and biological hazards. Travel to other County Offices and law enforcement agencies is required. (Travel outside Allegheny County may be needed .)

**Duties**:

* Works with the Laboratory Director and Fiscal Manager in the development of strategic plans that fulfills testing service needs, delivers standardization, and increases income generation.
* Manages employees’ scheduling, performance and professional development.
* Manages the department budget and resources.
* Manages supplier contracts relevant to specialties.
* Uses the department LIM systems as applicable to gather, analyze, and present statistics and data for management, testing, and/or financial purposes and presents the information to the Laboratory Director.
* Implements and maintains quality control standards in a laboratory setting and performs analytical and management audits as needed.
* Work with the Laboratory Information Systems Administrator to satisfy the day-to-day information needs of the site and specialties.
* Monitors and evaluates workloads in a laboratory setting.
* Oversees and participates in the validation of results as needed.
* Provides technical knowledge within the managed area and acts as the expert reference point for subordinate staff as well as other users of the service.
* Develops common working practices within standard operating procedures and disciplines.
* Develops and retains sufficient knowledge in the field of Forensic Science in order to operate at the highest level.
* Consults with law enforcement and the forensic community to develop strategies and solve problems and present information to large and small groups.
* Organizes and participates in meetings as needed.
* Presents and receives highly complex technical, scientific and case information to/from all levels of staff within the department.
* Plans and organizes highly complex activities and projects in the department and reviews the progress and re-adjusts plans as needed.
* Performs other duties as requested.

**Knowledge, Skills and Abilities:**

Knowledge of:

* Operations of the Medical Examiner’s Office Forensic Laboratory
* Management and business analysis techniques
* Personnel management
* Collective bargaining agreements
* Standard laboratory procedures
* Case management
* Budgeting and grant management

Ability to:

* Make strategic decisions
* Plan and direct the work of others
* Establish and maintain effective working relationships with outside organizations
* Communication effectively orally and in writing
* Use standard office equipment, including a PC with word processing and/or accounting programs
* Learn Laboratory Information Management Systems
* Problem solve
* Maintain on-call status

**Residency**: Must become a resident of Allegheny County within one (1) year of appointment.

**Veterans’ Preference**: Will be awarded to eligible candidates.