



**Code: 3425**  
Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Public Health

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## **CLASS TITLE: DIRECTOR OF LABORATORY SCIENCE**

### **CHARACTERISTICS OF THE CLASS**

Under direction, the class reports directly to the Deputy Commissioner directing and managing the Lab-Based Surveillance Program in the Department of Public Health, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs staff engaged in coordinating diagnostic and surveillance laboratory testing and analyses (including genomic and wastewater surveillance)
- Reviews scientific literature for information on laboratory testing to support diagnosis of infectious disease and other conditions of public health importance
- Directs and implements the strategic plan, standards and practices that guide and support the delivery of high-quality laboratory diagnostic and surveillance operations in the department
- Manages the hiring, training, and evaluation of division staff
- Directs the alignment of division programs to align with accountability and deliverable requirements
- Facilitates engagement across the laboratory response network for increased preparedness and coordination in response to infectious diseases and other public health emergencies
- Advises on scientific and technical quality across the department and ensures alignment and integration with strategic priorities, capabilities and initiatives
- Oversees the management of testing services conducted by clinical and hospital laboratories
- Reviews and analyzes diagnostic and surveillance testing laboratory data to ensure accurate and prompt reporting and compliance with department, state and federal requirements
- Represents the department as a subject-matter-expert and provides technical direction to laboratory partners on laboratory diagnostic and genomic surveillance
- Stays current on trends in emerging infectious diseases and the impact on citywide laboratory operations
- Prepares scientific reports and articles on laboratory practices and findings
- Oversees the preparation of the division's budget and the preparation of grant proposals to secure funding for program operations
- Directs the preparation of manuals and other reports documenting the department's laboratory and quality standards, practices, and protocols
- Represents the Department at laboratory seminars and conferences, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Master's degree in Microbiology, Chemistry, Biology, or a directly related field, plus five (5) years of work experience in clinical

laboratory operations, compliance or laboratory quality assurance of which three (3) years are in a supervisory role related to the responsibilities of the position

- PhD degree preferred

#### **Licensure, Certification, or Other Qualifications**

- None

#### **WORKING CONDITIONS**

- General office environment

#### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

#### **PHYSICAL REQUIREMENTS**

- No specific requirements

#### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

##### **Knowledge**

Comprehensive knowledge of:

- \*clinical laboratory science in microbiology, genetics, chemistry or a related field
- \*emerging clinical laboratory trends and the impact on public health operations
- \*management methods, practices, and procedures
- \*diagnostic and surveillance laboratory testing
- \*applicable equipment, instruments, materials, and supplies

Advanced knowledge of:

- \*applicable federal, state, and local laws, regulations and guidelines
- \*laboratory terminology

Considerable knowledge of:

- \*Biology

Some knowledge of:

- applicable computer hardware and software technology
- report preparation methods, practices, and procedures
- public administration principles, practices, and procedures
- funding sources and grant preparation and administration methods and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

##### **Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems
- \*SCIENCE - Use scientific rules and methods to solve problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- QUALITY CONTROL ANALYSIS - Conduct tests and inspections of products, services, or processes to evaluate quality or performance
- \*MANAGEMENT OF FINANCIAL RESOURCES – Determine how money will be spent to get the work done and account for these expenditures
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
  - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
  - INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
  - INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
  - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
  - PERSISTENCE - Persist in the face of obstacles on the job
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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