

City of Chesapeake
Class Title: Medical Technologist Supervisor

Job Class Code: 8800	FLSA Status: Exempt-P
Pay Basis: Annual	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the job classification (class) is to supervise staff and administer, plan, and manage the operations of a highly complex clinical laboratory in accordance with federal and State regulations. The job class is responsible for staff development and training as well as monitoring work to ensure compliance with policies, procedures, and regulations. The job class works within a general outline of work to be performed, develops or modifies work methods and sequences as required under general supervision.

TYPICAL TASKS

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, and disciplining, and recommending termination.
- Performs and/or oversees the collection and analysis of patient specimens in compliance with protocols. Clinical analysis may include hematology, chemistry, urinalysis, microbiology, pulmonary function, virology, and serology testing.
- Ensures all laboratory instruments are calibrated, maintained, and monitored according to departmental standards as well as federal and State regulations.
- Ensures health and safety procedures are followed to maintain staff and patient protection.
- Ensures lab records and data are maintained in accordance with protocols, policies, and State and federal regulations and standards.
- Gathers and maintains information to support periodic and special reports; performs or ensures the performance of quality control and compliance with standards and regulations.
- Attends or conducts staff meetings to exchange information; attends professional seminars or conferences to improve professional skills; attends and completes required annual compliance training.
- Stays abreast of new developments relating to area of responsibility; assists in the maintenance and updating of all policies and procedures, training materials, and other required written materials.
- Performs other duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information; may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions, measurements, or descriptive statistics; may use algebraic solutions of equations and inequalities.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees and public or private groups; may write complex reports.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a scientific or medical nature and formulates recommendations on the basis of such analysis; applies extensive understanding of operating policies and procedures to solve complex problems.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and makes constant decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

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EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in Medical Technology, Chemistry, Microbiology, Biological Science, or a closely related field.
Experience	In addition to satisfying the vocational/educational standards, this job class requires a minimum of five years of directly related medical laboratory experience as a medical laboratory technician or technologist. At least two years of experience in a prior supervisory role is preferred.
Special Certifications and Licenses	American Society of Clinical Pathology (ASCP) or comparable certification preferred.
Special Requirement(s)	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.

Revised 01/15/20