

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 7/8/16 ms

ANNOUNCEMENT NO. 57

CHIEF OF LABORATORIES – Division of Health

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$23,647.11 to \$88,725.73 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, JULY 22, 2016 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 4, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 4, 2016.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: **EXPERIENCE EVALUATION:** Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: **THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

NOTE: **THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.**

DUTIES OF THE POSITION

Under general supervision, oversees laboratory work performed within a division to ensure compliance with standards and regulations. Designs and sets up laboratory tests, incorporating quality control and quality assurance procedures. Oversees the training and assesses the competency of laboratory personnel. Assigns duties to laboratory staff. Updates staff concerning new laboratory testing methods. Monitors procedures for compliance with quality requirements and accrediting agencies' regulations and standards. Ensures that laboratory and work environment conditions are safe and clean. Maintains laboratory supply inventory using department procurement tools. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

Must satisfy Clinical Laboratory Improvement Act requirements for Lab Director and Clinical Consultant for a High Complexity clinical lab. Must have **EITHER** a Doctor of Medicine Degree (MD) or a Doctor of Osteopathic Medicine degree (DO) with a current State of Ohio license as well as two years directing/supervising a high complexity lab or one year of clinical lab training in medical school **OR** Must possess a PhD in Chemical, Physical, Biological, or Clinical lab science and be certified by an Health and Human Services-approved board (e.g.: ABMM, ABCC). A valid State of Ohio Driver's License is required.

NOTE: **Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.**

NOTE: **Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

NOTE: **Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!

YOUR APPLICATION PACKET MUST CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS STATED IN THE BULLETIN, OR YOUR APPLICATION WILL BE REJECTED.

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

REQUIRED ITEMS	DONE
COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	
EITHER (I) A DOCTOR OF MEDICINE DEGREE (MD) OR A DOCTOR OF OSTEOPATHIC MEDICINE DEGREE (DO) WITH A CURRENT STATE OF OHIO LICENSE; OR (II) A PHD IN CHEMICAL, PHYSICAL, BIOLOGICAL OR RELATED FIELD FROM AN ACCREDITED FOUR YEAR COLLEGE OR UNIVERSITY IS REQUIRED.	
MUST SATISFY CLINICAL LABORATORY IMPROVEMENT ACT REQUIREMENTS FOR LAB DIRECTOR AND CLINICAL CONSULTANT FOR A HIGH COMPLEXITY CLINICAL LAB.	
PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	
CURRENT RESUME OR OTHER INFORMATION INDICATING THE <u>REQUIRED</u> EXPERIENCE OR CERTIFICATIONS: IF THE APPLICANT IS AN OHIO LICENSED MEDICAL DOCTOR TWO YEARS' EXPERIENCE DIRECTING OR SUPERVISING A HIGH COMPLEXITY LAB OR ONE YEAR OF CLINICAL LAB TRAINING IN MEDICAL SCHOOL IS REQUIRED; OR, IF THE APPLICANT HOLDS A PHD IN ONE OF THE REQUIRED FIELDS THEY MUST ALSO BE CERTIFIED BY A HEALTH AND HUMAN SERVICES-APPROVED BOARD (E.G.: ABMM, ABCC).	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE IS REQUIRED.	
THE THREE (3) CARDS IN THE APPLICATION MUST BE COMPLETED (this includes the job classification on the top line of each card, as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
<i>NOTE:</i> THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE THAT IT IS APPROVED BY THE CIVIL SERVICE COMMISSION.	
COPY OF ANY PROFESSIONAL LICENSE(S) OR CERTIFICATIONS LISTED IN THE APPLICATION.	
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

PLEASE NOTE: DURING THE LIFE OF THE ELIGIBILITY LIST YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGE OF ADDRESS. FAILURE TO DO SO COULD RESULT IN YOUR REMOVAL FROM THE LIST

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.