

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. LABSMGR3

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Laboratories
4. Civil Service Position Code Description Laboratory Scientist Manager-3	10. Division Chemistry and Toxicology
5. Working Title (What the agency calls the position) Environmental Surveillance Unit Manager	11. Section Environmental Chemistry
6. Name and Position Code Description of Direct Supervisor FISHER, KERI; STATE ADMINISTRATIVE MANAGER-1	12. Unit Environmental Surveillance Unit
7. Name and Position Code Description of Second Level Supervisor GEIGER, MATTHEW J; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3350 N. MLK Blvd., Lansing / 40 hours per week, various

14. General Summary of Function/Purpose of Position

The Environmental Surveillance (ES) Unit manager serves as a first-line manager of professional positions within the Environmental Chemistry (EC) Section and is responsible for the over sight and direction of inorganic and organic testing, which is comprised of laboratory scientists, laboratory technicians, and student assistants performing analytical testing of biological tissues, and environmental samples for environmental contaminants according to established procedures, practices and policies of the section, division and bureau. This position requires a thorough knowledge of methods and techniques used for inorganic and organic testing which includes quality assurance and safety requirements. The duties include the full range of supervisory responsibilities including but not limited to assigning work, approving leave, conducting in-service training, reviewing work, and conducting employee performance appraisals. In addition, duties include writing laboratory procedures, review and reporting laboratory results, overseeing instruments, equipment and supplies needed for the unit and section. This position is responsible for preparation and review of quality assurance records, competency and related training to bring the unit in compliance with the Bureau's Quality Assurance (QA) and Safety plans. This position serves as the technical consultant for the State of Michigan. Other lab duties may include the support of other lab operations in the Section or Division, e.g. chemical terrorism lab preparedness and response, additional biomonitoring activities.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 55

Responsible for coordinating and directing work assignments of laboratory scientists, technicians, and student assistants in the ES unit. This testing is done in collaboration with Local Health Departments, Environmental Health Bureau (EHB), Department of Environment, Great Lakes & Energy (EGLE) and according to the established procedures, practices and policies.

Individual tasks related to the duty:

- Sets priorities and creates work assignments for employees consistent within the unit & section, such as sample preparation, extraction, column chromatography, and analysis of surveillance samples by ultra-high pressure liquid chromatography tandem mass spectrometry (UPLC-MS/MS), ion chromatography mass spectrometry (IC-MS), gas chromatography (GC)-MS, GC-MSMS, LC-MSMS, photometric and electrochemical analysis, or other types of analysis techniques.
- Review and interpretation of test results, tabulates sample data and submits written reports using current data systems.
- Determines accuracy and precision of results according to established quality control procedures.
- Assigns the performance of preventive maintenance to staff.
- Directs the inventory system and related order of supplies, reagents and solvents.
- Directs staff on proper methods for testing of routine and unusual specimens.
- Recommend the ordering of equipment and instruments.
- Prepare written laboratory procedures for all methods used in area of expertise.
- Review and update annually laboratory procedures for all methods used in area of expertise.
- Assigns non-routine work to staff according to abilities and availability.
- Develops, schedules, and evaluates new and current employee training and continuous staff development programs for the unit.

Duty 2

General Summary:

Percentage: 20

Compiles and evaluates results, prepares reports and responds to quality assurance and safety problems with development of corrective procedures and maintains accurate and up-to-date records of all work performed according to established procedures, practices and policies of the section.

Individual tasks related to the duty:

- Evaluates all new lots of reagents, solvents, adsorbents and other consumable supplies to assure that they meet minimal acceptable performance standards as established by the section.
- Conducts appropriate quality assurance and quality control procedures as established by the section.
- Assures that all glassware is chemical free.
- Assists in the preparation, characterization and implementation of appropriate calibration solutions, surrogate solutions and control materials.
- Assists in the development, validation and implementation of analytical methods, as needed.
- Directs performance of proficiency testing for all applicable areas.
- Directs the unit's quality assurance and safety activities to ensure compliance with the Bureau and related regulatory requirements, e.g. College of American Pathologist (CAP) and International Organization for Standards (ISO) 17025.

Duty 3

General Summary:

Percentage: 10

Maintain equipment and instrumentation in optimal operating condition at all times according to established procedures, practices and policies of the section.

Individual tasks related to the duty:

- Directs the evaluation of instrument problems and supervises appropriate repairs as necessary.
- Contacts instrument vendors for maintenance and repairs, as necessary.
- Directs preventive maintenance on equipment and instrumentation.
- Monitors performance equipment and instrumentation and returns to instrument vendor for repair, as necessary.
- Maintain an inventory of consumable supplies for all instrumentation.
- Instruct and trains staff in the operation and routine maintenance of laboratory equipment and instruments.

Duty 4**General Summary:****Percentage: 5**

Participates in the selection and training of personnel, counsels' employees, approves leave and participates in disciplinary proceedings according to established procedures, practices and policies of the section.

Individual tasks related to the duty:

- Develops position descriptions and determines selection criteria for interviewing candidates for new and vacant positions.
- Interviews and selects personnel for subordinate positions.
- Responsible for assuring equal employment in all hiring and promotions.
- Approves leaves, performs in-service ratings, and counsels employees.
- Conducts and provides training for employees.
- Performs employee performance appraisals.

Duty 5**General Summary:****Percentage: 5**

Handles special problems and unusual results within the section; acts as a consultant to section staff, directs training of laboratory technical staff in equipment, instrumentation and general analytical chemistry techniques according to established procedures, practices and policies of the section.

Individual tasks related to the duty:

- Serves as a consultant providing and presenting information pertaining to testing methodology and procedures.
- Submits monthly progress reports, and reports on special assignments to section director.
- Attend section meetings, seminars or workshops that pertain to laboratory duties.
- Writes training manuals for staff in the section.
- Directs training of staff in specialized analytical chemistry testing instrumentation training.
- Reviews the scientific literature, as needed.
- Other duties as needed for the section and division.

Duty 6**General Summary:****Percentage: 5**

This position will function as a member of the Michigan Bioterrorism and Chemical Terrorism Public Health response teams as needed.

Individual tasks related to the duty:

- Conducts activities to prepare health care professionals and other partners for possible bioterrorism or chemical terrorism incident of event.
- Respond, as necessary, to a possible bioterrorism or chemical terrorism incident or event, to provide stat assistance to health care professionals in investigation and control efforts.
- Assist in the coordination of pre-event or post-event smallpox vaccination program.
- Understand that possible occupational exposure to smallpox virus or other bio-terror agents could occur.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

As a first line manager, selection of the appropriate laboratory procedures, analytical methods and experimental design protocol for analysis of biological tissues and environmental samples, standard reference materials, proficiency testing samples and quality control-quality assurance materials associated with assigned responsibilities. Develop, validate, document, implement and perform laboratory procedures and analytical methods. Apply professional judgment and experience to solve problems that arise during the performance of work assignments. These decisions ultimately affect the quality, effectiveness and efficiency of all laboratory work performed in the section.

17. Describe the types of decisions that require the supervisor's review.

The Section Manager needs to be informed of the following:

1. All reports documenting method development, evaluation and validation.
2. All reports documenting standard reference materials, proficiency testing samples including quality control-quality assurance materials.
3. The development and implementation of new and revised laboratory procedures and policies.
4. The purchase of laboratory supplies, instruments and equipment.
5. All safety and policy matters.

Problems or concerns relating to the units and section.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Any person working with specimens of human origin from patients suspected of having communicable diseases is at increased risk of acquiring bacterial, viral or other infections and is required to use careful aseptic techniques and proper precautions in their work. Laboratory work involves daily use of biological samples and hazardous chemical materials. Accurate and precise laboratory and safety procedures must be followed at all times.

Physical Activities: standing, sitting, climbing, walking, lifting heavy objects 20-40 lbs, and the use of computers;

Conditions/Hazards: odors, hazardous chemicals, fumes, noise, etiological agents, high electrical voltage, high electrical current, high temperature

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

Lab Scientist-A (new) Lab Scientist-A (new) Lab Scientist-E (new) Lab Scientist-E (new)

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Duties 1-6 as listed above.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New establishment.

25. What is the function of the work area and how does this position fit into that function?

The Section tests environmental contaminants in a variety of environmental and biological specimens. This position functions as a first line supervisor and directs and performs highly complex testing in the section.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in chemistry, biochemistry, forensic science, biology, microbiology, or a related pure or applied science.

EXPERIENCE:

Laboratory Scientist Manager 14

Five years of experience equivalent to a Laboratory Scientist or Microbiologist, including three years equivalent to a Laboratory Scientist P11 or Microbiologist P11, two years equivalent to a Laboratory Scientist 12 or Microbiologist 12, or one year equivalent to a Laboratory Scientist Specialist 13, Microbiologist Specialist 13, or Laboratory Scientist Manager 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed in the Civil Service job specifications. In addition:

Thorough knowledge of laboratory tests and control techniques.

Thorough knowledge of statistical techniques used in the treatment of scientific data.

Thorough knowledge of the sources of literature in the field.

Thorough knowledge of general, qualitative, quantitative, organic, and inorganic chemistry.

Ability to instruct, direct and evaluate employees.

Ability to do laboratory procedures, tests and analyses required in the work and to interpret results obtained.

Ability to communicate effectively, both orally and in writing.

Ability to prepare technical reports, records and papers.

Ability to adapt standard laboratory techniques and tests to meet the demands of specific problems.

Ability to conduct methodological research starting with the assignment of a project through the various steps including the reporting of results.

Ability to review, interpret, analyze, and draw conclusions from scientific data.

Considerable knowledge of training and supervisory techniques. Considerable knowledge of employee policies and procedures.

Considerable knowledge of the methods of analyzing environmental samples and industrial contaminants.

Considerable knowledge of the methods of analytical chemistry and biochemistry including such techniques as sample extraction, column chromatography and gas chromatography.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

LIBERTY IRWIN

7/23/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date