

AGRICULTURAL LABORATORY SAMPLE INFORMATION SUPERVISOR

KIND OF WORK

First level supervisory sample/information work.

NATURE AND PURPOSE

Under general supervision, an employee in this class is responsible for providing supervision to the Sample/Information Coordination Unit of the Agricultural Laboratory. This position includes responsibility for providing inspection sample supplies, coordinating communication between Inspection and Lab Divisions, disposing of samples, transmitting lab results, and administering laboratory management and accounting processes through utilization of the Laboratory Information Management System (LIMS).

DISTINGUISHING CHARACTERISTICS

This classification differs from higher level supervisory Agriculture Lab positions in reportability and diversity of work. Employees in this position report directly to the Agriculture Lab Information/Support Services Supervisor and act as first level supervisor to Sample/Information Coordination Unit staff.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Hires, trains, disciplines, promotes and evaluates unit personnel to ensure the availability of well-trained staff by complying with labor relations agreements, administrative procedures, and department policy; approving/disapproving leave, timesheets, expense reports, and overtime; completing promotional rating reports; writing letters of commendation and/or reprimand; evaluating, counseling, and cross-training staff; approving position descriptions.

Schedules, assigns, and evaluates work of unit personnel so that work is performed in a timely and accurate manner by considering clientele requirements, monitoring for completeness, and checking for documentation and accurate data transcription; assigning and reviewing work; setting deadlines; and overseeing operation of Laboratory Information Services.

Oversees primary direct contact with department personnel, other agencies, and the public; ensuring congenial and professional interface with persons submitting samples and/or visiting the laboratory; providing a continuously staffed receiving area during operational hours; monitoring activity and conduct of all personnel entering Laboratory area; maintaining all security and safety practice and ensuring prompt and courteous response to all inquiries, oral and written.

Administers the Laboratory Information Management and Communication System (LIMS), including all computer databases and backup hardcopy files; coordinating department regulatory and laboratory activities; maintaining records, documenting lab service problems, and making improvements in planning and resource allocation; planning, developing, implementing, maintaining, and improving LIMS, providing staff training where necessary to assure program utilization; coordinating data management with Inspection, Information Services, and Lab Service divisions to provide direction to department staff and/or programmers when additional records are needed to further develop system; maintaining integrity of laboratory data through management and coordination of division file systems, ensuring that all privacy and security requirements are met; planning,

developing, implementing, and maintaining systems for handling and tracking samples with provisions for accounting data and for integration of existing hard copy files into a central records management center. Monitoring inspection sampling supply system, providing personnel with appropriate containers and sample transport devices; preparing, ordering and maintaining inventory of requested/needed inspection supplies.

Monitors the Laboratory Information Management Systems for sample processing so that samples and related information can be analyzed and processed in a timely manner, ensuring coordination of samples received with matching information; evaluation of sample suitability for analysis; ensuring proper entry of sample information into LIMS database; ensuring that chain-of-custody procedures are performed and that proper routing procedures are used to match samples and documents with the correct Laboratory Section and entering results from completed hardcopy into LIMS database; reviewing and proofing entries for spelling, range and completeness; properly disposing of complete samples.

Develops and releases Laboratory Management Reports, reflecting lab performance, cost analysis, and time management studies; providing information to account functions in accordance with Department policy; producing management reports detailing efficiency and cost effectiveness of lab activities; ensuring that monies received by the lab are properly handled, completing and delivering accounts receivable information according to Department policies.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Principles of supervision sufficient to hire, train, promote, and evaluate unit staff and achieve maximum utilization of human resources.

Laboratory/Inspection unit functions sufficient to direct staff, meet deadlines, develop documentation, and provide service.

Computer systems and information systems management sufficient to develop reports, provide staff training, coordinate data management, handle and track samples, and integrate existing files into a central records management system.

Accounting practices sufficient to assist in the accounting functions of the laboratory.

Ability to:

Communicate effectively, both verbally and in writing, sufficient to train Laboratory Sample/Information Unit staff.

Organize high volume of work sufficient to complete tasks and projects in a timely and accurate manner and coordinate lab requirements and public demands.

Est.: 7/90

Rev.:

TC:

Former Title(s) :