



STATE OF COLORADO
invites applications for the position of:

Director of the Laboratory Services Division - 0468

A residency waiver has been granted for this announcement.
Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: MANAGEMENT

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 8100 Lowry Boulevard, Denver, CO

SALARY: \$7,046.00 - \$11,419.00 Monthly

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 08/03/15

CLOSING DATE: 08/16/15 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of Public
Health & Environment

A residency waiver has been granted for this announcement.
Applications will be considered from residents and nonresidents of Colorado.

This announcement will remain open until August 16, 2015, or until we have identified an adequate applicant pool, whichever occurs first. As such, applicants are encouraged to submit applications early.

Make a real difference . . .

Do you have a passion and drive to apply your talent to make a better Colorado? Are you a looking for a career that provides you with opportunities to improve the world around you? The Colorado Department of Public Health and Environment (CDPHE) is seeking individuals to apply for a terrific position that makes a direct impact on improving the lives of Colorado citizens. Our mission is to protect and improve the health of Colorado's people and the quality of its environment.

If your goal is to build a career that makes a difference, consider joining the dedicated people of

the Colorado Department of Public Health and Environment. Our professionals strive to make Colorado the healthiest place to live. Our non-smoking campus offers free parking and is conveniently located near RTD bus lines, the Cherry Creek Shopping Center and the Cherry Creek bike path. In addition to a great location and rewarding, meaningful work, we offer:

- Employee wellness programs and facilities
- Extensive internal professional development opportunities on a wide variety of subjects
- Bike to work programs, including access to storage lockers and bike racks
- Distinctive career advancement opportunities throughout the State system
- Strong, yet flexible [retirement benefits](#) including a choice of the PERA Defined Benefit Plan or the PERA Defined Contribution Plan, plus optional 401K and 457 plans
- [Medical and dental health plans](#)
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus generous personal time off
- Mentoring program with opportunities for mentors and mentees
- Tuition assistance for college level courses including Masters degree programs, and
- Excellent work-life programs, such as flexible schedules, and more

DESCRIPTION OF JOB:

The Work Unit:

The Laboratory Services Division (LSD) is part of the Public Health Programs system and exists to support the Department's mission and efforts in meeting public health needs.

The Colorado State Public Health Laboratory provides a wide range of diagnostic and analytical services for the assessment and surveillance of infectious/communicable diseases, newborn screening analyses, foodborne outbreak investigations, biological and chemical terrorism testing, analytical evaluation of dairy products, regulatory evaluation of drinking and recreational waters throughout Colorado, analyses of clinical, food and environmental samples for organic, inorganic, and radiologic compounds/metabolites. The Division also provides ongoing regulatory oversight of laboratories performing diagnostic testing, environmental testing, and marijuana testing.

The Colorado State Public Health Laboratory represents a first line of defense in the rapid recognition of a public health threat to the citizens of Colorado. Analytical services are performed in support of state and national public health disease prevention programs and environmental health initiatives.

What You'll Be Doing:

The Director of the Laboratory Services Division, Colorado Department of Public Health and Environment, is responsible for the technical and scientific direction, compliance and administration of the State Public Health Laboratory located in Denver. The Director integrates the public health laboratory into the state's infrastructure, continuously promotes the public health laboratory and develops strategies to expand expertise, capacity, and technologies to benefit the citizens of Colorado and enhance epidemiological activities in Colorado. The position performs the following duties: serves as CLIA Director for the Division; manages the activities of the Microbiology (Molecular Sciences, Public Health Microbiology, Serology, Environmental Microbiology), Environmental Chemistry, Toxicology, Newborn Screening, Bioterrorism/Chemical terrorism, Certification, and Quality Assurance Programs; assures that activities are congruent with Departmental and Division goals; secures new sources of funding and prepares and executes budgets; assign duties to program managers, unit supervisors and personnel; develops policy for approval by departmental boards; approves the revision and the establishment of new procedures, as well as the evaluation and acquisition of new technologies and instruments for laboratory analysis; oversees biosafety for the division; provides expert scientific consultation to other divisions of CDPHE, other units of state and local government, physicians, hospitals, public

health and other health care providers; directs the overall response of the unit in public health emergency situations where communicable disease laboratory analyses are required; oversees the maintenance of procedures, records, documentation for the section laboratories; and ensures that staff perform duties in compliance with all relevant statutes and regulations necessary to maintain licensure and/or certification according to CLIA'88.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree in a biological and/or physical science (e.g., microbiology, molecular biology, chemistry, genetics) or clinical laboratory sciences AND six years of professional experience in a laboratory setting which included at least two years in a public health or medical laboratory, or closely related laboratory facility, and supervision of laboratory personnel, and two years of professional public or business administration experience which included establishing goals and objectives and developing and managing a budget to achieve program goals and objectives. Requires the supervision of second level supervisors. Laboratory experience in industries such as pharmaceuticals, vitamin supplements and non-medical substances, pesticides, industrial chemicals, and petroleum-based and bio-fuel substances will not be considered.

This experience must be substantiated within the Work Experience section of your application. See Resume will not be accepted. In addition, part-time work will be pro-rated.

Special Qualifications:

Beyond published minimum qualifications from the class series description, this position requires a doctoral or medical degree (Sc.D., PhD, Dr. PH, MD, DO) and board certification in one of the scientific boards acceptable to federal clinical laboratory regulations (CLIA-88). Must meet eligibility criteria for CLIA certification as a High Complexity Laboratory Director, and/or become certified as a High Complexity Laboratory Director within one year of hire. Applications that do not clearly demonstrate the possession of CLIA certification credentials or eligibility to sit for the examination as a High Complexity Laboratory Director will not be considered. Official transcripts or copies of unofficial transcripts are required at the time of application.

Substitutions:

A combination of work experience in the occupational field or specialized subject area of the work assigned to the job, which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree. A master's or doctorate degree from an accredited college or university in a field of study related to the work assignment may be substituted for the bachelor's degree and at the agency's discretion, one or two years of general experience respectively.

A copy of your transcript must be submitted at the time of application (Unofficial transcripts are acceptable.)

Preferred Qualifications and Competencies:

- Knowledge and ability to write reports and make presentations of scientific findings and assessments;
- Knowledge and ability to apply logic and common-sense in solving problems and dealing with a variety of variables where limited standardization exists;
- Knowledge of generally accepted laboratory QA/QC procedures and processes as they apply to a diagnostic and/or environmental testing;
- In-depth knowledge of laboratory regulatory requirements (e.g., CLIA, EPA, FDA, ISO);
- In-depth knowledge of biosafety recommendations and experience working at BSL-3;

- In-depth knowledge of chemical safety recommendations;
- Excellent management and supervisory skills;
- Knowledge and ability to analyze and compile data into a clear, concise reports;
- Superior verbal and written communication skills and effective listening skills;
- Strong organization and/or project management skills with keen attention to detail;
- Ability to strategize, organize and plan, including creating and updating training plans;
- Self-motivated;
- Ability to multi-task, embrace ambiguity, understand organizational dynamics, recognize trends and identify systematic approaches to solving problems;
- Ability to establish and maintain effective working relationships with all colleagues, vendors and stakeholders;
- Ability to work well independently as well as in/with a team;
- Ability to collaborate and achieve consensus across work units and programs;
- Ability to effectively communicate both orally and in writing with a wide range of customers;
- Knowledge of and use of desktop computer hardware and software;
- Excellent critical thinking and problem solving skills;
- Excellent interpersonal and customer service skills;
- Ability to interpret regulations and statutes;
- Ability to interpret and analyze data;
- Keen attention to detail.

Conditions of Employment:

- Must possess and maintain a valid Colorado driver's license.
- Must be willing and able to travel independently throughout the state including overnight stays.
- Must be able to obtain clearance through the Federal Select Agent Program.
- Must pass a pre-employment criminal background check that will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide the Colorado Department of Public Health and Environment Human Resources office with an official disposition of any charges.
- On Call Status: Must be willing to be on-call in the event of an emergency (e.g. bio-terrorist attack, chemical attack, disease outbreak, or all hazards) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place.
- On Call Status: Must be willing to be on-call in the event the activation of the Continuity of Operations Plan (COOP) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place.

SUPPLEMENTAL INFORMATION:**A complete application packet must include:**

- A completed State of Colorado application.
- If using education to qualify, or to demonstrate completion of preferred coursework, a copy of your college/university transcripts. Transcripts can be attached to your CO Jobs application.
- A resume.
- A cover letter describing your professional goals and objectives.

APPEAL RIGHTS:

If you receive notice that you have been eliminated from consideration for the position, you may

protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination. Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb. A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

CDPHE has a strong commitment to diversity and cultural awareness. We welcome responses from people of diverse backgrounds.

Contact Information: Jim Davidson, jim.davidson@state.co.us

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

N. A.

DEPARTMENT CONTACT INFORMATION:

Jim Davidson, jim.davidson@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #FAA00468-08/15
DIRECTOR OF THE LABORATORY SERVICES DIVISION -
0468
JD

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Director of the Laboratory Services Division - 0468 Supplemental Questionnaire

- * 1. Part of the exam for this position involves a review of the information you submit in your application materials. Candidates have the opportunity to attach additional documents such as cover letters, resumes, and/or letters of recommendation to your application to demonstrate that you possess the education and experience relating to the requirements AND the highly preferred competencies for this position. Please understand, failure to include adequate information on your job application or to follow instructions may affect your score and prevent you from competing in subsequent measures used to arrive at a top group of applicants. Have you attached all the documentation you wish to be considered in the selection process to your job application?
- Yes No
- * 2. A cover letter and resume are required as part of the application process. Did you attach a cover letter following the instructions in the job announcement?
- Yes No
- * 3. This position requires you to have and maintain a current/valid driver's license as a condition of employment. Do you have a valid/current driver's license and do you agree to this condition of employment?
- Yes No
- * 4. This position requires the ability to travel independently, including overnight stays, as a condition of employment. Do you agree to this condition of employment?
- Yes No
- * 5. Must successfully pass a pre-employment criminal background check that will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide the Colorado Department of Public Health and Environment Human Resources office with an official disposition of any charges. Do you agree to this condition of employment?
- Yes No
- * 6. On Call Status: Must be willing to be on-call in the event of an emergency (e.g. bio-terrorist attack, chemical attack, disease outbreak, or all hazards) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place. Do you agree to this condition of employment?
- Yes No
- * 7. On Call Status: Must be willing to be on-call in the event the activation of the Continuity of Operations Plan (COOP) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place. Do you agree to this condition of employment?
- Yes No

- * 8. This position requires a doctoral or medical degree (Sc.D., PhD, Dr. PH, MD, DO) and board certification in one of the scientific boards acceptable to federal clinical laboratory regulations (CLIA-88). Must meet eligibility criteria for CLIA certification as a High Complexity Laboratory Director, and/or become certified as a High Complexity Laboratory Director within one year of hire. Do you agree to this condition of employment?
- Yes No
- * 9. The candidate appointed to this position must be able to obtain clearance through the Federal Select Agent Program. Do you agree to this condition of employment?
- Yes No
- * 10. Do you currently possess CLIA certification as a High Complexity Laboratory Director? If yes, please attach documentation of certification to your application as an uploaded file.
- Yes No
- * 11. If you do not currently possess CLIA certification as a High Complexity Laboratory Director, are you qualified to sit for the examinations to become certified as a High Complexity Laboratory Director within one year of hire?
- Yes No
- * Required Question