

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5288700

Laboratory Center Administrator, Grade 23	5288700
Laboratory Center Administrator 1, M-1	5288710
Laboratory Center Administrator 2, M-2	5288720
Director Laboratory Center Administrator, M-4	5288900

Brief Description of Class Series

Laboratory Center Administrators provide administrative oversight and support to public health laboratory program operations within the Wadsworth Center. Incumbents coordinate and manage budgeting, human resources, and procurement activities and services; develop, implement, and evaluate administrative policies and procedures; and ensure compliance with State and federal laws, rules, and regulations.

Positions are classified in the Department of Health.

Distinguishing Characteristics

Laboratory Center Administrator: full performance level; performs a variety of administrative tasks and activities in support of a laboratory and/or operational program area; and may supervise subordinate staff.

Laboratory Center Administrator 1: supervisory level; oversees administrative functions for a laboratory program area; and supervises Laboratory Center Administrators and/or other administrative staff.

Laboratory Center Administrator 2: managerial level; manages the administrative operations of a laboratory division(s); and supervises a team of Laboratory Center Administrators and/or other administrative staff.

Director Laboratory Center Administration: one position class; directs, oversees, and manages the administrative functions and operations of the Wadsworth Center; and supervises Laboratory Center Administrators 2 and other administrative staff.

Related Classes

Health Program Administrators perform a broad range of activities in the administration, supervision, and oversight of agency programs, including the design, implementation, management, operation, and assessment of program effectiveness.

Illustrative Duties

Laboratory Center Administrator

Develops, implements, monitors, and revises administrative policies, procedures, and methods for a laboratory or operational program area.

- Collects, reviews, and analyzes program data; ensures compliance with State and federal laws, rules, regulations, and accepted practices for laboratory operations; and initiates corrective actions as necessary.
- Serves as liaison with outside agencies and organizations; and coordinates administrative and regulatory activities with internal and external stakeholders.
- Interprets and advises laboratory program staff on administrative policies, procedures, and practices; and recommends new or revised policies and procedures.
- Prepares, drafts, and reviews laboratory program correspondence, including reports of program activities.

Oversees and coordinates human resources activities, such as those related to recruitment, performance evaluations, employee orientation and training, staffing, and employee relations issues.

- Serves as liaison for human resources activities; and clarifies and interprets human resources policies and procedures to laboratory program staff.
- Assists in the assessment of training needs, review and identification of staffing needs, and the development of staffing plans and position classification documents; and makes recommendations to meet program needs.

Develops fiscal systems to manage and monitor laboratory budgets and expenditures; prepares, reviews, and modifies budget and allocation requests; and makes recommendations for approval.

- Administers State and federal special revenue and grants funds.
- Coordinates, monitors, and evaluates procurements for laboratory equipment and supplies.
- Oversees contractual agreements with other agencies or organizations; provides technical assistance to contract vendors; and monitors and evaluates contractor performance and progress.

- Prepares memoranda of understanding, including the negotiation of fees charged for laboratory services; and coordinates approvals and payments for services.

Laboratory Center Administrator 1

Performs the duties of a Laboratory Center Administrator; oversees the administrative functions of a laboratory program area; and supervises Laboratory Center Administrators and/or other administrative staff.

Oversees and determines staff schedules and assignments; evaluates performance; and approves and monitors time and attendance.

Laboratory Center Administrator 2

Performs the duties of a Laboratory Center Administrator 1; manages the administrative operations of a laboratory division(s); and supervises Laboratory Center Administrators and/or other administrative staff.

Director Laboratory Center Administration

Performs the duties of a Laboratory Center Administrator 2; and directs, oversees, and manages the administrative functions and operations of the Wadsworth Center. Develops administrative policies, procedures, and methods; manages administrative programs, including the distribution of funds for scientific research grants, contracts, and appropriations; federal exchange immigration program; procurement, mailroom, receiving, and asset management services; and monitors and evaluates the effectiveness of programs and services.

Assesses internal priorities; develops expenditure and staffing plans; oversees staffing programs; and authorizes the use of funds to meet program goals.

Authorizes clinical and environmental laboratory permits; contract execution; occupational health and safety protocols; cost accounting procedures; and certifies requirements for laboratory access, consistent with State and federal laws, rules, and regulations.

Minimum Qualifications

Laboratory Center Administrator

Open Competitive: seven years of professional administrative experience, including the assessment, prioritization, and allocation of fiscal, staffing, and operational needs and resources and/or the development and implementation of administrative proposals, policies, and procedures in a laboratory that tests clinical specimens or environmental samples, or a hospital, clinic, or physician practice.

Laboratory Center Administrator 1

Promotion: one year of service as a Laboratory Center Administrator.

Open Competitive: eight years of professional administrative experience as described for Laboratory Center Administrator in a laboratory that tests clinical specimens or environmental samples, or a hospital, clinic, or physician practice, one year of which must have been at a supervisory level.

Substitution: a bachelor's degree in one of the natural sciences, public health, public administration, or business administration may substitute for four years of general experience; and a master's degree in one of the above fields may substitute for an additional year of general experience described above for Laboratory Center Administrator and Laboratory Center Administrator 1.

Laboratory Center Administrator 2

Promotion: one year of service as a Laboratory Center Administrator 1.

Director Laboratory Center Administration

Non-Competitive: a bachelor's degree in one of the natural sciences, public health, public administration, or business administration and seven years of administrative experience in a hospital, clinic, or physician practice, three years of which must have been providing the full range of administrative services and direction in a large public health laboratory that tests clinical specimens or environmental samples, and two years of which must have been at a managerial level.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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