



EXAMINATION OPEN TO THE PUBLIC
LABORATORY CONSULTANT

ANNUAL \$58,413 SALARY: \$78,938 **SALARY GROUP: HC 25** **APPLICATION CLOSING DATE: NOVEMBER 10, 2011** **EXAM NO: 110650OCMC**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Public Health, Bureau of Health Laboratories this class is accountable for the inspection of clinical, environmental and hospital laboratories and other facilities under jurisdiction including evaluation of analytical methods and procedures and review of quality control data and analysis records.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY NOVEMBER 10, 2011:

GENERAL EXPERIENCE: Eight years' professional laboratory experience in clinical chemistry, clinical microbiology, environmental chemistry, environmental microbiology, medical technology or a related area.

SUBSTITUTIONS ALLOWED: (1) College training in chemistry, medical technology, microbiology or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in chemistry, medical technology, microbiology or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must be willing to periodically undergo tests or immunizations for communicable diseases. (2) Incumbents in this class inspecting environmental laboratories must successfully complete the U.S. Drinking Water Laboratory Certification Course (organic and inorganic chemistry, microbiology) and be certified as a State Certification Officer by the Regional Environmental Protection Agency office. (3) Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to communicable diseases and hazardous substances.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of clinical chemistry, environmental chemistry, hematology, clinical microbiology, environmental microbiology, serology and laboratory quality control procedures; knowledge of immunohematology, cytology, histopathology and blood banking procedures; knowledge of laboratory analysis of drinking water, wastewater, solid waste and effluent discharge; interpersonal skills; oral and written communications skills; skill in calibration and use of laboratory instruments; ability to make accurate and objective observations.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Laboratory Consultant, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Laboratory Consultant cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in laboratory tests and procedures. Be specific as to the type of laboratory tests performed or developed, the nature and purpose of the tests, and the results of your findings. Be specific as to how these tests are conducted, whether you work independently, as a team or oversee others in this function. Be specific as to how and what information you collect, what this information is used for and the method you use to record it. Also, indicate your experience in writing and implementing laboratory procedures. Be specific as to their nature and purpose, and the number, and types of people whom they affected. **(2)** Experience in the evaluation of laboratory quality assurance, quality assessment and quality control procedures and methodologies. Detail your experience recommending actions for corrections and deficiencies including the type of deficiency and the solutions you offered. Detail experience evaluating laboratory safety, cleanliness, lighting, ventilation, etc. **(3)** Consultative experience. Describe your experience providing information and consultation to laboratory personnel and the public concerning issues such as license, quality assurance, regulations, etc. Be specific regarding consultations in relation to compliance issues. Detail any experience investigating and resolving complaints. Be specific as to the nature of these consultations, to whom they were provided and your role. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by November 10, 2011. **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by December 20, 2011.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities