



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
LABORATORY QUALITY ASSURANCE MANAGER**

ANNUAL SALARY: \$92,041 **SALARY GROUP: MP 68** **APPLICATION CLOSING DATE: MARCH 15, 2013** **EXAM NO: 130160APFD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Emergency Services and Public Protection and the Department of Public Health, this class is accountable for directing a comprehensive program of quality assurance and monitoring compliance activities of the laboratory.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF EMERGENCY AND PUBLIC PROTECTION** WHO BY **MARCH 15, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF EMERGENCY AND PUBLIC PROTECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Ten years of experience in public health, biological, environmental, commercial, clinical or chemical laboratory work or forensic analysis of evidentiary material.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a lead capacity guiding the activities of professional laboratory personnel or forensic analysis of evidentiary material. [Note: For State Employees, this is interpreted at the level of Principal Microbiologist, Principal Chemist or Forensic Science Examiner 2.]

SUBSTITUTIONS ALLOWED: (1) College training in biological or chemical sciences, forensic science, applied genomics, biochemistry, chemistry, genetics or molecular and cell biology 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 biological or chemical sciences, forensic science, applied genomics, biochemistry, chemistry, genetics or molecular and cell biology may be substituted for five years of the General Experience. (3) A Doctoral degree in biological or chemical sciences, forensic science, applied genomics, biochemistry, chemistry, genetics or molecular and cell biology may be substituted for six years of the General Experience. [Note: Education may only be substituted for a total of six years.]

SPECIAL REQUIREMENTS: (1) Incumbents in this class must be willing to periodically undergo tests or immunizations for communicable diseases. (2) Incumbents may be required to meet job specific certifications or meet specific education and/or experience requirements of a licensing or accrediting body. (3) Incumbents may be required to undergo and successfully complete security background checks. (4) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of nationally and internationally accepted standards for certification of clinical, environmental, radiological, biochemical or forensic science laboratories; considerable knowledge of applications of laboratory science in public health programs or forensic science sections; considerable knowledge of biological and chemical sciences; considerable knowledge of development and application of quality assurance principles to laboratory practice; considerable knowledge of the use of statistics used to track and evaluate laboratory quality; considerable interpersonal skills; considerable oral and written communication skills; ability to train all levels of personnel in laboratory quality, safety and security requirements.

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

APPLICATION/EXAMINATION INSTRUCTIONS: 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. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by MARCH 14, 2013. A separate application form must be submitted for each exam you are applying for.** Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910). **If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application form and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by April 19, 2013.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Department of Department of Emergency Services and Public Protection.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

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, persons with disabilities and military veterans.