

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Consumer Analytical Laboratory Administrator

**SERIES NO.:**

8384

**MAJOR AGENCIES:**

Agriculture

**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the consumer analytical laboratory administrator occupation is to manage, direct & coordinate all operations of a multi-functional agriculture laboratory & supervise subordinate supervisory personnel.

**CLASS TITLE:**

Consumer Analytical Laboratory

**CLASS NUMBER:**

83845

**EFFECTIVE DATE:**

09/05/1993

**CLASS CONCEPT:**

The managerial level class works under administrative direction & requires extensive knowledge of chemistry & microbiology in order to manage, direct & coordinate all operations of agriculture laboratory & supervise subordinate supervisory personnel.

<b>CLASS TITLE:</b> Consumer Analytical Laboratory	<b>CLASS NUMBER:</b> 83845	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

09/05/1993

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Manages, directs & coordinates all operations of multi-functional agriculture laboratory (e.g., develops & implements program policies & procedures for monitoring of human food supplies & allied agricultural program; evaluates quality of analytical services; coordinates activities with other divisions & state & federal agencies; drafts, advises & provides resource material for proposed laws, rules & regulations; develops, reviews & updates laboratory safety programs; initiates new contracts with federal & state agencies for food & environmental-related analytical services related services; develops & monitors contracts with other state agencies for laboratory services; negotiates, implements & monitors federal cooperative agreements for services rendered to USDA, USEPA, USFDA & US fish & wildlife agencies; negotiates, implements & monitors cooperative agreements for toxic environmental residues in fish, fruits & vegetables, milk & meat products; develops & implements state of art methodology for chemical analysis; prepares budget & monitors fund expenditures & requisitions) & supervises lower-level supervisory personnel (e.g., chemical laboratory supervisors, microbiology laboratory supervisors).

Consults with consumers, farmers, industries & manufacturers on agricultural & food problems; serves as agency representative at regional & national conferences & ad hoc committee meetings; represents agency director at industry & trade association meetings; plans & coordinates divisional, inter-divisional & inter-agency meetings & conferences; writes & presents position papers & highly technical papers relating to food safety & environmental pollutants; provides technical assistance to department field staff on statewide basis; provides technical assistance & advice to Ohio Department of Health, local health agencies & federal agencies representatives; presents & interprets policies, rules & regulations with state & federal officials; operates computer terminal to review/monitor data; develops computer reports utilizing software packages (e.g., LIMS; Windows; LOTUS).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of chemistry; microbiology; agricultural products & food products; management; supervisory principles/techniques; public relations\*; budgeting\*. Skill in operation of computer terminal\*. Ability to understand somewhat abstract field of study; write &/or edit program policies & procedures, proposed laws, rules & regulations; handle routine & sensitive inquiries from & contacts with consumers, farmers, government officials & representatives in agricultural industry & food manufacturers.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate coursework in food technology, food science, chemistry or microbiology; 3 yrs. exp. in chemistry laboratory analyzing food products or agricultural products or other items for human consumption (e.g., drugs); 3 yrs. exp. in administering regulatory enforcement program; 12 mos. trg. or 12 mos. exp. in management or supervisory principles/techniques.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.