
Public Health Laboratory Director

RIVERSIDE COUNTY



BERKELEY SEARCH
CONSULTANTS

Surrounded by panoramic mountains, rivers, and desert, one has access to many leisure activities including hiking, boating, and golfing throughout the year. Whether it is a leisure hike through Joshua Tree National Park, an afternoon attending Temecula’s annual Balloon & Wine Festival, or a round of golf on a world-class course in Palm Springs – Riverside County offers something for everyone. All those pursuits, combined with a rich cultural heritage and frontier history, make Riverside County a great place live, work or visit.

With almost 2.5 million residents, Riverside County is California’s fourth most populous county and the tenth largest county in the United States by population. The County stretches nearly 200 miles across, is comprised of over 7,200 square miles, and shares borders with Imperial, Orange, San Diego, and San Bernardino Counties.

Riverside County is conveniently located within a short drive to Southern California’s many cultural events, theme parks, and tourist attractions, which make it an excellent alternative to the more costly and congested neighboring counties. The County’s housing market continues to be among the most affordable in Southern California. The median home price in Riverside County as of June 2020 was \$430,000, which is one factor that makes the County an attractive place to live and work. Additionally, higher education facilities are numerous throughout the area, providing continuous educational opportunities for professional development.



The Board of Supervisors (BOS) is the governing body of Riverside County and is comprised of five members who are elected by their respective districts to nonpartisan four-year staggered terms. The BOS's many responsibilities include, but are not limited to adopting the annual budget, approving contracts, appropriating funds, and determining land use zoning for the unincorporated area. The BOS also appoints the Chief Executive Officer (CEO) to oversee the day-to-day activities of the County's agencies and departments, as well as appoints certain County officers and members of various boards and commissions.

The County's core businesses include law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, Riverside University Health System, fire, housing, employment, and administrative services. Riverside County has nearly 22,000 full-time, temporary, seasonal and per diem employees across more than 45 departments and agencies. The County continues to grow and evolve to meet the changing needs of its residents the fiscal year budget 2019-2020 totals \$6.1 billion in appropriations countywide an increase of 5.5% from the previous budgeted spending levels.



THE DEPARTMENT

Established in 1926, the County of Riverside Department of Public Health (DOPH) is the local, public agency charged with ensuring the health and well-being of county residents and visitors. With a staff of 700, the public health system works to create healthy communities, promote healthy behaviors, and connect and invest in the people of Riverside County.

The department's mission is simple: to promote and protect the health of all county residents and visitors in service of the well-being of the community. The department works in concert with other county departments, schools, businesses, and other community stakeholders in building a healthy community.



The Public Health Laboratory Director will be responsible for planning, organizing, developing and directing the operations of the Department of Public Health 's laboratory.

The incumbent will establish long and short-term objectives for the Public Health Laboratories and direct the formulation and implementation of policies and procedures necessary for their accomplishment.

The ideal candidate will be board certified by a federal Clinical Laboratory Improvement Amendments (CLIA) approved program and have four years of relevant public health laboratory work experience in a CLIA certified or accredited by a CLIA deemed organization as a high complexity clinical public health laboratory, including two years in a supervisory capacity. The ideal candidate is a strategic, visionary and business-savvy scientist able to meet the challenges of growing the lab into a state and national leader.

Incumbents are considered "At Will" and serve at the pleasure of the Director of Public Health . They are responsible for the overall administration, supervision, coordination, and management in the Department's Public Health Laboratory.

This class has been deemed eligible for a discretionary Performance Recognition Plan as set forth under Article 3, Section 311(C) of the County Management Resolution.

EXAMPLES OF ESSENTIAL DUTIES:

Responsibilities of the Public Health Laboratory Director include, but are not limited to the following:

Assist in planning, organization, and direction of the operations and administration and implementation of Public Health Laboratory objectives, policies, and procedures to ensure effective and efficient services and compliance with established standards, rules and regulations.

- Develop, implement, and assess of long-range and short-term goals; conducts studies and analyzes reports and makes recommendations concerning staffing, organization, budget, and workflow.
- Coordinate the Public Health Laboratory operations and services with the operations of other local, state, Public Health and Personal Health programs.
- Establish and maintain a sound working relationship with federal and state agencies concerned with diagnosis, control, and prevention of communicable diseases and other illnesses of public health concern and assures Bureau conformance with all applicable statutes and administrative directives.
- Plan, organize, direct and evaluate the work of laboratory staff of all laboratory sections including Bacteriology/Parasitology, Mycobacteriology, Virology, and Immunology; and determines operational priorities.
- Plan and implement policies and procedures to assure compliance with local, State and Federal regulations; ensures that laboratory testing meets the State and Federal mandated requirements.
- Direct the development and preparation of grant/contract applications and progress reports and monitors and controls expenditures.
- Utilize appropriate media or forums to publicize the need and encourage operators of private medical laboratories in the community to provide State required laboratory tests and directs programs to train licensed personnel from these laboratories in the performance of such tests.



EXAMPLES OF ESSENTIAL DUTIES *(continued)*

- Consult with physicians' offices to identify the laboratory tests they consider necessary to meet their needs; evaluates requests and determines if and how necessary procedures can be incorporated into the laboratory system.
- Advise physicians on new, improved, or alternative test procedures which may produce more accurate or reliable results than those being requested.
- Review reports showing frequency with which specific tests are being requested in individual laboratories and determines need to redistribute personnel or change work location.
- Conduct validation and verification studies of new methodologies and instrumentations, analyzes results and prepares reports and recommendations.

QUALIFICATIONS

Education: Graduation from an accredited college or university with a Doctorate degree in chemical, physical, biological, clinical laboratory science, or closely related field; OR a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) degree from an accredited medical or osteopathy school.

Experience : Four years of relevant public health laboratory work experience in a CLIA certified or accredited by a CLIA deemed organization as a high complexity clinical or public health laboratory, including at least two years in a supervisory capacity. Supervisory experience must have included directing subordinate microbiologists on the technical and administrative activities of clinical or public health laboratories.

License/Certificate

- A valid Public Health Microbiologist's Certificate issue by the California State Department of Public Health
- Medical Doctors (M.D.) must have a valid Physician and Surgeon License from the Medical Board of California, and Doctors of Osteopathy (D.O.) must have a valid Osteopathic Physician and Surgeon License from the Osteopathic Medical Board of California.
- Applicants possessing a doctoral degree must have a valid certificate and continue to be certified by a board approved by the Health and Human Services Agency CLIA Program. Board certification by a federal Clinical Laboratory Improvement Amendments (CLIA) approved program, including the American Board of Bioanalysis (ABB) Public Health Microbiology certification or the American Board of Medical Microbiology (ABMM) certification.
- Possession of a valid California Driver's License



QUALIFICATIONS (continued)

Knowledge of: The principles and practices of public health and health administration; basic organizational principles and procedures in the field of public health, maternal, child and adolescent health, or disease control and public health statistics; sociological and economic characteristics of the community; community resources available for assistance in Department programs; public relations methods, including familiarity with local media communications, that will be of assistance in carrying out the Department function; proper English construction and grammar; functions and service of local, state, and federal health agencies and voluntary health agencies; cultural and ethnic values, and customs and traditions of county populations (target groups); the principles of epidemiology, communicable disease outbreak control, treatment, and follow-up procedures; health and safety codes as they relate to public health services; federal CLIA laboratory standards and regulatory requirements; State of California Public Health Laboratory standards and regulatory requirements; laboratory management principles and practices, including laboratory quality management initiatives; laboratory equipment and information systems operations; principles, practices, methods and current developments in the fields of bacteriology, serology, mycology, mycobacteriology, parasitology, and virology as applied in a public health laboratory; basic organizational principles and procedures in the field of public health as it relates to public health laboratory objectives and goals; basic principles of administration and supervision.

Ability to: Manage, coordinate, and direct the activities of the Department; analyze situations accurately and take effective action; prepare and control budgets; apply pertinent laws, regulations, and County and department policies as they relate to the public health programs; establish and maintain effective working relationships with staff, other departments, outside agencies, and the general public; supervise and coordinate the work of medical professional and paraprofessional staff; prepare and assist others in preparing specialized public health education programs; speak and write effectively, including preparation of clear and concise reports; develop and maintain good relationships with a wide range of social and ethnic groups; organize, conduct, and actively participate in meetings and training sessions.

OTHER REQUIREMENTS

PRE-EMPLOYMENT

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)



SALARY: \$103,696 - \$167,292 annually (Under Review)

MEDICAL/DENTAL INSURANCE: A Flexible Benefit Credit is provided on a monthly basis as governed by the Management Resolution. Vision coverage is provided through Vision Service Plan (VSP) at no cost to employee or eligible dependents.

RETIREMENT: A retirement plan is offered through the California Public Employees' Retirement System (CalPERS) after five years of service.

- Tier I (Classic Member – Formula 3% @ 60): Applicable to current and former County of Riverside local miscellaneous employees hired prior to 08/24/2012 and did not withdraw CalPERS contributions. The employee contribution is eight (8%) percent.
- Tier II (Classic Member – Formula 2% @ 60): Applicable to local miscellaneous employees 1) hired after 08/23/2012 through 12/31/2012; 2) Previously employed with another CalPERS contracting public agency or a reciprocal retirement system, with a break in service of less than six months between the separation date with the previous employer and the appointment date with the County of Riverside. The employee contribution is seven (7%) percent.
- Tier III (PEPRA New Member - Formula 2% @ 62): Applicable to CalPERS local miscellaneous new members hired on or after the implementation of the Public Employees' Pension Reform Act of 2013 (PEPRA) which took effect January 1, 2013. As of July 1, 2020, the employee contribution is 7.25% and subject to change annually.

Note: This summary is for general information purposes only. Additional questions regarding retirement formulas can be sent to retirement@rivco.org or by calling the Benefits Information Line at (951) 955-4981, Option 2.

If you have prior service credit with another CalPERS agency or within agencies, please contact CalPERS at (888) 225-7377 to determine which retirement tier would be applicable to you.

DEFERRED COMPENSATION: Voluntary employee contribution with a choice between two 457 deferred compensation plan options.

401(a) MONEY PURCHASE PLAN: County contribution of \$50 per pay period towards choice between two 401(a) plan providers.

ANNUAL LEAVE (Bi-Weekly Accrual):

0 < 36 months = 8.92 Hours

36 to <108 months = 10.46 Hours

108 or more months = 12.00 Hours

Maximum Annual Leave accumulation is 1,800 hours. Employee may receive pay in lieu of up to 80 hours per calendar year. Agency/Department Head may approve an additional 80 hours.



HOW TO APPLY

The County of Riverside has engaged Berkeley Search Consultants to assist in this recruitment. This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established.

This position will be considered “open” until final selection is made. **Candidates should apply by October 30, 2020 for first consideration.**

Interested parties may apply by emailing a copy of a comprehensive resume to RivCo-phld@berkeleysearch.com. Please include RivCo PHLD Recruitment in the subject line.

Candidates may receive additional requests for information. Only the most highly qualified candidates will be invited to interview. Interviews may commence in November 2020. Detailed background checks and offer to the top ranked finalist are anticipated during November 2020. This timeframe is preliminary and subject to change.

Confidential inquiries and questions regarding this career opportunity should be directed to Efton Hall, Jr. at Berkeley Search Consultants ehall@berkeleysearch.com.

