

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

**POSITION: Program Supervisor - Laboratory**

**Posting # 2350-1118ksa**

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING GRADE: 510 Step A: \$24.74 – Step G: \$28.43 per hour / \$1,979.38 - \$2,274.53 Bi Weekly**  
Salary will be determined upon experience and or education

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: November 30, 2018**

**CLOSING DATE: \*Open Until Filled**

**\*All applications received by December 14, 2018 will be screened by the HR Office.** Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### **JOB SUMMARY:**

Under general supervision of the Deputy Director of Operations and the Deputy Director of Clinical Services, coordinates drug testing functions of the Utah County Department of Drug and Alcohol Prevention and Treatment.

### **DUTIES INCLUDE:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervise, plan, and coordinate the work of program personnel. Oversee training and ensure work is completed accurately and efficiently. Identify, evaluate, and resolve personnel concerns.
- Evaluate performance and conduct performance appraisals. Assist in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
- Assist in preparing the program's budget. Determine priorities and allocation of funds and monitor purchases and expenditures. Inventory and order program supplies and minor equipment
- Manage contractual relationship with primary laboratory equipment and reagent supplier and with backup clinical laboratory.
- Oversee testing services. Ensure chain-of-custody and Utah County Department of Drug and Alcohol Prevention and Treatment drug testing laboratory processes are followed in performing immunoassay screening for drugs of abuse. Oversee the operation and maintenance of the biochemical analyzer according to strict methodologies.
- Serve as primary point-of-contact for the department's Medical Review Officer.
- Analyze, review and interpret data in accordance with the Substance Abuse Mental Health Services Administration (SAMHSA) mandatory guidelines and other regulatory organizations.

- Construct, maintain, operate, and oversee standard laboratory equipment. Run calibration and controls, pipettes samples and volumetric solutions and manage the distribution of reagents and waste contamination.
- Oversee security of testing equipment and supplies. Ensure compliance with bio-hazard safety standards and proper handling of potentially hazardous chemicals and biological agents.
- Maintain client billing and productivity data and associated reports ensuring strict confidentiality of client information according to policy and law.
- Represent laboratory on behalf of the department to other public or private agencies. Provide information, technical assistance, and training. Act as a resource for various public and private groups and advocates for support of services.
- Monitor program to ensure compliance with state, federal, and county laws and regulations. Assist in the development and implementation of policies, procedures, and standards for providing services. Develop and administer continuing quality improvement protocol. Consult with outside agencies to improve service delivery and share information.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

Knowledge of interviewing methods and techniques

Knowledge of the principles and practices of social casework and substance use disorder behaviors

Knowledge of drug screening analysis and specimen validity testing of urine samples including interpretation of numeric readings/ratios

Knowledge of HIPAA and other laws and regulations relevant to work performed

Knowledge of current drug use trends

Skilled in reading, writing, and basic math

Skilled in word processing, excel, and basic programs

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Ability to communicate effectively verbally and in writing

Ability to work with limited supervision

Ability to train and supervise others

Ability to work with groups and individuals at every level of society

Ability to coordinate multiple tasks efficiently

**REQUIREMENTS FOR EMPLOYMENT:**

**Required Education and Experience**

1. Bachelor’s degree in biology or a related science field.
2. Three (3) years of work experience in a laboratory OR performing counseling activities in a substance abuse or other mental health treatment setting.
3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.