

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Horse Racing Director 2		Class Code: 001QW2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date:
	Summary: Incumbent is responsible for the supervision of test barn technicians and the record keeping regarding the chain of specimens in the test barn for the State Racing Commission.		

Duties:

- Ensures proper regulations are met in the handling of biological hazardous waste;
- Supervises the handling of all laboratory specimens to prevent tampering, confusion or contamination;
- Ensures test barn technicians adhere to commission policies related to protecting the industry
- Supervises and trains test barn technicians;
- Gives input on hiring of technicians and initial screening of applicants;
- Supervises the handling of all laboratory specimens to prevent tampering, confusion or contamination;
- Keeps proper records of test barn activity and sample specimens to ensure the integrity of the chain of custody;
- Monitors attendance, payroll and incumbent performance of Test Barn Technicians;
- Ensures incumbents adhere to commission policies and takes appropriate action if need be;
- Ensures proper regulations are met in the handling of biological hazardous waste;
- Prepares and monitors Chain of Custody for delivery of samples for shipment to testing laboratory;
- Draws blood on horses in the test barn as directed by the Commission Veterinarian;
- May assume responsibility of operating and /or monitoring a blood gas analyzer and the milkshake detection program;
- Performs related duties as required.

Job Requirements:

- Supervisory skills to supervise Test Barn Technicians, monitor the chain of custody of specimens collected in relation to Commission rules and regulations and to ensure incumbents adhere to commission policies related to protecting the integrity of the industry;
- Practical experience with large animals, preferably horses;
- Thorough knowledge of Indiana Horse Racing Commission rules and regulations to conform to the Commission's regulatory role related to protecting the integrity of horse racing in Indiana;
- Broad knowledge of basic laboratory procedures and terminology;
- Broad knowledge of chemistry, laboratory procedures and terminology;
- Knowledge of security procedures as applied to laboratory organization and policies;
- Ability to obtain biological samples from animal subjects;
- Ability to apply analytical skills to select appropriate guidelines and formulate and follow through a variety of investigative and/or research projects;
- Incumbent will be fingerprinted and must be able to pass a limited criminal history check.

Difficulty of Work:

Incumbent must be able to react to situations ensuring proper response in accordance with assigned responsibility as directed by Executive Director, Judges and/or Commission Veterinarian. Incumbent must effectively coordinate work activities where authority is indirectly within the established chain of command of the organization. Incumbent must perform duties independently with only general instruction. Incumbent must be able to interpret common rules for staff and be able to answer questions pertaining to those rules when asked.

Responsibility:

Incumbent works independently following agency guidelines, consulting with supervisor at the incumbent's discretion. The incumbent makes a major contribution to the mission and purpose of the Genetic Diseases Program through program planning, monitoring and review. The incumbent uses judgment and makes non-routine decisions when evaluating and preparing recommendations concerning administrative and program needs.

Personal Work Relationships:

Incumbent will work with Executive Director, Judges and Commission Veterinarian, all of whom have supervisory control over incumbent. Incumbent will work in a supervisory capacity with Test Barn Technicians. Incumbent will work closely with occupational licensees; particularly owners, trainers, drivers and grooms, often negotiating and arranging compromises in difficult and confusing situations.