

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Chemist Supervisor 4		Class Code: 006IB4
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date:
	Summary: Incumbent supervises and consults with other employees reviewing work reports to ensure compliance with state regulations, checking accuracy in laboratory procedures and making recommendations concerning the results of laboratory work.		

Duties:

- Assigns and coordinates work of subordinate staff and provides technical assistance in order to maintain uniformity in activities;
- Provides laboratory reports and services to divisional staff, county health agencies, other state agencies and other divisions within the agency;
- Sets and interprets division standards and policies making sure that subordinate employees follow these established guidelines for quality control;
- Reviews the sampling of products, analytical reports and calculations making sure that all sampling is carried out accurately and efficiently;
- Plans and coordinates the training of new chemists and may provide in-service training for staff to ensure technical competency and familiarity with all pertinent state and federal laws, rules and regulations;
- Prepares statistical information in order to support laboratory planning;
- Directs and conducts technical research work, develops methods and tests to determine the chemical composition of materials and prepares reports and research conclusions for the division;
- May testify in court as an expert witness in cases involving work supervised;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of and ability to apply, federal, state and local laws and regulations pertinent to agency charge;
- Extensive knowledge of inspection and laboratory testing procedures and means of interpreting results;
- Broad understanding of the purpose of inspection and of chemical testing equipment and their proper usage;
- Considerable knowledge of various sciences including chemistry, bacteriology, biology, public health and of chemical characteristics and properties of various materials;
- Specialized knowledge of procedures utilized in technical training in areas of inspection, testing, interpretation and quality control;
- Ability to conduct extensive research, interpret and apply other research findings and report all information such as technical letters and memoranda to division staff;
- Ability to determine the significance of an analytical finding;
- Ability to serve as an expert witness in court cases involving work supervised;
- Thorough knowledge of laboratory safety standards and procedures.

Difficulty of Work:

Incumbent is required to exercise extensive technical judgment with state, federal and health laws and regulations. Incumbent is required to review and in some cases, alter the various procedural steps taken in testing and inspection sections to ensure precision and efficiency in the coordination of the division's activities. When standard guidelines are not available, independent judgment is needed to derive new approaches to deal with unique problems.

Responsibility:

Incumbent receives assignments and guidance from senior management for incorporating new laws and regulations into the laboratory's work. Analysis requests are given to incumbent, who is then responsible for deciding who carries out the analysis and how the analysis will be performed. The frequency of review by senior management varies according to the complexity of assignments. Incumbent's work has a significant impact on the flow and degree of efficiency in the division's operation.

Personal Work Relationships:

Incumbent works with fellow chemists assigning work and serving as a consultant in laboratory procedures, with the public in answering work related questions and with other governmental units and officials for the discussion of present and future programs.