UNIVERSITY OF SOUTHERN CALIFORNIA
Clinical Laboratory Manager
Job Code: 187155

Grade: HH
OT Eligible: No
Comp Approval: 6/7/1994

JOB SUMMARY:
Manages technical and financial operations of a clinical department. Ensures the provision of the accurate and timely determination of test results. Supervises technical and professional staff. Assumes budget responsibility for all direct costs and gross revenues within laboratory or departmental guidelines.

JOB ACCOUNTABILITIES:

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>JOB DESCRIPTION</th>
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<tbody>
<tr>
<td>_______</td>
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<td>Directly or indirectly supervises all assigned subordinate staff, usually through supervisors. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required.</td>
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<td>Assists in departmental budgetary matters. Estimates, for budget purposes, the future personnel and equipment needs of the department or laboratory. Administers budget and advises senior management on budget development. Assumes responsibility for all direct costs and gross revenues within laboratory/departmental guidelines.</td>
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<td>Assesses laboratory needs and resources. Initiates capital and other equipment requests based on assessment.</td>
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<td>Develops, implements and monitors policies and procedures in conjunction with laboratory director. Maintains compliance with all governmental, accreditation and regulatory agency requirements. Assures that all procedure manuals are maintained, updated and reviewed annually.</td>
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<td>Develops and directs quality assurance programs. Maintains quality standards regarding output.</td>
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<td>Implements inservice education and training program for laboratory staff and other hospital staff as appropriate. Recommends professional development opportunities for staff.</td>
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<td>Develops and implements laboratory safety programs. Ensures compliance with infection control procedures.</td>
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<td>Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents university and/or unit as assigned.</td>
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Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor’s Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 7 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Bachelor’s degree in medical technology or related field.

**Preferred Education:**
- Master’s Degree

**Preferred Field of Expertise:**
- Licensure by State of California as Clinical Laboratory Technologist.

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Counseling
- Creative writing and editing
- Development/fundraising
- Knowledge of applicable laws/policies/principles/etc.
- Managerial Skills
- Marketing
- Mediation
- Networking
- Problem identification and resolution
- Project management
- Public relations

**SIGNATURES:**

Employee: _____________________________________  Date:_____________________________

Supervisor: ____________________________________  Date:_____________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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