**Diagnostic Laboratory Supervisor I Standard Job Description**

**Classification Title:** Diagnostic Laboratory Supervisor I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Diagnostic Laboratory Supervisor, under direction, supervises staff in operating a specialty laboratory; evaluates, selects, and applies routine diagnostic techniques.

**Essential Duties and Tasks:**

**40% Diagnostics**

* Performs, monitors, and improves routine diagnostics using radioimmunoassay (RIA), enzyme-linked immunosorbent assays (ELISA), and automated instrumentation to evaluate gastrointestinal function in veterinary patients.
* Identifies problems with diagnostic assays and automated instrumentation.

**25% Supervision**

* Trains, assists, and indirectly supervises Technician I's, Administrative Associates, and student workers.
* Resolves issues in all aspects of the GI Lab.
* Answers technical questions pertaining to diagnostics and client questions in customer service.

**15% Quality Control**

* Monitors quality control and assay performance to assure accuracy of reported results.
* Assures timely entry and release of accurate results to meet laboratory turn-around time goals.
* Produces laboratory generated standard and quality control material, including iodination as needed for special assays.
* Maintains adequate supply of in-house standards and quality control as needed for diagnostic testing.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor's degree in physical science, engineering, or life sciences or any equivalent combination of training and experience.
* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to read and comprehend verbal and written instructions.
* Knowledge of laboratory equipment and supplies.

**Machines and Equipment:**

* General Office Equipment
* Lab Machinery

**Physical Requirements:**

* Ability to move (light, moderate, or heavy) objects.
* Some lifting, carrying, and/or moving of materials.
* Stand for extended periods of time.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**