



## Anatomic Pathology Laboratory Services Director Job Description

### JOB INFORMATION

<i>Job Code:</i>	185121
<i>Job Title:</i>	Anatomic Pathology Laboratory Services Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Instructional Laboratory
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Oversees the administrative management of services, programs, technical operations and maintenance of multiple sections of the large Keck School of Medicine Anatomic Pathology laboratory department (Autopsy, Cytology, Surgical Pathology and Transcription) and supervision of staff including strategic planning and scheduling, laboratory and program evaluation, policy and procedure development and implementation, budget development and administration, personnel administration, and equipment procurement. Reports to Senior Clinical Administrative Director II, KSOM Pathology Department.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		8 years	
	X	10 years	
	X	2 years	of experience in a senior or supervisory capacity. Or
	X	3 years	of experience in a senior or supervisory capacity.

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience in Anatomic pathology in an Acute Care Facility setting and thorough knowledge of specialized field.
X		Experience/expertise in histology, immunohistochemistry, cytology and autopsy pathology.
X		Ability to plan strategically.
X		Ability to interpret complex regulations, contracts and policies.
X		Demonstrated excellent written and verbal communication skills.
X		Strong analytical, problem solving, organizational, project management, critical thinking and leadership skills.
X		Knowledge of laws and regulatory requirements related to specialized field.

## Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Licensed Pathologist's Assistant, Cytotechnologist or Histotechnologist.

## Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
X			American Society for Clinical Pathology (ASCP) certification.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Has responsibility for the administrative management of services, programs, technical operations and maintenance of multiple sections of the large Keck School of Medicine Anatomic Pathology laboratory department (Autopsy, Cytology, Surgical Pathology and Transcription) and supervision of staff. Advises and/or determines laboratory setup or design, equipment acquisition, laboratory operation and monitoring and maintenance.				
Engages in strategic planning to ensure state of the art technology. Plans and develops laboratory and program objectives. Researches and identifies trends and needs and establishes laboratory directions accordingly. Oversees and maintains analysis of space and equipment requirements and allocates usage based on departmental priorities.				
Oversees the preparation and generation of laboratory reports for senior management. Recognizes any abnormal and/or critical laboratory results or outcomes and takes appropriate action as needed.				
Develops and implements departmental operating and administrative policies. Has responsibility for standardized and highly specialized procedures in all departmental sections. Develops standards and testing procedures that meet the needs of customers. Ensures that standard operating procedures are appropriate and adhered to by staff. Evaluates and implements processes and procedures to maximize utilization of resources with attention to controlling costs, laboratory safety, and maintaining compliance with regulatory agencies. Directs the dissemination, interpretation and application of policies and procedures.				
Oversees quality services including quality assurance and performance improvement in all areas of responsibility in collaboration with laboratory medical director. Provides for quality assurance reviews and addresses areas in need of attention. Develops and implements a quality program and quality assurance measures for the laboratory.				
Directly or indirectly manages all staff, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on department goals. Recruits, screens, hires, coaches and trains staff. Determines and delegates assignments to staff. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
performance appraisal process for staff and remains informed of any disciplinary actions required.				
Oversees onboarding and orientation of new employees to ensure understanding of duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time off and leave requests for employees (including student workers) to meet department business requirements. Authorizes overtime and monitors meal and rest periods for nonexempt employees to ensure compliance with university timekeeping requirements and employment policies. Submits time records on behalf of employees who fail to provide timekeeping records to ensure timely payment, as needed.				
Develops and manages laboratory department and program budgets. Reviews changes requested by staff and provides recommendations regarding budget, time, and scope implications. Makes recommendations regarding major budgetary allocation decisions. Provides forecasts and financial status reports, as needed.				
Assesses efficacy of equipment and department needs. Evaluates new equipment and methodologies being utilized in the field based on changes in technology. Makes recommendation to senior management regarding equipment purchases and processes that would improve services provided. Oversees monitoring and maintenance of adequate supply levels for specified sections of laboratory. Negotiates with vendors, as needed.				
Ensures compliance with state, federal, and local regulatory agencies. Ensures that the laboratory is prepared for unannounced inspections.				
Provides for the development and maintenance of automated or manual systems and procedures to facilitate laboratory operation and services. Manages information technology related issues in coordination with other university departments.				
Directs or assists with the development of marketing strategies for outreach programs including personal networking, publications, newsletters, communication materials and event planning. Represents the program in community service activities.				
Oversees environmental health and safety programs. Ensures safety inspections are conducted and determines whether conditions are safe and any remedial actions are required. Provides health and safety equipment. Ensures maintenance of records for compliance with government and university regulations.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.