



USC University of
Southern California

Clinical Laboratory Manager Job Description

JOB INFORMATION

Job Code:	187155
Job Title:	Clinical Laboratory Manager
FLSA Status:	Exempt
Supervisory:	
Job Family:	Clinical Laboratory Technology
Job Family Group:	Research and Clinical Support
Management Level:	5 Manager

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 QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		Or
X		Bachelor's degree	Medical Technology	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree		

Additional Education

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

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		7 years		

Additional Work Experience

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

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Licenses

Req	Pref	License(s)
	X	California Department of Public Health issued Clinical Laboratory Scientist license.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
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.				
Assesses laboratory needs and resources. Initiates capital and other equipment requests based on assessment.				
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.				
Develops and directs quality assurance programs. Maintains quality standards regarding output.				
Implements inservice education and training program for laboratory staff and other hospital staff as appropriate. Recommends professional development opportunities for staff.				
Develops and implements laboratory safety programs. Ensures compliance with infection control procedures.				
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.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			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.