



CENTRAL MARIN SANITATION AGENCY

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JOB DESCRIPTION **Laboratory Analyst II**

SUMMARY

Under general supervision of the Regulatory Compliance Manager, assists in design, implementation and modification of the Agency's laboratory program to ensure compliance with federal, state and local regulations; assists with overseeing the day-to-day work of laboratory analyses and/or quality control activities; functions as a senior Laboratory Analyst position assisting the Regulatory Compliance Manager with laboratory operations; prepares a variety of reports; performs laboratory testing work as needed; provides quality assurance oversight; provides general oversight of laboratory analyses and quality assurance activities in the absence of the Regulatory Compliance Manager; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

Quality Assurance:

- Plans, implements, schedules, coordinates, and monitors the laboratory quality assurance program including quality assurance (QA) related activities.
- Reviews, edits, and maintains the Laboratory Quality Assurance Manual (QAM) annually. Provides regular training of the QA program outlined within the QAM and maintains related documentation.
- Monitors and maintains the laboratory QA database; develops, maintains, and reviews quality control charts; prepares or reviews laboratory analyses control limits, detection limits, and action levels.
- Coordinates or performs QA system audits of laboratory performance; prepares or reviews calibration standards and quality assurance check samples. Addresses noncompliance issues with corrective action requirements.
- Under the overall supervision of the Regulatory Compliance Manager, schedules and implements, and reports annual performance testing monitoring requirements for laboratory accreditation. Addresses noncompliance issues with corrective action requirements.
- Monitors state and federal laboratory regulations relating to laboratory QA, evaluates impacts on laboratory practices, identifies changes required to comply with regulations, and prepares Agency responses.
- Monitors Initial and Continuing Demonstration of Capability (IDOC/CDOC) and maintains analysis documentation within Laboratory Information Management System (LIMS).
- Provides oversight and review of quality control data for the laboratory's operations, and reports any quality control issues to the Regulatory Compliance Manager.

Safety

- Develops, reviews, edits, and maintains the Laboratory Chemical Hygiene Plan (CHP).
- Maintains the laboratory material safety data sheet (MSDS) records.
- Ensures work is performed in a safe manner consistent with Agency safety policies and procedures; recognizes, corrects, and reports safety hazards.

Reporting and Documentation

- Develops and implements reporting procedures and prepares reports ensures timely submission of reports.
- Conducts a variety of technical studies, evaluates results and alternatives, makes recommendations, and prepares written reports.
- Develops, writes, and reviews analytical and standard operating procedures and recommends corrective actions.
- Coordinates, implements, and/or maintains accurate data within LIMS.
- Orders laboratory supplies and documents receiving them in LIMS and tracks associated budgets.
- Receives laboratory supply order requests, documents, and submits purchase orders and ordering information.

Collaboration

- Collaborates with Agency departments on various Agency business items, including quality assurance and safety issues.
- Provides support to the Agency's Pollution Prevention and Pretreatment programs as needed.

SUPERVISORY RESPONSIBILITIES

Provides general oversight of laboratory analysis and quality assurance activities in the absence of the Regulatory Compliance Manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education

Possession of a four-year college degree with major emphasis in chemistry, biology, microbiology, environmental studies, or a related field of study.

Experience

Four (4) years of environmental laboratory experience as a laboratory technician in a water or wastewater treatment facility or commercial laboratory analyzing water or wastewater samples.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Agency staff, customers, and the public.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner; ability to accept constructive criticism from supervisors and co-workers; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive as scheduled and to work the hours as agreed upon and scheduled.

Mathematical Skills

Ability to apply mathematical concepts that are commensurate with the requirements to obtain a California Water Environment Association (CWEA) Grade III certificate as noted below. Ability to apply mathematical operations related to algebra and statistical analysis as used within in a laboratory setting.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Grade II certificate as a Laboratory Analyst issued by the CWEA is preferred at the time of hire and must obtain a Grade III within 18 months of employment. Must possess a valid California class C driver's license, have a satisfactory driving record, and continue to meet CSRMA driving standards.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, to reach with hands and arms, and smell.

The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee must be able to regularly lift and/or move up to 20 pounds to the waist height and occasionally lift up to 40 pounds to head height. On rare occasions, the employee may be required to lift up a manhole cover (100 pounds) 9-inches off the ground. Specific vision ability required by the job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to identify and distinguish colors, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus. Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, outdoor weather conditions, and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, high, precarious places, risk of electrical shock, or to vibration.

SPECIAL REQUIREMENTS

Positions in this class shall be offered the Hepatitis B vaccination.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Laboratory Analyst II

Department: Technical Services

Reports To: Regulatory Compliance Manager

FLSA Status: Non-Exempt

Revised Date: November 2020