



JOB ANNOUNCEMENT

This announcement is being distributed pursuant to Section 3.01 of the District Personnel Manual.

LABORATORY DIRECTOR

Final Filing Date: Extended to Friday, September 29, 2017 by 3:30 p.m.

Application Process

Interested individuals may download an application and supplemental questionnaire from the District web site at www.fightthebite.net/job-listings or in-person at the District Office between the hours of 7:00 a.m. and 3:30 p.m. Monday through Friday. Failure to fully complete an application, supplemental questionnaire and the instructions in this job announcement may result in rejection from the process. Please direct all application materials to:

Sacramento/Yolo Mosquito and Vector Control District
Attn: Laboratory Director
8631 Bond Road
Elk Grove, California 95624
(916)685-1022

Or

Submit by e-mail to Jobs@fightthebite.net. Please attach the application materials as a Word or PDF file with the classification title, Laboratory Director, in the subject line.

Please Note: Applicants are responsible for getting their applications and questionnaires to the District by or before the deadline. Applications and questionnaires must be received by the District no later than 3:30 p.m. PST on the final filing date. No postmarks or faxes are accepted. E-mails are not considered received until opened by District staff.

Job Description

Under the direct supervision of the Assistant Manager and general direction of the Manager, this classification has full-scale leadership of laboratory functions and research projects, oversees laboratory staff and technical operations to ensure accurate and consistent surveillance and testing procedures, quality control, safety, and records maintenance for the Sacramento-Yolo Mosquito and Vector Control District.

Illustrative tasks for this class include, but are not limited to, the following:

Creates, organizes, evaluates, and maintains District Laboratory programs including daily operations, mosquito and vector-borne disease surveillance activities, insectary, scientific research, and special projects; responsibilities include determining program objectives and priorities, and the development, maintenance and evaluation of department policies and procedures; solicits, coordinates, and conducts high standard research projects to enhance District Integrated Pest Management (IPM) programs; works with local public health departments and

university personnel in resolving scientific problems and obtaining consultations; monitors and evaluates effectiveness of surveillance and control efforts within District boundaries; provides feedback to supervisors and/or managers including assistance and consultation in addressing field problems; conducts research, evaluates, and provides assistance in the development and introduction of new surveillance and trapping methods and techniques; leads collaboration with District personnel in the evaluation of the impact and efficacy of, and resistance to control products in laboratory and field settings to improve District operations; provides consultation in entomology and ecology of vectors to District personnel, public and private organizations, and university personnel involved in activities which have a bearing on vector control and surveillance activities; supervises laboratory staff including, but not limited to, recruiting, selecting, allocating, training, assigning work, maintaining standards, recommending transfers and promotions; conducts and reviews performance evaluations at periodic intervals as required; acts on employee problems using coaching and counseling techniques; recommends discipline and termination in accordance with established policy when appropriate; produces daily and monthly reports and correspondence using word processing, database, spreadsheet, and map based applications, and other District software as required; reviews and approves laboratory employee field activity and summary reports, administrative papers, and documents; prepares and monitors annual Laboratory department budget; reviews purchase orders and invoices for accuracy and payment; plans and conducts training or presentations for District laboratory and field personnel, supervisors, technical staff, community groups and organizations on topics such as, but not limited to, mosquito and tick surveillance, and best practices in integrated pest management; assists in the task training of new personnel and mentors District staff, when appropriate; assists with the more difficult or complex public relations issues encountered through surveillance operations by listening and responding to complaints or problems; investigates and provides accurate, logical assessments and information to the public or management to resolve issues as requested or required; attends training courses, professional organization meetings, conferences and seminars to keep informed of current developments in vector control and vector surveillance, as well as biological, environmental and regulatory changes to maintain skill levels; performs other administrative and/or field work related to mosquito control as required; may be required to work overtime hours, weekends and holidays; may be exposed to infectious diseases associated with mosquitoes and other vectors.

A complete Job Description can be obtained from the Main District Office.

Minimum Qualifications

It is the applicant's responsibility to identify in their application materials how they meet the minimum qualifications. Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District.

Education and Experience:

- A Doctoral or Master's Degree from an accredited college or university in entomology, biological science, or closely related field; and
- Five (5) years of responsible supervisory or comparable professional level experience managing a Research Laboratory specializing in entomology, biological science or related field.

Licenses or Certifications:

- Possession of a valid California Department of Public Health Certification in Mosquito Control categories A, B, C, and D; or, must be obtained within two (2) years of employment and maintained throughout employment;
- Possession of a valid California drivers' license; must be insurable with the District self-insurance program; must maintain valid license and insurability throughout employment.

Position Status

The vacancy is for a regular full-time position, subject to a one-year probationary period.

Examination and Selection Process

Applicants selected for interviews will be based on a qualifying evaluation of training, education and experience of the application information and supplemental questionnaire responses. Those candidates selected for interviews will receive a paneled oral interview to assess training, experience and ability to perform the duties of the position. Selection will be based on a combined overall assessment of the oral interview, application, and supplemental questionnaire.

Medical testing

All persons selected for appointment must pass medical examinations administered by the District designated physician. Sacramento Yolo Mosquito and Vector Control District is committed to maintaining a drug and alcohol free workplace.

Compensation and Benefits

The current starting salary for this position is \$6,479.00, paid monthly.

Group dental, vision, life, long term disability, and optional medical insurance are offered through the District Cafeteria Plan. The District has two different voluntary 457 Deferred Compensation plans. 14 Holidays a year are recognized. 15 days sick leave per year is provided with unlimited accumulation. Upon retirement, unused sick leave may be converted to retirement service credit. 12 to 25 days of vacation a year are provided, based on years of District service. Workers compensation is provided and employees are protected under the Workers Compensation Laws of California.

The District participates in the California Public Employees' Retirement System (CalPERS).

- Employees who first become members of CalPERS (*New Members*) on or after January 1, 2013 participate in a defined benefit formula of 2% @ 62. The employee contribution is calculated based on PERS actuarial studies and is set at 6.75% of reportable compensation through FY 17/18.
- Employees new to the District who are/were members of CalPERS or any other qualifying California public retirement system (*Classic Members*) prior to January 1, 2013, may be eligible to participate in the 2.5% @ 55 benefit formula. Eligibility is based on criteria set forth by the Public Employees' Pension Reform Act of 2013 (PEPRA).
- The District participates in the Medicare portion of the Federal Insurance Contributions Act (FICA); however, PERS qualified employees do not participate in the Social Security portion of FICA.

Equal Employment Opportunity It is the policy of the District to provide equal employment opportunity to all applicants. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, gender, sexual orientation or any other legally protected characteristic.

Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.

Sacramento-Yolo Mosquito and Vector Control District

Laboratory Director
Supplemental Questionnaire

Please respond to the questions listed below and submit with your application. You may attach additional pages as needed; however, please limit your responses to no more than one page per question. Your response should be submitted as a PDF or Word document attached to your application. Applicants are responsible for getting their applications and questionnaires to the District by or before the deadline listed in the announcement. Applications and questionnaires must be received by the District no later than 3:30 p.m. PST on the final filing date. No postmarks or faxes are accepted. E-mails are not considered received until opened by District staff.

1. Given what you know about vector control in California and specifically the Sacramento Valley region, please describe what you believe the role of the Laboratory is in the vector control setting. What vision would you bring to the District?
2. Currently, the lab employs one Biologist responsible for special projects, a Microbiologist that conducts our PCR testing, and a Vector Ecologist that supervises 7 Laboratory Technicians and 1 Laboratory Assistant. The Lab Technicians are responsible for the daily setting and pick-up of traps along with the maintenance of the Insectary. The Lab Assistant is in charge of collecting weekly traps to gauge our overall abundance during the year. Given the resources available to the District, how would you work within or modify the structure in terms of duties and responsibilities? What would be your first 3 priorities in understanding and improving the surveillance functions at the District?
3. A major component of the Laboratory Director position is supervision. Please describe your previous supervisory experience including years of experience and size of staff supervised. Additionally please describe a personnel issue/problem that occurred and describe how you resolved it as a supervisor (without using names or personal protected information).