



Laboratory Information Management System DBA

Category: Classified/Excluded
Pay Grade: C28
Job Code: 17468

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is a professional and technical position responsible for the implementation, administration, and maintenance of the Laboratory Information Management System (LIMS) for a major Pinellas County environmental laboratory. The employee in this class supports the business needs of a LIMS, delivers support to the end users in the organization, and assists with other Information Technology (IT) development and maintenance needs. The position reports directly to a Manager or Senior Manager and is expected to work independently with general supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, develops and implements LIMS enhancements, system configurations, and maintenance;
- Recommends policies and procedures to strategize improvements to LIMS, and other data systems for business data management and efficiencies;
- Obtains and provides data for analysis utilizing queries and reporting tools;
- Assesses and implements new technologies with a long-term perspective on the relationship of database technology to the business applications of the organization;
- Serves as primary point of contact for contract and technical services issues; provides as functional liaison for services between vendors and assigned units in the areas of communication and cost effective service delivery;
- Interacts effectively with other team members regarding technical capabilities, data integrity, and data significance;
- Provides end-users support including troubleshooting problems at the application level that includes working with vendors to resolve issues;
- Trains team members on automation usage, to implement LIMS, and other related software;
- Researches, writes drafts, approves and follows relevant lab system and other operations software standard operating procedures (SOP) policies and procedures;
- Serves as subject matter expert during National Environmental Laboratory Accreditation Institute (NELAC/INI) and other regulatory agencies' audits;
- Assists in integrating lab systems with other systems as required by business needs;
- Provides oversight, monitoring, and evaluation of vendor services related to unit systems through contract administration and technical review of systems;
- Attends training to stay current with responsible applications as provided by vendors and other sources;
- Serves as active member of the implementation team on user requirements, configuration, and implementation of LIMS and other applications;
- Designs reports and workflow interfaces that meet laboratory requirements;
- Creates and maintains detailed and accurate documentation that is compliant with regulations and policies;

- Coordinates with technical support, applications and operations staff to achieve an efficient environment that meets the enterprise's current and future business objects;
- Develops a security scheme for database environment; assists in disaster recovery if necessary;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in science or information systems and two (2) years of experience with LIMS administration, laboratory automation, database management and experience working in an environmental regulated environment; or Associate's degree in science or information systems and four (4) years of experience with LIMS administration, laboratory automation, database management and experience working in an environmental regulated environment; or a minimum of six (6) years of experience as described above; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence and possess computer or other job related certifications in one or more functions.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of database security and auditing functions;
- Knowledge of database structures, theories, principles and practices;
- Knowledge of laboratory functions and routine work flow in a quality control (QC) laboratory and QA program;
- Knowledge of LIMS;
- Knowledge of Oracle and other relational database performance tuning techniques;
- Knowledge of regulatory compliance policies and procedures related to water quality, data validity, groundwater and surface water monitoring and wastewater treatment, disposal and reuse;
- Skill in relational database management development and support, preferably in SQL, PL/SQL Java, and JavaScript;
- Ability to administer and lead others to implement state-of-the art database to support a department LIMS operation;
- Ability to be customer service focused, including both internal and external stakeholders;
- Ability to be self-motivated and capable of driving towards results independently, as well as working cross-functionally with multiple people;
- Ability to be well organized and attentive to detail;
- Ability to communicate effectively, orally and in writing;
- Ability to establish and maintain effective working relationships with employees, other agencies and the public;
- Ability to exercise sound independent judgment and tact when working with people and applying, and interpreting departmental policies and procedures;
- Ability to function as a team leader and advise on technical and contractual issues;
- Ability to work under extreme conditions such as weather and terrain;
- Ability to manage multiple assignments at one time;
- Ability to solve problems and redirect work efforts as necessary.

PHYSICAL/MENTAL DEMANDS

The work requires up to 50 pounds of force occasionally, and up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.