



**LABORATORY MANAGER  
SENIOR PUBLIC SERVICE ADMINISTRATOR (SPSA, OPTION 4)**

The Illinois Department of Public Health (IDPH), Division of Laboratories is seeking qualified candidates for the position of a full-time **Laboratory Manager (SPSA, Option 4) located in Springfield, IL.**

The IDPH Division of Laboratories has three facilities located in Carbondale, Springfield and Chicago, IL which serve Illinois' public health system and environmental protection network by providing high quality diagnostic and analytical laboratory testing. The Springfield Laboratory Manager supervises the testing operations in the Springfield Regional lab, subject to the provisions of CLIA and other applicable federal and state statutes and regulations. The Manager will oversee all daily operations within the lab while also planning for future testing needs within the Division of Laboratories. Illustrative examples of job duties include: Working with follow up programs within IDPH and clinical care providers. Writing and reviewing Standard Operating Procedures (SOPs) for infectious disease, including administrative SOPs. Ensuring Department quality assurance, management and safety requirements are met. Evaluating testing needs and procurement requirements to ensure equipment and supplies are available.

**Minimum Qualifications** - The position requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in public health, epidemiology, administration, laboratory management or policy. It also requires prior experience equivalent to four years of progressively responsible professional and administrative experience in public health and clinical laboratory experience. This position requires a valid Illinois driver's license and the ability to travel.

**Desired Attributes** - It is highly desirable that the professional and administrative experience provide the ability to develop and evaluate clinical and environmental laboratory test methods and the ability to participate in the investigation analysis/evaluation of outbreaks; experience developing or coordinating strategic planning efforts; experience developing federal grant applications; ability to provide budgetary management; ability to analyze disease data.

The current salary range for this position is \$4,295 - \$12,128 per month.

**TO APPLY**

- 1) Download the Central Management Services (CMS) Employment Application (CMS-100) @ [www.work.illinois.gov](http://www.work.illinois.gov);
- 2) Complete the employment application indicating **Laboratory Manager (SPSA, Option 4)** as the position title, and;
- 3) Mail to:

Tracy Chrans, HR Specialist  
Illinois Department of Public Health - HR Department  
535 W. Jefferson Street, 4<sup>th</sup> Floor  
Springfield, IL 62761  
(217) 785-2031  
[dph.hrrecruiter@illinois.gov](mailto:dph.hrrecruiter@illinois.gov)

*For more information on the Illinois Department of Public Health and our offices*

*visit our website @ [www.dph.illinois.gov](http://www.dph.illinois.gov)*

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*IDPH is an equal opportunity employer committed to a diverse workforce. In compliance with the American's with Disabilities Act and the Illinois Human Rights Act, state agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the state provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Interview process.*