

LABORATORY INFORMATION MANAGEMENT SYSTEM DBA

Job Code	Pay Grade
17468	CL20

Nature of Work

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.

Minimum Qualification Requirements

- Bachelor's degree in science or information systems and 2 years experience with LIMS administration, laboratory automation, database management and experience working in an environmental regulated environment; or
- Associates degree in science or information systems and 4 years experience with LIMS administration, laboratory automation, database management and experience working in an environmental regulated environment; or
- A minimum of 6 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- 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/or possess computer or other job related certifications in one or more functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not 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/TNI) 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.

LABORATORY INFORMATION MANAGEMENT SYSTEM DBA (continued)

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Illustrative Tasks (continued)

- 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 duties as required and directed.

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 manage multiple assignments at one time.
- Ability to solve problems and redirect work efforts as necessary.

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Created	EEOC Code	Overtime Code
8/13	Professionals	Classified/Excluded