



*Department of Health and Human Services  
Direct Hire Career Opportunity Bulletin*

**LABORATORY CERTIFICATION OFFICER  
QUALITY ASSURANCE OFFICER (9248)**

Pos # 02032-0781

RANGE: 26 (PROF. & TECH. B.U.) (\$40,851.20 – 55,473.60/yr)

**Value of State-paid Dental Insurance:** \$13.69 biweekly

**Value of State-paid Health Insurance:**

90% State Contribution (employee pays 10%): \$327.39 biweekly

**Value of State's share of Employee's Retirement:** 11.54% of pay

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**OPENING DATE:** Monday, October 29, 2012

**CONTACT:** Lynn Hadyniak

**CLOSING DATE:** Friday November 16, 2012

**TELEPHONE:** (207) 287-1887

**CURRENT VACANCY INFORMATION:**

The Department of Health and Human Services (DHHS) provides supportive, preventive, protective, public health and intervention services that protect the public health and assists our customers in meeting their needs; and assists families in providing for the developmental, health and safety needs of their children. DHHS strives to provide these programs and services while respecting the rights and preferences of individuals and families.

The mission for the Maine Center for Disease Control and Prevention (Maine CDC), within which this position is located, is to develop and deliver services to preserve, protect and promote the health and well-being of the citizens of Maine. The Drinking Water Program administers and enforces the Federal Safe Drinking Water Act in Maine.

The Laboratory Certification Officer duties are varied and include laboratory auditing and/or managing contract auditors, technical policy setting, and coordination with State and federal agencies. This position also serves as the Quality Assurance Officer for the Drinking Water Program.

**JOB DESCRIPTION:**

As the Laboratory Certification Officer in the Maine CDC Drinking Water Program you will be responsible for certifying all laboratories that submit environmental test results/data to the Department of Health and Human Services and the Department of Environmental Protection for regulatory/compliance purposes, including drinking water, wastewater, and solid and hazardous waste.

The Laboratory Certification Officer is responsible for laboratory audits, which may include managing contract auditors, review of proficiency testing data and review of new test methods. The position is responsible for maintaining the laboratory certification database, collection of laboratory certification fees, and issuing certificates. The position is required to provide oversight of the Maine Comprehensive and Limited Environmental Laboratory Certification Rules. This position is also responsible for providing technical assistance when requested and during audits. The position may provide training for laboratory personnel. This position will also work directly with the Drinking Water Program to ensure data submitted to for compliance purposes meets appropriate quality standards.

Travel is generally limited to laboratories located in Maine. However, the Laboratory Certification Officer will attend some training classes out of state.

**MINIMUM REQUIREMENTS:**

A Bachelor's Degree in medical technology, chemistry, physics, or directly related life science and six (6) years' experience in environmental laboratory methods and equipment. Comparable experience may be substituted for education on a year-for-year basis. Preference will be given to applicants with laboratory auditing experience and/or experience in more than one environmental testing category (inorganics, organics, microbiology, etc.).

To apply, please either email, fax, or US Mail (but not more than one of these methods) a completed direct hire application, transcript, and resume to:

Lynn Hadyniak, Personnel Officer  
Department of Health and Human Services  
221 State St.  
#11 State House Station  
Augusta, ME 04333-0011  
Fax: 207 287-8299  
Email: [Lynn.Hadyniak@Maine.gov](mailto:Lynn.Hadyniak@Maine.gov)

Direct hire applications are available at [www.maine.gov/dhhs/jobs](http://www.maine.gov/dhhs/jobs).

**Application material must be postmarked, emailed, or faxed by midnight of the closing date.**

*Only post-secondary degrees from a College or University whose accreditation has been granted from a nationally-recognized accreditation agency recognized by the U.S. Secretary of Education will satisfy educational requirements. Information can be obtained at <http://www.ope.ed.gov/accreditation/>. Foreign degrees must be evaluated by the World Education Services for authentication and US equivalency.*

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*The Department of Health and Human Services is an Equal Opportunity/Affirmative Action Employer. We provide reasonable accommodations to qualified individuals with disabilities upon request.*

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