



## Health Job Family: **Medical Technology Supervisor - Manager Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. *A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.*

### GENERIC JOB PROFILE SUMMARIES

Medical Technology Supervisor MANAGEMENT	Medical Technology Manager I MANAGEMENT	Medical Technology Manager II MANAGEMENT
Oversee assigned area; participate in planning and scheduling in conjunction with management by providing input on work productivity, making recommendations for staff assignments, work-flow changes, etc.	Supervise large area; including coordination of activities by scheduling work assignments, distributing work assignments equally, and making adjustments when necessary on a daily basis.	Manage large, complex area; including evaluating staffing needs, scheduling and distribution of work assignments, assess and make adjustments based on incoming samples/clients.
Assist with recruiting, interviewing, scheduling and delegating assignments, and evaluation of job performance.	Participate in recruitment, interviewing and hiring scheduling and delegating assignments, and evaluation of job performance. Administer annual performance evaluations for staff with input from faculty advisor. Provide formal feedback in a highly constructive way as needed (includes performance dialogues, counseling, other written documentation, etc.)	Administer annual performance evaluations for staff with input from faculty advisor. Provide formal feedback in a highly constructive way as needed (includes performance dialogues, counseling, other written documentation, etc.)
Monitor staff; assess opportunities and make recommendations for promotion.	Monitor staff and career paths; make recommendations concerning the promotion, disciplinary action, and/or termination of staff.	Cultivate and guide staff in implementation and continuous improvement; seek to improve staff's knowledge and understanding; assess and determine recommendations concerning the promotion, disciplinary action, and/or termination of staff.
Demonstrate and train staff in assigned area for moderately complex technology equipment and equipment operation and techniques; document training.	Demonstrate and train staff for complex technology equipment and equipment operation and techniques; coordinate and ensure staff have proper training to meet compliance standards. Design and develop training programs; train administrative staff in the use of information systems,	Design and develop training programs; train administrative staff in the use of information systems, facilitate orientation of Health Care Professionals.

<b>Medical Technology Supervisor MANAGEMENT</b>	<b>Medical Technology Manager I MANAGEMENT</b>	<b>Medical Technology Manager II MANAGEMENT</b>
Act as technical lead and liaison between laboratory leadership and staff to resolve and troubleshoot daily workflow; provide assay backup or other support for technologists as needed, e.g. in cases of heavy workloads, illness or emergency absences, client issues, request from management, etc.	Oversee and evaluate laboratory methodologies; troubleshoot technical problems and recommend solutions; implement workflow and procedural adjustments to account for effective and complete testing and volume.	Manage evaluation and validation of tests, equipment and procedures; monitor samples to ensure results are reported on time and volume to assess trends and future needs; troubleshoot technical problems as they arise in consultation.
Assist in the evaluation, development, and validation of new tests, protocols, instrumentation, etc.; provide and document training.	Evaluate, develop and test new protocols, instrumentation, etc.; document and train staff on new procedures.	Manage the status of all test controls; oversee the performance of all proficiency testing; ensuring that all quality system procedures are adhered to consistently.
In coordination with laboratory leadership, establish assay quality control standards for laboratory tests, procedures, records, and instruments; train staff to be in compliance with standards, safety and environmental regulations, and other applicable requirements.	Establish assay quality control standards for laboratory tests, procedures, records, and instruments; train and monitor staff to be in compliance with standards, safety and environmental regulations, and other applicable requirements.	Oversee all quality control standards for laboratory tests, procedures, records, and instruments; train and monitor staff to be in compliance with standards, safety and environmental regulations, and other applicable requirements
Comply with quality systems and requirements, establish quality standards and programs, monitor and evaluate programs, and provide corrective action recommendations.	Establish quality standards and programs, monitor and evaluate programs, perform root cause analyses and provide corrective action recommendations, documentation and prepare periodic quality assurance reports; assist with preparation of quality assurance reporting.	Monitor staff proficiency to ensure they are in compliance with standards, safety and environmental regulations, and other applicable requirements; approve and implement corrective action plans, prepare quality assurance reporting.
Track adherence of compliance for all safety procedures and maintenance of all supporting documentation.	Monitor and track adherence of compliance for all safety procedures and maintenance of all supporting documentation.	Ensure adherence and guide implementation of compliance for all safety procedures and maintenance of all supporting documentation.
Prepare, compose, review, contribute to the development of methodologies, protocols and techniques; update and maintain the assigned documents (SOPs, Forms, and Charts) related to assigned area.	Manage the preparation, review and update of methodologies, protocols, techniques and standard operating procedures and related documents governing laboratory procedures and protocols	Develop, maintain and distribute standard operating procedures and other controlled quality system documents; ensure procedures and protocols are properly documented.
Work with manager to communicate updates on testing procedures and technical developments.	Assist with development and disseminate of communication changes in laboratory operations; crisis management protocols including problem assessment, systems management, collaborating with others as needed	Develop and disseminate communication changes in laboratory operations; crisis management protocols including problem assessment, systems management, collaborating with others as needed.
Oversee and monitor equipment operation, supplies and inventory; ensure accuracy and efficient performance; maintain equipment and inventory records.	Provide specifications for inventory and equipment needs; research and recommend new laboratory or program materials and vendors.	Evaluate and assess recommendations for laboratory modifications and vendors; advise on equipment design and authorize materials and equipment procurement.

<b>Medical Technology Supervisor MANAGEMENT</b>	<b>Medical Technology Manager I MANAGEMENT</b>	<b>Medical Technology Manager II MANAGEMENT</b>
Assist in preparing ad hoc and annual reports.	Create standard and ad hoc reports as needed; assist with writing annual reports pertaining to operational and regulatory issues.	Monitor and observe trends; synthesize and interpret results for State requirement and development of quarterly and annual reports.
Research and recommend equipment and costs.	Monitor expenditures and budgets; research and recommend equipment and costs.	Manage budgets and monitor expenses; analyze costs and determine implementation needs aligning to strategic planning.
Act as representative at conferences and other events; participate with recruitment efforts.	Act as representative at conferences and other events; participate with recruitment efforts; serve on related committees.	Act as liaison for both internal and external meetings and committees/conferences; collaborate with state and federal clients and agencies; serve on related leadership committees.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11870 MEDICAL TECHNOLOGY SUPERVISOR, BAND E	11871 MEDICAL TECHNOLOGY MANAGER I, BAND F	11872 MEDICAL TECHNICIAN TECHNOLOGY II, BAND G
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	<p>Bachelor’s degree and up to 2 years relevant experience working as a team lead in a laboratory setting or equivalent combination.</p> <p><b>CLINICAL LABORATORY REQUIREMENT:</b> Medical Technologist licensure by NYS ED; Training up to 12 mos. in Accredited Hospital Program (ASCP).</p>	<p>Bachelor’s degree and 2 to 4 years relevant experience working as a supervisor in a laboratory setting or equivalent combination.</p> <p><b>CLINICAL LABORATORY REQUIREMENT:</b> Medical Technologist licensure by NYS ED; Training up to 12 mos. in Accredited Hospital Program (ASCP).</p>	<p>Bachelor’s degree and 3 to 5 years relevant experience working as a supervisor in a laboratory setting or equivalent combination.</p> <p><b>CLINICAL LABORATORY REQUIREMENT:</b> Medical Technologist licensure by NYS ED; Training up to 12 mos. in Accredited Hospital Program (ASCP).</p>
<b>IMPACT</b>	Limited impact	Moderate impact	Moderate impact
<b>CONTACTS - INSIDE</b>	Assists others Cooperation of task completion	Assists and provide guidance to others Cooperation of task completion	Provide guidance to others Coordinate activities
<b>CONTACTS - OUTSIDE</b>	Provide information within pre-established documents or programs	Provide information within pre-established documents or programs	Providing/receive guidance, advice or information that must be analyzed and developed by the position
<b>CONTACTS - STUDENTS</b>	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction	Limited contact

<b>FACTOR PROFILE</b>	<b>11870 MEDICAL TECHNOLOGY SUPERVISOR, BAND E</b>	<b>11871 MEDICAL TECHNOLOGY MANAGER I, BAND F</b>	<b>11872 MEDICAL TECHNICIAN TECHNOLOGY II, BAND G</b>
<b>SUPERVISION</b>	Day-to-day supervision to employees within the dept	Day-to-day supervision to employees within the dept	Day-to-day supervision to employees within the dept
<b>COMPLEXITY</b>	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills
<b>LEVEL OF DECISION MAKING</b>	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
<b>FREEDOM OF ACTION</b>	Directly affect a functional area Minimal effect on students and employees	Directly affect an entire department Moderate effect on students and employees	Directly affect an entire department Moderate effect on students and employees
<b>EFFECT OF DECISION MAKING</b>	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures required. May deviate from standard work practices	Little direct supervision of activities Considerable latitude for exercising judgment and self-direction
<b>WORKING CONDITIONS</b>	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear is required in some aspects of work. May be required to have been trained in biosafety level 2.	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear is required in some aspects of work. May be required to have been trained in biosafety level 2.	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear is required in some aspects of work. May be required to have been trained in biosafety level 2.