

CLASSIFICATION: MICROBIOLOGIST II

Class Code: 6236-23

Date Established: 11-21-01

Occupational Code: 7-6-4

Date of Last Revision: 09-02-15

Exempt Status: Exempt

BASIC PURPOSE: To conduct microbiological analysis of human, animal and environmental samples to identify unknown substances for medical professionals and law enforcement in support of public health activities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs and interprets complex laboratory tests and reports results to health care and public health professionals to assist in protecting public health, and to assist provider in diagnosis and treatment decisions.
 - Enters data into Laboratory Information Tracking System to track testing process, reviews data, corrects inaccuracies, and queries database to gather and interpret information.
 - Conducts, documents and evaluates quality control measures to assure accuracy of test results.
 - Operates, maintains and troubleshoots complex laboratory equipment to provide quality assured laboratory test results and to assure timely performance of analyses.
 - Trains subordinate microbiologists and laboratory scientists; provides technical assistance to field personnel, and documents all training activities.
 - Communicates with health care providers and other laboratory users to convey test results and laboratory information.
 - Oversees inventory of supplies, reagents and instrument parts.
 - Actively participates on laboratory committees.
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DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with a minimum of thirty-six (36) credits in the field of microbiology, medical technology, the biological sciences, the health sciences, or the health professions. Each additional year of approved formal education may be substituted for one year of required work experience. Professional certification in the specialty of microbiology may be substituted for one year of required work experience.

Experience:

For Dept. of Health and Human Services positions only: Three years' experience in a microbiological, clinical, or public health laboratory performing clinical microbiology procedures.

For Dept. of Environmental Services positions only: Three years' experience in a microbiological or environmental laboratory performing microbiological procedures.

Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: For Dept. of Health and Human Services positions only: Applicants must meet certification requirements of the Centers for Medicare and Medicaid Services for Clinical Laboratory Personnel (CLIA '88).

SPECIAL REQUIREMENTS (DEPT. OF HEALTH AND HUMAN SERVICES ONLY):

1. Must demonstrate successful completion of basic Core Training or its equivalent plus Intermediate Level Training specialized to job function or its equivalent.
2. Must receive satisfactory performance evaluation and performance based recommendation from Supervisors and Laboratory Administrator.
3. Understands and adheres to strict laboratory safety protocols, undergoes diagnostic testing and receives vaccines where appropriate to provide for personal safety.
4. Understands the public health mission and works flexible hours when required.
5. Must wear personal protective equipment that may cause discomfort.

SPECIAL QUALIFICATIONS (ALL POSITIONS): Must be able to rotate among testing areas according to workload needs. Visual deficiencies must not interfere with ability to perform laboratory analyses. Superior manual dexterity and coordination required. Must be willing and able to handle unpleasant and/or hazardous specimens such as feces, sputum, blood, vomitus, urine, brain tissue, shellfish meats, septage, and samples that are known to or may contain infectious organisms and/or toxic chemicals such as carcinogens. Must be willing to receive Hepatitis B or other vaccines if applicable to position. For positions reporting to Dept. of Health and Human Services, physical condition must allow for the administration of vaccines and/or necessary diagnostics tests.

RECOMMENDED WORK TRAITS: Knowledge of the principles, practices and application of microbiological analysis. Knowledge of college level mathematics. Knowledge of the principles and methods of quality control. Skill in evaluating and analyzing scientific microbiological data. Skill in the use, care and inventory of laboratory equipment and materials. Ability to query and interpret data from computer sources and familiarity with computer systems. Ability to implement, document and evaluate quality control measures. Ability to train and provide technical assistance to staff. Ability to communicate effectively both orally and in writing. Ability to report the results of laboratory tests clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with departmental employees, physicians and other health care providers, local police, legal personnel and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.