

CLASSIFICATION: MICROBIOLOGIST IV

Class Code: 6238-29

Date Established: 11-21-01

Occupational Code: 7-6-4

Date of Last Revision: 09-02-15

Exempt Status: Exempt

BASIC PURPOSE: To coordinate the daily operations of a laboratory specialty, perform a variety of complex microbiological laboratory functions, and supervise and schedule staff assigned to a laboratory unit or performing special laboratory function.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Conducts and interprets complex microbiological tests on human, animal and environmental specimens and reports results to health care and public health professionals.
- Supervises, trains and schedules staff, participates in employee performance evaluations and the interview process and offers technical assistance to field personnel.
- Conducts, documents and evaluates quality control measures, drafts laboratory procedures and makes recommendations for change, and assures compliance with federal regulations.
- Operates, maintains and troubleshoots highly complex laboratory equipment.
- Participates in proficiency testing and other quality assurance activities.
- Communicates with health care providers and other laboratory users.
- Oversees laboratory projects such as evaluating a new procedure or chairing a taskforce as assigned, and actively participates on laboratory committees.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

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 major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

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: Five years' experience in a microbiological, clinical or public health laboratory, with one year in a supervisory level position.

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

SPECIAL REQUIREMENTS:

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

SPECIAL QUALIFICATIONS: Must be able to rotate among testing areas according to workload needs. Visual deficiencies must not interfere with ability to perform laboratory analyses. Physical condition must allow for the administration of vaccines and/or necessary diagnostics tests. 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, 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.

RECOMMENDED WORK TRAITS: Knowledge of the principles, practices and application of microbiological analysis. Knowledge of college level mathematics. Knowledge of principles and methods of quality control. Knowledge of the principles and practices of supervision. Skill in evaluating and analyzing scientific microbiological data. Skill in the use and care of laboratory equipment and materials. Ability to supervise staff doing different work and to oversee programs and projects. 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 evaluate and recommend changes to established procedures and to develop new procedural guidelines. 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.