

CLASSIFICATION: MICROBIOLOGIST V

Class Code: 6239-32

Date Established: 02-27-02

Occupational Code: 7-6-4

Date of Last Revision: 09-02-15

Exempt Status: Exempt

BASIC PURPOSE: To manage microbiological scientific services including planning and policy development and technical consultation to public health and medical partners.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Provides technical and administrative direction to subordinate scientific staff in varied scientific specialties.
- Formulates and advocates the improvement in public health policies and health protection directives.
- Collaborates with varied state and public leaders in developing a strategic plan for the Public Health Laboratories including developing long and short-range goals.
- Identifies problems and implements resolutions including training others in appropriate operational methods.
- Investigates and evaluates scientific methodologies to ensure improvement in existing procedures.
- Prepares reports, informs the public and represents the agency while developing new business opportunities.
- Searches for funding sources and writes grant applications to assure adequate monies for microbiology needs.
- Manages microbiology section budget to assure fiscal stability.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

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 acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

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 administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

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. Doctorate degree preferred. 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: Eight years' experience in a microbiological, clinical or public health laboratory, with three years in a supervisory or administrative level position.

License/Certification: Must be eligible to hold a New Hampshire driver's license and have access to transportation for use in statewide travel. Applicants must meet certification requirements of the Centers for Medicare and Medicaid Services for Clinical Laboratory Personnel (CLIA '88) as a Technical Supervisor in Microbiology.

SPECIAL QUALIFICATIONS: Must be willing to undergo tests or immunizations for communicable diseases periodically as necessary.

RECOMMENDED WORK TRAITS: Knowledge of the principles and practices of clinical microbiology, public health and medical laboratory services. Knowledge of the principles and practices of administration and supervision. Knowledge of the principles and practices of fiscal management. Skill in troubleshooting and process improvement. Ability to oversee multiple programs and projects and to supervise and direct scientific staff in a variety of specialties. Ability to secure funding sources and to apply for grants. Ability to investigate and recommend changes to established procedures and to develop new procedural guidelines. Ability to collaborate with authorities in order to develop and implement long-range strategic plans. Ability to communicate effectively both orally and in writing. Ability to prepare comprehensive reports for dissemination to the public and to act as agency representative in order to explain and defend agency goals. 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.