

Specification for Class of

MICROBIOLOGIST 3

Abolished Effective July 1, 2007

Definition: In the Department of Agriculture, acts as a principal assistant to a Microbiologist 4 or higher; or in the State Public Health Laboratory leads the work of staff in two or more microbiological subdisciplines such as virology, serology, bioassay, microbiology, immunofluorescence, etc.

Distinguishing Characteristics: Positions in the State Public Health Laboratory also have signatory responsibility for assuring that methods and conclusions of microbiological tests which they or other microbiologists perform are technically correct. Supervision received by positions in these specific jobs within this class is usually administrative rather than technical. They are the principal microbiologists in charge of work done in two or more microbiological subdisciplines and may direct professional and technical staff.

Typical Work

Maintains policies, procedures and standards of immediate supervisor during his/her absence; performs administrative tasks in place of the supervisor such as evaluation of major laboratory equipment for purchase, preparation of correspondence for the supervisor's signature, and assists in the development of policies and procedures for the whole laboratory unit or the whole laboratory;

Evaluates laboratory procedures, equipment and accuracy; certifies whether public and private laboratories meet Federal standards of quality to perform laboratory work for medicare patients; or the State standards of quality to perform laboratory work for syphilis;

Recommends improved procedures for laboratory tests; develops and recommends training materials for the use of laboratories; sends materials and suggestions to the head of the laboratories evaluated;

Suspends or invokes six-months provisional status for authority to perform specified tests when certified laboratories fail to comply with required standards of accuracy; substantiates the reasons for

the action in writing together with recommendations which would bring the laboratory up to standards; sends this documentation to the head of the laboratory which fails to meet standards and to the State Board of Health, the Social Security Administration or Health, Education and Welfare, depending upon the deficiency; testifies in hearings when decisions are appealed;

Evaluates laboratory equipment, facilities procedures and ability to perform dairy analyses; certifies laboratories and analysts for compliance with FDA requirements;

Plans, organizes and directs the activities of a sub-section containing three or more laboratory units within the section; prepares performance evaluations on employees within the Public Health Laboratory;

Performs administrative tasks such as evaluation of major laboratory equipment for purchase, preparation of correspondence for the supervisor's signature, and assists in the development of policies, procedures, and budget preparations for the laboratory sub-sections; may act for the section head during his/her absence;

Is responsible for the quality, quantity, and accuracy of all tests performed and results reported by the laboratory units within the section;

Evaluates laboratory procedures and recommends improvements for laboratory tests;

Coordinates the activities of personnel within the laboratory units to ensure that the laboratories are adequately staffed at all times;

Designs and coordinates projects to be carried out by the laboratory units within the sub-section;

Consults with personnel of local health departments, medical laboratories, physicians, epidemiologists and representatives of other State agencies and organizations, both public and private on matters relating to existing or proposed work within the laboratory units;

Performs any of the duties of Microbiologists 1 and 2;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: pathogenic bacteria; viruses and rickettsia; serologic diagnosis; water and milk bacteriology and chemistry; parasitology, mycology, immunology; laboratory terminology, techniques and equipment; organization and operation of microbiological laboratories; State and Federal laboratory regulations; report preparation; microbiology research methods and requirements; sources of data on current microbiology research; scientific report writing.

Ability to: apply scientific techniques and make laboratory analyses; supervise and train others; establish and maintain effective work relationships.

Minimum Qualifications

A Bachelor's degree with a major study in microbiology, public health, chemistry or medical technology or closely allied field which includes at least 20 semester or 30 quarter credit hours in microbiology.

AND

Four years of professional experience in a microbiology laboratory.

A Master's degree in one of the aforementioned fields may be substituted for one year of experience.

A Ph.D. degree in one of the aforementioned fields may be substituted for two years of experience.

In no case may more than two years of education be substituted for laboratory experience.

NOTE: Selective certification will be allowed for candidates whose specialized experience is in the same microbiological subdiscipline as the position to be filled.

Revised definition and minimum qualifications: 7-14-72

Revised minimum qualifications: 5-1-75

Revised definition and minimum qualifications: 2-9-79

Revised definition, minimum qualifications, general revision, code and title change (formerly 5336, Microbiologist 4): 3-15-85

Revised definition: 3-3-86

Revised definition and minimum qualifications, add distinguishing characteristics: 8-15-86

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Revised definition: 12-12-86