

COUNTY OF SOLANO

PUBLIC HEALTH MICROBIOLOGIST (SUPERVISING)

DEFINITION

Plans, assigns, and coordinates the work of the functional units of the Public Health Laboratory and performs complex Technical laboratory examinations in order to detect and identify microbial disease agents in support of general public health and clinic operations.

CLASS CHARACTERISTICS

This is the supervisory level in the professional Public Health Microbiologist class series. The incumbent supervises the daily activities of the laboratory, serves as a technical resource, and assists with general administrative matters. This class differs from Senior Public Health Microbiologist in that incumbents in the senior level class serves as a technical specialist, and in some cases, serves as a lead worker, but does not have general responsibility for daily supervision of the laboratory. This class is distinguished from the Public Health Laboratory Director in that the latter is responsible for the administrative functions of the laboratory.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Laboratory Director.

Exercises supervision over laboratory staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, assigns, and coordinates the work of the functional units of the Public Health laboratory; supervises, evaluates, counsels and disciplines subordinate staff; participates in the selection of the laboratory personnel.

Develops and implements in service training programs. Develops and implements the Public Health Microbiologist training program. Serves as resource person for less experienced microbiologists who might not be familiar with an unusual procedure or organism.

Performs complex microbiological and related biological, serological and biochemical examinations on clinical, postmortem animal, food and environmental specimens for the detection and identification of microbial, fungal, parasitic and viral agents of disease using defined procedures, which may require the development and modification of standard

techniques; analyzes, interprets and records data.

Researches new procedures and supervises their introduction into the laboratory program; provides research data, advice, problem resolution and technical assistance to other laboratory personnel; evaluates products for use in the laboratory. Establishes and monitors internal quality control standards, procedures and controls; monitors quality assurance of the laboratory.

Provides consultant services to private physicians, health professionals and agencies on technical matters in interpretation of policy and law relating to public health laboratory operations and functions.

Prepares specimens for examination by using various stains, reagents and equipment; operates and maintains equipment.

May be assigned responsibility for the entire laboratory function in the absence of the Laboratory Director: prepares narrative and statistical reports as needed; may represent the laboratory at meetings.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Thorough knowledge of bacteriological serological, mycological, parasitological, virological and other microbiological testing procedures and methods; principles of microbiology and biochemistry.

Quality control principles and techniques.

Microbial, fungal, parasitic and viral agents.

Testing parameters and results yielding positive or negative conclusion.

Current trends and concepts.

Terminology commonly used in public health microbiology.

Causes and methods of transmission of communicable diseases.

Considerable knowledge of research methods, test development and evaluation techniques.

Technical resources available in the development, evaluation and application of laboratory practices.

Laws affecting public health laboratory work.

Working knowledge of the principles and techniques of effective supervision, employee evaluation techniques, coaching and counseling techniques, progressive discipline techniques and training.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Ability to plan, supervise, coordinate and evaluate the work of others.

Evaluate the training needs of technical staff; develop and write training materials.

Perform standard and difficult or complex public health laboratory tests and examinations.

Interpret laboratory test results.

Evaluate, and adapt testing methods, using new or modified techniques and/or equipment; develop and write laboratory test procedures.

Insure utilization of proper quality standards and controls.

Maintain accurate records and document actions taken.

Research regulations, procedures, changes in the law and/or technical reference materials.

Consult with medical and laboratory personnel.

Explain procedures, practices and governing work in a public health reference laboratory.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Three years of full-time work experience as a Public Health Microbiologist in a public health or medical laboratory.

Education/Training:

Bachelor's degree is required from an accredited college or university in Microbiology. Possession of a Masters Degree in Medical Microbiology, Medical Bacteriology, Medical Virology, or Public Health Microbiology may be substituted for one year of the required work experience.

SPECIAL REQUIREMENTS

Possession of a Public Health Microbiologist certificate issued by the California State Department of Health, Laboratory Field Services.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents must be able to work in an environment that may include exposure to communicable disease.

Candidates for employment may as a condition of employment sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. May involve prolonged standing.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.

Director of Human Resources

Established Date: November 1998

Revised Date: November 2002

BOS Date: June 30, 2003

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