

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Microbiologist

SERIES NO.:

8321

MAJOR AGENCIES:Agriculture, Environmental Protection Agency, Health,
Rehabilitation & Correction**EFFECTIVE DATE:**

08/20/2006

SERIES PURPOSE:

The purpose of the microbiologist occupation is to develop & administer microbiological programs & to design methods & procedures in microbiology disciplines.

At the supervisory levels, incumbents manage & direct activities of branch laboratory or specialized sections of large laboratory or multiple sections of microbiology subdivision, develop & administer microbiological programs & supervise subordinate microbiological & laboratory personnel.

CLASS TITLE

Microbiology Supervisor 1

CLASS NUMBER

83216

PAY RANGE

13

EFFECTIVE

08/20/2006

CLASS CONCEPT:

The first supervisory level class works under general direction & requires thorough knowledge of microbiology, microbiological laboratory techniques & testing procedures & supervisory principles/techniques in order to supervise lower-level laboratory personnel in performance of diagnostic examinations, evaluations, identifications & isolations in branch laboratory or one or more specialized sections of large laboratory.

CLASS TITLE

Microbiology Supervisor 2

CLASS NUMBER

83217

PAY RANGE

14

EFFECTIVE

08/20/2006

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of microbiology, microbiological laboratory techniques & testing procedures & laboratory management in order to manage & direct multiple sections of microbiology subdivision, develop & administer microbiological programs & supervise lower-level microbiology supervisors.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Microbiology Supervisor 1	83216	EX	08/20/2006	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises lower-level laboratory personnel (e.g., laboratory technicians, laboratory scientists) in performance of diagnostic examinations, evaluations, identifications & isolations in branch laboratory or one or more specialized sections of large laboratory.

Monitors &/or participates in performance of research projects; conducts various complex microbiological, serological & virological examinations (e.g., Legionnaires' disease, milk & water sanitation, syphilis); acts as certifying agent for department concerning public drinking & bathing supplies & milk testing facilities.

Plans activities of assigned area & coordinates activities with efforts of other sections or laboratories; implements & evaluates divisions proficiency & evaluation programs; maintains continuous professional contact with physicians, laboratories, clinics, hospitals & other public health officials concerning specific procedures, practices & protocols, discusses test results & provides technical advice; evaluates activities of section or laboratory & makes recommendations for change to supervisor.

Performs variety of administrative tasks (e.g., designs & implements comprehensive system for maintenance of records, test results & scientific equipment; prepares scientific reports; interprets technical reports & journals for staff & personnel in other disciplines; requisitions laboratory supplies & equipment; plans or assists in planning training activities; maintains & distributes stock cultures of bacteriological specimens for quality control & training activities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development; microbiology; microbiological laboratory techniques & related safety practices; chemistry; public relations. Skill in use & maintenance of laboratory testing equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; understand technical manuals & instructions associated with microbiology; use proper research methods in gathering data; deal with large number of variables & determine specific course of action; prepare technical reports &/or correspondence; handle important telephone & face to face contacts with high-level personnel &/or officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in microbiology; 6 mos. exp. as microbiologist; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or completion of undergraduate core program in microbiology; 18 mos. exp. as microbiologist; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or 6 mos. exp. as Laboratory Scientist 3, 83293.

Positions responsible for supervising testing of body fluids &/or tissues must also qualify under Federal Regulations, Title 20, Chapter III, Part 405 (Conditions for Coverage of Services of Independent Laboratories).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Microbiology Supervisor 2	83217	EX	08/20/2006	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages & directs multiple sections of microbiology subdivision, develops & administers microbiological programs & supervises lower-level microbiology supervisors (e.g., develops & administers programs in microbiology discipline, designs methods & procedures for isolation & identification of bacteria, viruses, fungi & parasites).

Organizes, plans & monitors work concerned with diagnostic testing; conducts special &/or complex tests on specimens referred from laboratories throughout state; conducts research & laboratory analysis of chemical & microbiological nature; investigates & evaluates complaints; promotes good public relations between state & municipal officials; resolves problems; develops new test methods & laboratory monitoring procedures.

Participates in training programs &/or seminars; consults with other divisions in department, outside agencies, hospitals, health departments, universities &/or physicians & provides technical assistance &/or information as needed; initiates & conducts special studies on public health matters & recommends remedial action; prepares special reports & papers for publication on research projects; conducts general planning of microbiology aspects of division; consults with other professionals on current developments in microbiology.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; management; employee training & development; public relations; microbiology; microbiological laboratory techniques & related safety practices; chemistry. Ability to understand microbiology & chemistry principles; use proper research methods in gathering data; prepare & edit technical & scientific publications & reports.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in microbiology; 12 mos. exp. as microbiologist; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques.

-Or completion of undergraduate core program in microbiology; 24 mos. exp. as microbiologist; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques.

-Or 6 mos. exp. as Microbiology Supervisor 1, 83216.

Positions responsible for supervising testing of body fluids &/or tissues must also qualify under Federal Regulations, Title 20, Chapter III, Part 405 (Conditions for Coverage of Services of Independent Laboratories).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.