

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

MICROBIOLOGIST SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a microbiology program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title - Microbiologist Specialist 2

Microbiologist Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Microbiologist Specialist 3

Microbiologist Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Participates in bacteriological, serological, virological, parasitological, or mycological examinations of a variety of samples, specimens, or products.

Participates in the production and testing of biological products.

Performs microbiological tests and analyses on food, agricultural, or industrial products.

Participates in microbiological, serological, hematological or virological examinations to diagnose human disease.

Carries out the most demanding technological procedures.

Performs and approves investigations as to new and more efficient laboratory procedures.

Develops and approves production methods for new or difficult biologic products.

Establishes procedures used in blood grouping and RH tests.

Coordinates the training of laboratory personnel in new and specialized production and testing techniques.

Selects analytical methods to be used and evaluates the results of analysis; checks analysts' reports for accuracy and completeness and compliance with standards, regulations and department policies.

Oversees potency and safety tests of biologic products manufactured in the department such as viral vaccines and immune globuline containing viruses; interprets results and issues reports.

Conducts in-service training programs for laboratory personnel.

Testifies as an expert witness in court cases.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program, or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the principles of microbiology, including bacteriology, hematology, mycology, parasitology, serology, and virology.

Knowledge of chemistry and biochemistry.

Knowledge of microbiology techniques, terminology, equipment and supplies.

Knowledge of microbiological methods of analysis.

Knowledge of laboratory tests used in the work.

Knowledge of the methods and techniques used in the preparation of biologic products.

Knowledge of laboratory techniques, equipment, apparatus and terminology.

Knowledge of diagnostic problems involved in determining the cause and control of disease.

Knowledge of state and federal laws, regulations, standards and advisory guidelines related to food processing, handling, storage and sale.

Knowledge of the production, standardization and use of antigens and immune sera.

Knowledge of fundamental antigen and antibody reactions and their principles.

Knowledge of the methods and practices of microbiologic analysis and testing of food and agricultural products.

Knowledge of the sources of technical literature in the field.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

Some jobs require an employee to work in an office or a laboratory.

Some jobs require an employee to some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

Some jobs require an employee to work in proximity to caustic chemicals in a darkened and confined area.

Some jobs require an employee to be exposed to disease and illness.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

None

Education

Possession of a bachelor's degree in microbiology, medical technology, clinical laboratory sciences, or a related field.

Experience

Microbiologist Specialist 13

Four years of experience equivalent to a Microbiologist, including two years equivalent to a Microbiologist P11 or one year equivalent to a Microbiologist 12.

Microbiologist Specialist 14

Five years of experience equivalent to a Microbiologist, including three years equivalent to a Microbiologist P11, two years equivalent to a Microbiologist 12, or one year equivalent to a Microbiologist Specialist 13.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
MICBIOSPL	MICROBIOLOGIST SPECIALIST

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Microbiologist Specialist 2	MICSPL2	H21-014
Microbiologist Specialist 3	MICSPL3	H21-017

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10/25/2015