

VIROLOGIST III

MHD Virology and Molecular Science Section

Recruitment #1412-1931-001

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 1/29/2015 6:00:00 PM

Filing Deadline 2/27/2015 11:59:00 PM

HR Analyst Marti Cargile

PURPOSE

Under the direction of the Deputy Laboratory Director, the Virologist III plans and coordinates programs in the Milwaukee Health Department (MHD) Virology and Molecular Science Section, supervises Virologist IIs performing virus tests using cell culture, serology, and molecular techniques, and assumes critical responsibility for molecular diagnostic testing and training, including polymerase chain reaction (PCR) and nucleotide sequencing for microorganisms. The Virologist III undertakes primary responsibility for performing virus laboratory tests, entering data into the Laboratory Information System (LIS) and reviewing results, managing reagent inventory, ordering supplies, conducting staff training, developing and facilitating new and special projects, and assuring safety, security and compliance with regulatory standards.

ESSENTIAL FUNCTIONS

Technical Responsibility:

- Responsible for virus isolation and identification by cell culture from clinical and environmental samples based on virus cytopathic effect (CPE), including specimen preparation and maintenance and inoculation of cell cultures
- Performs and supervises current and future molecular testing
- Assures completion of proficiency testing in the Virology and Molecular Science Section ("Virology")
- Supervises and reviews test results for fellow virologists on a daily basis
- Assures proper laboratory safety and security measures in Virology, including state, Clinical Laboratory Improvement Amendments (CLIA), CDC, and Laboratory Response Network (LRN) procedures and per federal guidelines

Operational Responsibility:

- Maintains current inventory for reagents and supplies in Virology Section
- Orders reagents, cell culture media, and other consumable supplies in a timely manner
- Maintains current and updated technical knowledge and skills
- Troubleshoots technical problems and maintains instruments in working condition per manufacturers' recommendations
- Participates in the bioterrorism/emergency preparedness and response program for the laboratory, following local, state, and federal safety, security, and quality assurance guidelines as instructed by supervisor

Reporting Responsibility:

- Performs daily result entry to the Laboratory Information System (LIS), reviews results and reports to supervisor and internal/external agencies/clients
- Assures weekly results reporting to federal, state, and local agencies
- Assists immediate supervisor in publishing monthly, special and annual reports
- Addresses comments and concerns by clients regarding test results as directed

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- Works closely with the LIS Coordinator and other section supervisors for electronic specimen accession, results reporting issues, and online data management

Quality Control and Quality Assurance:

- Maintains and updates standard operating procedure (SOP) following Clinical Laboratory Improvement Amendments (CLIA) guidelines to assure quality service, including proper sample collection and transport, records for results, equipment, and facilities as per instructions from supervisor
- Assists in maintaining routine quality control charts and measures for laboratory tests and equipment
- Maintains Quality Control (QC) and Quality Assurance (QA) documents for internal and external regulatory agency inspections
- Assists fellow staff, students, and interns in teaching and training for laboratory testing and QC issues
- Maintains proficiency test results

Laboratory Operational Assistance:

- Assists the Deputy Laboratory Director with scheduling and coordinating bench level laboratory activities
- Assists in overseeing routine safety and biohazard controls in the laboratory
- Assists in data organization for grants, special reports, manuscripts, and presentations
- Assumes responsibilities for virology laboratory activities in the absence of or as instructed by supervisor
- Assists in developing new programs for laboratory diagnosis of viral agents and molecular testing

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- The person in the Virologist III position will mostly be working in Biosafety Level 2 (BSL-2) areas, with occasional work with highly pathogenic microorganisms in a BSL-3 laboratory.
- The Virologist III must be willing and able to do the following: 1) wear a particulate respirator (N95 or PAPR) and have a respirator fit test annually; 2) have a TB skin test annually; 3) obtain or provide documentation of a hepatitis B vaccination; and 4) pass a background check, including a drug screen, as well as receive FBI clearance.
- This is a first-shift position. However, during public health emergencies – though infrequent – Virologists may be required to be available during non-standard hours and/or weekends or holidays as well as to carry a pager or cell phone.
- Travel associated with technical training and conference participation may be required.

MINIMUM REQUIREMENTS

1. Bachelor's degree in clinical or public health microbiology, bacteriology, or a closely related biological science, with a minimum of 16 credit hours in microbiology, including immunology and molecular biology, from an accredited college or university.

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2. Three years of recent experience in a clinical, public health, or diagnostic research laboratory, at least one year of which must have been at the lead worker level, performing duties related to this position.
3. Eligibility for nationally-recognized certification such as one of the following or equivalent from the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) within one year of employment:
 - Medical Laboratory Scientist, MLS
 - Molecular Biology, MB
 - Microbiology, M
 - Specialist in Microbiology, SM
4. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered. For example, a master's degree in a related field plus at least one year of recent lead worker experience in a clinical, public health, or diagnostic research laboratory is considered equivalent.

IMPORTANT NOTE: *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*

DESIRABLE QUALIFICATIONS

- Master's degree in a related field.
- Experience in applied research and knowledge of project management methods.
- Knowledge of LEAN and quality improvement (QI) practices in the biomedical laboratories.
- Ability to speak Spanish, Hmong, or Russian, in addition to English.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of microbiology, hands-on virology practices, public health, and communicable disease prevention.
- Knowledge of complex diagnostic microbiology and molecular biology procedures, safety, and quality controls, and quality assurance practices.
- Experience in operating highly complex equipment (e.g., thermocyclers, DNA sequencers, centrifuges, microscopes, biosafety cabinets) and using advanced techniques in a clinical or public health laboratory setting.
- Knowledge of laboratory safety and security.
- Knowledge of mathematics and statistics and the ability to make accurate calculations.
- Ability to read and interpret complex documents, test results, and scientific publications.
- Knowledge of management principles and the ability to effectively supervise staff members, including assigning and reviewing work, setting performance standards, providing training, and monitoring employee performance.
- Ability to work well both independently and as part of a synergistic professional team in a multi-cultural workplace.
- Interpersonal skills – ability to work effectively with fellow staff, external agencies, and clients.
- Effective oral communication and presentation skills.

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- Skilled written communication and reporting skills.
- Skills in using specialized computer applications, including LIS, inventory control, statistical, and sequence analysis software.
- Proficient in using standard computer applications such as word processing, spreadsheet, database, and the Internet.
- Analytical and problem-solving skills, as well as decision-making skills and sound judgment.
- Planning, organizational, and time management skills, along with attention to detail.
- Ability to stay abreast of the best practices in virology and molecular diagnostics through on-going professional development activities.
- Ability to remain calm in stressful or emotional situations.
- Ability to respond to sensitive inquiries or complaints effectively.
- Honesty, integrity, and ability to maintain patient and laboratory test results confidentiality.
- Ability to frequently lift and move up to 10 pounds and occasionally lift and move up to 50 pounds.

CURRENT SALARY

THE CURRENT STARTING SALARY (PG 2FN) for City of Milwaukee residents is **\$54,942** annually, and the non-resident starting salary is **\$53,586**. Appointment above the minimum is possible.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **February 27, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.