

# MICROBIOLOGIST

**Recruitment #2106-1925-002**

<b>List Type</b>	Original
<b>Requesting Department</b>	HEALTH-LABORATORIES
<b>Open Date</b>	6/24/2021 09:47:00 AM
<b>Filing Deadline</b>	7/19/2021 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

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## INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

## PURPOSE

Using biochemical, immunological, and molecular methods, the Microbiologist performs moderate to high complexity testing of clinical and environmental specimens for the detection of microorganisms for the Milwaukee Health Department's (MHD) laboratories, clinics, and programs. This position may require working with highly pathogenic microorganisms in Bio-safety level 2 and 3 (BSL-2/3) laboratory, following state and federal guidelines.



## ESSENTIAL FUNCTIONS

### Technical

- Use conventional microbiological and serological techniques as well as molecular methods to identify and detect microorganisms in a variety of clinical and environmental matrices.
- Using the laboratory information management system (LIMS), manage, analyze, and process samples through all phases of testing.
- Report and release test results to clients including those reportable to state and federal agencies.
- Identify, resolve, and document problems related to technical duties and assigned responsibilities.
- Utilize laboratory information management system (LIMS) for pre-analytical, analytical and post-analytical phases of laboratory testing.

### Laboratory Quality

- Follow established inventory management and audit processes, including receipt and inspection of samples and supplies.
- Recognize and report corrective actions relative to non-conforming events (NCEs) in laboratory processes; participate in root cause analysis and identification of corrective actions.
- Participate in Continual Quality Improvement (CQI) efforts.
- Participate in the MHD medical/clinical branch and sectional meetings.

#### **Regulatory & Compliance**

- Comply with applicable laws, regulations, and guidance governing all aspects of laboratory testing, including testing, safety, and patient confidentiality.
- Participate in the method validation/verification process.
- Perform and provide reports on annual proficiency testing.
- Comply with testing policies and procedures regarding protected information (HIPAA).
- Maintain and document annual competency assessments in all work areas.
- Participate in regulatory audits.
- Maintain technical records, assist with data requests, and provide technical support to partners.

#### **Biosafety and Biosecurity**

- Follow OSHA safety guidelines, bloodborne pathogen standards, the MHD Laboratory Safety Manual, and other standard laboratory safety and best practice guidance.
- Recognize and report all safety incidents and hazards to management.
- Use the appropriate Personal Protective Equipment (PPE) for specific laboratory hazards.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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 Microbiologist must be willing and able to do the following:
  - Wear a particulate respirator (N95 or higher), and have a respirator fit test annually;
  - Have a TB skin test annually;
  - Participate in the Federal Select Agent Program (Public Health Security and Bioterrorism Preparedness and Response Act of 2002);
  - Obtain FBI background clearance; and
  - Lift up to 25 pounds.
- This is a first-shift position; however, public health and security emergencies may require Microbiologists to be available during non-standard hours and/or weekends.
- While performing the duties of this job, employees may be exposed to infectious agents or toxic laboratory chemicals.
- The Microbiologist is considered essential staff during this public health emergency.

### **MINIMUM REQUIREMENTS**

1. Bachelor's degree in microbiology, molecular biology, public health microbiology, medical technology, or a closely related biological science from an accredited college or university.
2. Recent laboratory experience as a microbiologist, including at least one year independently conducting microbiological testing in a clinical, environmental, and/or public health setting.
3. Valid driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may also be considered.*

**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. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

### **DESIRABLE QUALIFICATIONS**

- One of the following nationally recognized certifications within one year of employment:
  - Microbiology (M) – American Society for Clinical Pathology (ASCP) Board of Certification
  - Medical Laboratory Scientist (MLS) - American Society for Clinical Pathology (ASCP) Board of Certification
  - Molecular Biology (MB) – American Society for Clinical Pathology (ASCP) Board of Certification
  - Specialist in Microbiology (SM) – American Society for Clinical Pathology (ASCP) Board of Certification
  - National Registry of Certified Microbiologists (ASM)
- Experience in molecular diagnostics and techniques.
- Skill in using specialized computer applications, such as sequence analysis software.

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical Skills

- Knowledge of general microbiology and the ability to apply diagnostic microbiology procedures to identify and detect microorganisms.
- Knowledge of and the ability to perform quality control and quality assurance practices in a microbiologic laboratory setting.
- Ability to connect components for environmental and/or clinical microbiology with factors impacting public health.
- Ability to use laboratory equipment (e.g., thermocyclers, microscopes, biosafety cabinets) in a clinical or public health laboratory setting.
- Knowledge of laboratory bio-safety and bio-security, and ability to assure relevant practice.
- Knowledge of basic mathematics and statistics, and ability to make accurate calculations.
- Ability to read, follow, and interpret complex documents, Standard Operating Procedures, and scientific publications.

### Communication Skills

- Oral communication skills in order to present and convey information effectively.
- Written communication skills in order to document work and create reports.

### Interpersonal Skills

- Interpersonal skills; ability to work effectively with diverse staff, external agencies, and clients.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Ability to work well both independently and as part of a synergistic professional team.
- Ability to remain calm in stressful situations.

### Computer Skills

- Skill in using computer applications such as word processing, spreadsheet, the internet, and job-related databases (i.e., LIMS).

### Judgement and Analysis

- Analytical and problem-solving skills.
- Judgment and decision-making skills.
- Planning, organizational, and time management skills.
- Ability to stay abreast of best practices in microbiology through ongoing professional development and continuing education activities.
- Ability to respond to sensitive inquiries or complaints effectively.
- Honesty, integrity, and ability to maintain patient and laboratory confidentiality.

## CURRENT SALARY

The current salary range (2FN) is **\$48,294-\$67,616** annually, and the resident incentive salary range for City of Milwaukee residents is **\$49,743-\$69,644** annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

### BENEFITS

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan

- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## 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 **Monday, July 19, 2021**. 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.

## ADDITIONAL INFORMATION

APPLICATIONS and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

EEO = 206

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*