

MICROBIOLOGIST II



Recruitment #1508-1905-001

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 12/2/2015 11:00:00 AM

Filing Deadline 1/8/2016 11:59:00 PM

HR Analyst Marti Cargile

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 Milwaukee Health Department is a leader in assuring that Milwaukee is the healthiest city in the nation.”

PURPOSE

Under the direction of the Deputy Laboratory Director, the Microbiologist II performs a range of microbiology assignments for the City of Milwaukee Health Department (MHD) Laboratory. Those include processing of clinical and environmental specimens for the detection of microorganisms using biochemical, immunological, microscopic serological, and molecular methods; performing duties assigned in the control of communicable diseases; and those related to environmental, food, dairy, and water microbiology programs. In addition, the Microbiologist II will perform unique duties to assist in specimen management and accessioning in the Laboratory Information System (LIS) and assist in additional LIS back-up activities. The Microbiologist II will also participate in quality control and quality assurance activities in the microbiology laboratory and adhere to biosafety and security policies. The person in this position will be required to work with highly pathogenic microorganisms in a biosafety level 3 (BSL-3) laboratory following Centers for Disease Control and Prevention (CDC), Laboratory Response Network (LRN), and other federal guidelines.

ESSENTIAL FUNCTIONS

Clinical and Environmental Microbiology:

- Process clinical specimens, isolate organisms, and perform biochemical, serological, microscopic, or molecular tests to identify bacterial, parasitic, and fungal agents.
- Assist with identification of reference isolates for bacteria and fungus.
- Perform antimicrobial susceptibility tests.
- Perform stat tests and order entry at the STD satellite lab, including wet preps, Gram stains, dark field microscopy, HIV serology, and pregnancy testing.
- Examine food, dairy, and water (potable, recreational, and surface) samples for microbial indicators or pathogens using conventional and molecular methods.

Laboratory Information System (LIS) Assistance and Specimen Management:

- Provide daily assistance to laboratory LIS issues, including result reporting and verifying electronic accessioning to ensure completeness and accuracy.

- Follow policies, processes, and procedures for the management of specimens received at MHDL.
- Perform specimen accessioning in LIS, and verify the assignment of samples.
- Assist laboratory managers with compiling data for trend analysis upon strict adherence to patient confidentiality per HIPAA and other regulatory agencies' policies and guidelines.

Quality Control:

- Monitor and document receipt and proper distribution of shipments through a supply management system.
- Ensure compliance with policies, processes, and procedures for use and storage of reagents and supplies, and verify the tracking, management, and maintenance of inventory.
- Participate in Quality Assurance (QA), Quality Control (QC) and Quality Management Systems (QMS) efforts and Lean activities for Quality Improvements (QI).
- Participate in laboratory proficiency testing, per Clinical Laboratory Improvement Amendments (CLIA) and other regulatory guidelines.

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

1. While performing the duties of this job, employees may be exposed to infectious agents or toxic laboratory chemicals.
2. The Microbiologist II must be willing and able to do the following: 1) wear a particulate respirator (N95 or higher), and have a respirator fit test annually; 2) have a TB skin test annually; 3) participate in the Federal Select Agent Program (Public Health Security and Bioterrorism Preparedness and Response Act of 2002) ; and 4) obtain FBI background clearance.
3. 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.

MINIMUM REQUIREMENTS

1. Bachelor's degree in microbiology, molecular biology, public health microbiology, medical technology, or a closely related biological science, with a minimum of twelve credit hours in microbiology from an accredited college or university, which includes a minimum of 12 hours of laboratories in conventional microbiology laboratory work with bacterial and other microbial agents, **AND**
2. Two years of recent laboratory experience as a professional level microbiologist, including at least one year conducting microbiological testing in the bacteriology or virology area of a clinical, environmental, or public health agency. This must include diagnostic work with bacteria and experience handling bacterial cultures with practical experience in biosafety practices. In addition, experience in molecular diagnostics and techniques is preferred.
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 two years 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 (NRCM)** – American Society for Microbiology (ASM)

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of microbiological science, public health, and infectious disease.
- Knowledge and demonstrable skills and experience in diagnostic conventional and molecular microbiology and molecular biology procedures, safety, and quality controls.
- Working knowledge in using highly complex equipment (e.g. thermocyclers, DNA sequencers, microscopes, biosafety cabinets) in a clinical or public health laboratory setting.
- Knowledge of laboratory bio-safety and bio-security.
- Knowledge of basic mathematics, statistics and ability to make accurate calculations.
- Ability to read, follow and interpret complex document, SOPs, and publications.
- Ability to work well both independently and as part of a synergistic professional team.
- Interpersonal skills; ability to work effectively with diverse staff, external agencies, and the public.
- Oral communication, written communication, reporting, and presentation skills.
- Skill in using specialized computer applications, particularly LIS, inventory control management, and sequence analysis software preferred.
- Skill in using standard computer applications such as word processing, spreadsheet, database, and the Internet.
- 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 on-going professional development and continuing education activities.
- Ability to remain calm in stressful situations.
- Ability to respond to sensitive inquiries or complaints effectively.

- Honesty, integrity, and ability to maintain patient and laboratory confidentiality.
- Ability to lift up to 25 pounds.

CURRENT SALARY

The current salary range (**PR 2DN**) for City of Milwaukee residents is \$47,588 and for non-residents is \$46,421. Appointment at up to \$57,708 for residents or \$56,292 for non-residents is possible based on qualifications and experience.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.

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 **January 6, 2016**. 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.

- *NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*