

# **VIROLOGIST II**

## **MHD Virology and Molecular Science Section**

Recruitment #1502-1930-001

**List Type** Original

**Requesting Department** HEALTH DEPARTMENT

**Open Date** 4/27/2015 5:00:00 PM

**Filing Deadline** 5/22/2015 11:59:00 PM

**HR Analyst** Marti Cargile

### **PURPOSE**

Under the direction of the Deputy Laboratory Director, the Virologist II performs day-to-day routine diagnostic testing for the Milwaukee Health Department (MHD) in a Biosafety Level 2 laboratory using microbiology, cell culture, serology, and molecular techniques. Responsibilities include isolation of viruses and Chlamydia from clinical specimens, running microbial diagnostic tests, and using the Laboratory Information System (LIS) for record keeping, data entry, and result reporting. The Virologist II assists fellow staff members with maintaining the virus culture, orders reagents and supplies, and prepares laboratory reports. The Virologist II also participates in laboratory Quality Control (QC) and Quality Assurance (QA) efforts and adheres to safety and security practices and policies, including state, CDC, and other federal guidelines. Working with potentially infectious clinical and environmental specimens in a Biosafety Level 3 (BSL-3) laboratory may be required.

### **ESSENTIAL FUNCTIONS**

- Propagates multiple cell lines for routine isolation of viruses and Chlamydia, including processing clinical and environmental specimens, preparing media, and entering patient demographics and test results into the Laboratory Information System (LIS).
- Performs molecular assays for the rapid detection of microbial pathogens, including respiratory and enteric viruses and pathogens that may cause sexually transmitted diseases (STDs).
- Performs a variety of immunological tests, including enzyme immunoassays (EIA) and fluorescent (FA) antibody and hemagglutination inhibition (HAI) tests for detection of both antigens and antibodies, such as herpes simplex virus (HSV), influenza, human immunodeficiency virus (HIV), measles, and mumps.
- Participates in related proficiency testing following best practices and regulatory guidelines; interprets and reports test findings.
- Performs and assists in the development of molecular assays like Polymerase Chain Reaction (PCR) and nucleotide sequencing for the detection of viral and bacterial agents, including specimen processing and the extraction of nucleic acid.
- Uses and maintains complex laboratory instruments, such as nucleotide sequencer, thermocyclers, microscopes, centrifuges, and plate readers.
- Maintains records, monitors equipment and laboratory safety, and responds to client queries.

*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.*

## ***Virologist II (Health Department, Virology & Molecular Science Section)***

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### **CONDITIONS OF EMPLOYMENT**

1. While performing the duties of this job, the employee may be working with infectious pathogens and toxic substances.
2. The Virologist 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) obtain a hepatitis B vaccination; and 4) pass a background check, including a drug screen.
3. This is a first-shift position. However, public health and security emergencies – though infrequent– may require Virologists to be available during non-standard hours and/or weekends or holidays as well as to carry a pager.
4. Travel associated with technical training and conference participation may be needed.

### **MINIMUM REQUIREMENTS**

1. Bachelor's Degree in bacteriology/microbiology, clinical or environmental microbiology, medical technology, or a closely related biological science, with a minimum of twelve credit hours in microbiology/immunology/molecular biology from an accredited college or university.
  - *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 readable and include the following information: the university or college name, your name, the degree completed (if applicable), and the date the degree was completed.*
2. Two years of recent laboratory experience performing tests similar to those described above, ideally in a clinical or public health setting.
  - *Equivalent combinations of education and experience may be considered.*
3. Eligibility for nationally-recognized certification such as one of the following 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
4. Valid driver's license at time of appointment and throughout employment.

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Knowledge of microbiology, virology, public health, and disease prevention.
- Knowledge of complex diagnostic microbiology and molecular biology procedures, safety, and quality controls.
- Proficient using highly complex equipment (e.g., thermocyclers, DNA sequencers, microscopes, biosafety cabinets) in a clinical or public health laboratory.
- Knowledge of biosafety and biosecurity.
- Knowledge of mathematics and ability to make accurate calculations.

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- Ability to read and interpret complex documents, test results, and scientific publications.
- 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 diverse staff, external agencies, and clients.
- Oral communication and presentation skills as well as written communication and reporting skills.
- Skill in using specialized computer applications, particularly laboratory information systems (LIS), inventory control, and sequence analysis software.
- Skill in using standard computer applications such as word processing, spreadsheet, database, and the Internet.
- Analytical, problem-solving, and decision-making skills.
- Applied research and investigative skills.
- Planning, organizational, and time management skills; attention to detail.
- Ability to stay abreast of best practices in virology and molecular diagnostics through on-going professional development activities and training.
- 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 confidentiality.
- Ability to lift up to 50 pounds.

### **CURRENT SALARY**

The current starting salary (**PG 2DN**) for City of Milwaukee residents is **\$47,588** annually, and the non-resident starting salary is **\$46,421**. 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.

### **ADDITIONAL INFORMATION**

**Initial Filing Date:** The examination will be held as soon as practical after **May 22, 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.