

## SENIOR MICROBIOLOGIST

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief of Laboratories (L&R Microbiology), an incumbent of this class is responsible for supervising the operation of the manual and automated microbiology laboratory in the assigned section(s) which may include: Bacteriology, Mycobacteriology, Parasitology, Virology, Diagnostic Immunology, and/or Biodefense. The incumbent coordinates the activities of technical and professional staff, provides technical expertise in the examination of specimens using biochemical and microbiological procedures leading to the diagnosis and treatment of diseases; or functions as the quality assurance/quality control manager for the Division of Microbiological Services. Responsibilities include examination of specimens and communication of test results and test interpretation to physicians and other health officials. Supervision is exercised over a number of subordinate professional and technical staff. As the Quality Assurance Senior Microbiologist/LIS Manager, under the general supervision of the Chief of Microbiological Services, incumbent must maintain a satisfactory rating of performance by the New York State Department of Health for those procedures for which approval has been granted to the laboratory. An incumbent of this class must be available for emergency, weekend and holiday work situations. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

### GENERAL:

Coordinates the implementation and surveillance of quality control standards including but not limited to the proper transportation, delivery and identification of incoming specimens, periodic instruction, testing and preventive maintenance of equipment and instruments, regular analysis of control samples and standards, and the update of laboratory manuals;

Interprets test results, correlates the results of manual and automated procedures and issues written reports of findings to physicians and health officials;

Ensures compliance of federal, state and local regulations, including those related to safety measures to avoid physical, chemical, biological and radiological hazards;

Conducts performance evaluation of subordinate staff members and provides training to new employees;

Ensures accuracy of records and reports and maintains laboratory test records as specified by New York State Department of Health regulations;

Confers, as required, with public authorities and agencies regarding tests performed and interpretation of results as requested;

Supervises and participates in proficiency testing program in the assigned area of discipline;

Performs specialized microbiological, biochemical and serological analyses of clinical specimens for the diagnosis and treatment of diseases;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Supervises, and trains professional and technical personnel involved in bacteriological, mycobacteriological, virological, parasitological and/or serological analyses of clinical specimens;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

WHEN ASSIGNED TO BIODEFENSE LABORATORY:

Performs specialized analyses of clinical and environmental samples;

Supervises and trains professional and technical personnel involved in analyses of Biodefense samples;

Maintains inventory of materials and supplies for Biodefense laboratory and places orders to ensure proper operation of laboratory procedures;

Attends training and keeps abreast of new procedures and regulations as they apply to Biodefense.

Pursues and maintains good standing as a Critical Agent Analyst (ELAP).

WHEN ASSIGNED TO QUALITY ASSURANCE/QUALITY CONTROL MANAGEMENT:

Supervises all quality control functions of the division;

Schedules, coordinates and supervises the quality control work assignments of technical personnel in the division;

Coordinates, monitors and evaluates the proficiency testing program of all analyses;

Assists in the design and assessment of validation studies for new laboratory testing procedures;

Maintains complete documentations control for all laboratory procedures as required by the New York State Department of Health;

Evaluates and recommends quality indicators using statistical models;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Conducts laboratory audits to ensure compliance of mandated standards of state and federal regulatory agencies;

Develops and regularly updates quality assurance manual for the Division of Microbiological Services;

Attends training sessions to keep abreast of new quality assurance standards/regulations as they apply to laboratory procedures and operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, techniques, procedures, instrumentation and safety precautions in the fields of bacteriology, mycobacteriology, virology, diagnostic immunology and parasitology; good knowledge of clinical / Environmental laboratory standards, state and local laws, rules, regulations and policies as they apply to the operation of Microbiology / Biodefense laboratory; good knowledge of infectious diseases, ability to conduct and interpret tests for diagnosis of infectious diseases; skill in the operation, troubleshooting and routine maintenance of instruments and equipment including automated systems; ability to understand, follow and explain medical and technical instructions; ability to provide technical consultation; ability to supervise and coordinate the work of others; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; dependability, accuracy, thoroughness, initiative, good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A license and current registration issued by the New York State Department of Education as a Clinical Laboratory Technologist and maintain same while in the title, a Bachelor's degree\* in Medical Technology or a biological science and six years of clinical microbiology experience in an approved medical, hospital or public health laboratory, two years of which must have included supervisory experience.

SUBSTITUTION: A Master's Degree in Microbiology or the biological sciences may be substituted for at the rate of 30 credits for each year of the general experience in microbiology.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.