

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Microbiologist 4		Class Code: 001LB4
	FLSA Status: Non-Exempt	Salary Schedule: PAT 4	Effective Date:
	Summary Incumbent is responsible for performing a variety of standard microbiological examinations and analyses and recording and reporting results of tests on human and/or animal body fluids or tissues.		

Duties

- Conducts standard examinations of clinical specimens and/or reference samples for serological analysis or isolation and identification of microorganisms or their antigens/nucleic acids;
- Receives and logs in samples and specimens and assigns laboratory accession numbers;
- Maintains laboratory record system of submitted clinical samples and specimens and their possible referral to the Center for Disease Control (CDC);
- Maintains the cryogenic stock culture and/or specimen inventory storage systems;
- Conducts quality control checks on laboratory methods, materials and equipment;
- Prepares media, reagents, stains, supplies and other materials used in the transport, examination and analysis process;
- Assists in ordering supplies and maintaining inventories;
- Occasionally assists with preparation of epidemiological and statistical reports from data compiled on a daily, weekly, monthly or annual basis;
- Occasionally assists senior staff with special research projects designed to test and improve microbiological methods and procedures;
- Participates in testing evaluation of new products used in clinical/reference laboratory work;
- Occasionally works with local laboratories and other health department staff to ensure their use of adequate materials, techniques, methods and procedures;
- Performs related duties as required.

Job Requirements:

- Specialized knowledge of the principles, theories and practices of microbiology and related sub-specialties;
- Ability to meet requirements for personnel certification as a technologist or technologist trainee pursuant to the Clinical Laboratory Improvement Act of 1988;
- Working knowledge of standard laboratory principles, procedures and techniques;
- Working knowledge of current scientific research methods and testing procedures;
- Practical knowledge of, and ability to use, a wide range of standard laboratory equipment;
- Ability to learn to utilize automated techniques of analysis;
- Practical knowledge of laboratory safety practices and principles;
- Ability to satisfactorily participate in proficiency testing programs;
- Ability to utilize computers to maintain sample logs, test results and quality control data;
- Effectively communicate, both orally and in writing;
- Ability to appear in court as a witness;
- Ability to record laboratory data and prepare reports.

Difficulty of Work:

Incumbent is engaged in scientific analyses that demand accuracy and demonstrated proficiency in the application of analytical skills and the selection of pertinent guidelines for problem solving. Data is compiled by use of a variety of complex, intricate laboratory procedures. Test results must be interpreted and reported with sound conclusions.

Responsibility:

Incumbent receives general instructions from supervisor or higher-level microbiologist in the performance of standard laboratory procedures. Incumbent must follow established safety practices when working with material that have a chemical hazard or biohazard potential. Technical, detailed guidance is provided upon request or when a new procedure is implemented. Work methods are reviewed periodically to ensure compliance with standards and regulations; however, tasks are performed independently. Reports are reviewed for conclusions and accuracy. Undetected errors in work could result in uncontrolled health problems in the state.

Personal Work Relationships:

Incumbent works with laboratory staff members and other higher-level microbiologists. Incumbent also works with other Indiana State Department of Health (ISDH) or external agency staff members for the purpose of giving basic information regarding test procedures or results. Incumbent may be required to provide testimony at legal proceedings.