

ASSOCIATE LABORATORY MICROBIOLOGIST

Duties and Responsibilities

Under general direction, supervises a major program project or activity, laboratory or laboratory section, or performs difficult professional work with wide latitude for independent judgment and initiative in scientific laboratory work in one or more laboratory specialties, in accordance with the applicable City, State, and Federal regulations. There are three Assignment Levels within this class of positions. All personnel perform related work as required. The following are typical assignments within this class of positions.

Assignment Level I

Supervises, trains, assigns work to, and evaluates work performance of staff in a small laboratory or laboratory sub-unit performing routine and complex clinical laboratory tests and analyses.

ASSOCIATE LABORATORY MICROBIOLOGIST (continued)

Assignment Level I (continued)

Examples of Typical Tasks

Maintains a program of quality control and participates in a program of quality assurance; advises staff on appropriate methods and techniques; performs or oversees the following functions: orders and maintains an adequate stock of media, reagents, and other supplies; prepares, labels, packages, and standardizes laboratory media, reagents, controls, and specimens for use in analyses; prepares work orders for laboratory repairs; assists in developing and revising laboratory policies and procedures; conducts tests and/or other complex analyses; operates sophisticated laboratory equipment; designs and maintains charts, logs, and other records; testifies in court or other proceedings as an expert witness; may prepare correspondence and narrative/statistical reports; may participate in or supervise the preparation, administration, and rating of laboratory proficiency test programs.

Assignment Level II

Supervises, directs, trains, assigns work to, establishes schedules for work completion, and reviews and evaluates work performance of staff in a large laboratory or more than one small laboratory performing tests and complex procedures in bacteriology, cytology, hematology, histology, immunohematology, mycology, parasitology, serology, virology and all sub-specialties; supervises and directs associates and laboratory staff in a water pollution control laboratory in the performance of laboratory tests for fecal matter and microscopic algae; performs biochemical, and plankton, zooplankton and other species analyses.

ASSOCIATE LABORATORY MICROBIOLOGIST (continued)

Assignment Level II (continued)

Examples of Typical Tasks

Plans and conducts training sessions for laboratory personnel in various laboratory techniques and trains subordinates in new procedures and job skills, as needed; counsels subordinates on methods and techniques appropriate for use in complex technical problems or unusual developments in their assignments, consulting authoritative literature, when necessary.

Oversees a program of quality control and reviews quality control performed by subordinates; participates personally and as a laboratory supervisor in all governmental proficiency test programs.

Oversees the ordering and maintenance of laboratory supplies and equipment and the preparation, packaging, labeling and standardization of laboratory media and reagents; records results and pertinent data of prepared products or oversees this function; prepares or oversees the preparation of laboratory samples for use in simulated and split-sample proficiency testing of clinical and other laboratories, and follows up by physical inspection of laboratory; submits written critique of test results; may visit laboratories to ensure that laboratory policies and procedures are in compliance with City, State, and Federal regulations, or to investigate citizens' complaints; may evaluate education and experience criteria for issuance of Certificates of Qualification.

Performs complex tests on scientifically adequate specimens submitted to the laboratory, and records results on laboratory report forms and record books; answers written or oral inquiries regarding area of specialty from hospital or laboratory personnel and other inquirers; represents the City in court and provides expert testimony on pertinent laboratory findings; prepares technical and other reports daily, weekly or monthly, as mandated.

ASSOCIATE LABORATORY MICROBIOLOGIST (continued)

Assignment Level III

Exercises primary scientific, technical and administrative responsibility for the operation of a very large laboratory or group of laboratories engaged in one or more specialties of laboratory practice; or directs an ongoing clinical laboratory improvement program for clinical laboratories under permit; or supervises or participates in inspections to ensure that laboratory policies and procedures are in compliance with City, State and Federal regulations.

Examples of Typical Tasks

Directs all operations of a group of laboratories providing diagnostic services; directs the operations of the section providing proficiency testing and training programs for clinical laboratories.

Initiates, plans, organizes, coordinates and schedules special studies related to improving the services of the laboratories, to modifying their techniques, or to devising new methodologies.

Supervises and monitors the work of laboratory examiners or consultants inspecting laboratories under permit.

Designates methods to be used in laboratories under his/her jurisdiction and advises as to whether departure from standardized methods appears to be warranted.

Initiates and directs the study of new materials or methods designed to improve diagnostic procedures.

ASSOCIATE LABORATORY MICROBIOLOGIST (continued)

Assignment Level III (continued)

Examples of Typical Tasks (continued)

Assists in the preparation or revision of specifications for laboratory layouts or their equipment.

Consults with manufacturers, vendors and contractors concerning laboratory planning and/or equipment.

Initiates or appraises and forwards requisitions for supplies and equipment required for the laboratories.

Prepares annual budget requests.

Prepares reports on activities and progress in the laboratories at required intervals.

Interviews new technical recruits for the laboratories and provides appropriate liaison between laboratory staff and those ultimately responsible for administration policies.

ASSOCIATE LABORATORY MICROBIOLOGIST (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college with specialization in medical technology or in one of the chemical, physical, or biological sciences, and one year of laboratory experience at the technologist level in the appropriate laboratory specialty or specialties; or
2. Ninety college credits from an accredited college including or supplemented by either **(a)** or **(b)** below, and one year of laboratory experience at the technologist level in the appropriate laboratory specialty or specialties.
 - (a)** For those whose training was completed **prior to** September 15, 1963: a total of at least 24 credits in chemistry and biology courses combined, including at least nine credits in chemistry, of which six credits must be in inorganic chemistry; and including at least 12 credits in biology courses pertinent to the medical sciences.
 - (b)** For those whose training was completed **after** September 15, 1963: 16 credits in chemistry courses acceptable towards a major in chemistry, including at least six credits in inorganic chemistry; and 16 credits in biology courses acceptable towards a major in biology; and three credits in mathematics.

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LABORATORY TECHNOLOGY
OCCUPATIONAL GROUP [297]

CODE NO. 21514

ASSOCIATE LABORATORY MICROBIOLOGIST (continued)

Qualification Requirements (continued)

Special Note:

At the time of appointment to Assignment Level I in clinical laboratories only, eligibles will be required to possess a valid Certificate of Qualification issued by the relevant City, State, or Federal regulating authority on the clinical laboratory technologist level, or higher, in the appropriate specialties and/or sub-specialties.

At the time of appointment to Assignment Level II or III in clinical laboratories only, eligibles will be required to possess a valid Certificate of Qualification issued by the relevant City, State, or Federal regulating authority on the clinical laboratory supervisor level, in the appropriate specialties and/or sub-specialties.

Direct Lines of Promotion

From: Laboratory Microbiologist
(21513)

To: Assistant Director
of Laboratory
(M 21540)