



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 3241  
3242  
3243

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**MICROBIOLOGIST**

Individuals assigned to positions in this series perform duties associated with conducting experiments to detect the presence of harmful or pathogenic bacteria in water, food supply, or general environment of the community and to control or eliminate sources of possible pollution or contagion. Duties include making periodic laboratory counts of bacteria in water supply; analyzing samples of sewage for harmful microorganisms and for rate of sludge purification by aerobic bacteria; examining blood, water, milk, and other food items for microorganisms constituting menace to public health. Cooperates with hospitals and clinical laboratories in identifying microorganisms taken from diseased persons to determine presence of bacteria causing contagious or epidemic diseases. Performs immunological procedures. Studies growth, structure, development, and general characteristics of bacteria and other microorganisms in prescribed or standard inhibitory media. Identifies microorganisms by microscopic examination of physiological, morphological, and cultural characteristics. Makes chemical analysis of substances. May supervise professional and technical staff. May be responsible for preparing standards and specifications for processes and tests. Performs other duties commonly assigned to positions within the various levels of this series.

The levels in this series are distinguished by elements that reflect increased mental challenge and those that add to the accountability associated with positions in a class, together these relate to increased knowledge, skill, and ability needed to satisfactorily perform at specific class level.

**MINIMUM QUALIFICATIONS FOR ENTRY TO SERIES:**

Requires a bachelor's degree in microbiology or a related field.

**MICROBIOLOGIST I**  
GRADE J

3241

Responsibilities associated with this class consist of duties that are well defined and accomplished through the use of a variety of unrelated procedures, processes, or methods. Decisions involve the selection of tasks to be performed and the procedures, processes, or methods to be used from among available choices. Guidelines are provided but require the use of judgement in selecting and applying those most appropriate. Responsibility for managing the work of others is not required or may be limited in scope or duration. Duties will be planned and accomplished as generally instructed and require the use of guidelines, previous experience, or accepted practices

to resolve problems or unusual situations. Some indirect impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce an analysis, formal recommendation, or significant advice used by others in making decisions.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with conducting basic microbiological procedures. Requires knowledge, skill, and ability generally acquired and developed through formal education resulting in an undergraduate degree, extensive training, and/or relevant experience in work of an equivalent type and complexity. Interpersonal skill is required to be able to consistently apply common courtesy in working with others.

**MICROBIOLOGIST II**  
GRADE K

3242

Responsibilities associated with this class consist of duties may vary depending upon circumstances and are accomplished through the use of a variety of procedures, processes, or methods. Decisions involve analysis of the circumstances to determine tasks involved and selection of appropriate procedures, processes or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Responsibility for managing the work of others may be required, however, is limited in scope or duration. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Some indirect impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce an analysis, formal recommendation, or significant advice used by others in making decisions.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with conducting professional microbiological diagnostic examinations. Requires knowledge, skill, and ability generally acquired and developed through formal education resulting in an undergraduate degree, extensive training, and/or relevant experience in work of an equivalent type and complexity. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

**MICROBIOLOGIST III**

3243

GRADE M

Responsibilities associated with this class consist of duties that may vary depending upon circumstances and require some modification of procedures, processes, or methods to accomplish duties involved. Decisions involve analysis of the circumstances to determine tasks involved and appropriate modification to procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Responsibility for managing the work of others may be required, however, is limited in scope or duration. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. A specific impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce significant portions of decisions made in conjunction with others.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with conducting professional microbiological diagnostic examinations. Requires knowledge, skill, and ability generally acquired and developed through formal education resulting in a graduate degree, extensive training, and relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

Eff. Date: 7/84

Rev: 1/00 – Word processing conversion

Rev: 7/12 – Conversion to Hay System