



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 3244

SENIOR MICROBIOLOGIST

Grade N

SCOPE OF WORK:

Work involves planning and directing programs in the Division of Laboratory Services – Microbiology within the North Dakota Department of Health. The Division provides diagnostic and referral services to physicians, veterinarians, medical clinics, hospitals, district and local health units, schools, the Department, other state agencies, and the general public in the disciplines of clinical bacteriology, mycobacteriology, mycology, parasitology, virology, immunology, and environmental water and dairy product testing. The position supervises professional, technical and clerical staff and reports to the Lab Manager.

DUTIES PERFORMED:

- Establish, implement, and monitor administrative and operational policies and priorities for the Division of Microbiology.
- Develop public health program goals and objectives pertaining to laboratory support measures.
- Manage fiscal resources: forecast budgetary needs; make budgetary decisions; perform cost, return on investment, and break-even analyses; and monitor expenditures and inventory management system.
- Provide continuous quality improvement: ensure laboratory testing systems provide quality laboratory services; ensure facilities are appropriate for testing performed; provide a safe working environment for staff; provide technical consultant expertise; and oversee the laboratory information management systems.
- Manage human resources: hire/train/discipline staff; assess workflow design and workload trends; design and delegate work assignments; set expected productivity levels for laboratory staff; develop standards of work; and conduct and/or review performance evaluations.
- Manage administrative and operational resources: prepare grants, reports, and publications; develop and present seminars and educational sessions; provide needs assessment and research development; and collaborate with other divisions and agencies when planning special studies and surveys.
- Serve as the Bioterrorism Response Laboratory Advisor: assure high-quality laboratory bioterrorism response testing activities; coordinate the laboratory bioterrorism response activities with the local, state, and federal agencies preparedness plan; assure the implementation of training for all laboratories participating in the North Dakota Laboratory Response Network; assure

implementation of an integrated system of public health laboratory testing; and assure laboratory preparedness to address public health incidents.

- Maintain knowledge of and compliance with state and federal policies, procedures, guidelines, and regulations.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.
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MINIMUM QUALIFICATIONS:

Requires a master's degree in microbiology, clinical laboratory science or medical technology, and three years of high level related professional work in a clinical laboratory setting, two of which must be in a supervisory or lead-worker capacity. A bachelor's degree in microbiology with five years of high level analytical work experience, three of which must be in the field of public health microbiology and two in a supervisory or lead-worker capacity may substitute for the master's degree requirement. Must also have licensure as a microbiologist, clinical laboratory scientist, or medical technologist, or a valid provisional permit under the requirements of Chapters 43-48 of the North Dakota Century Codes.

Eff. Date: 7/84

Rev: 1/00 – Word processing conversion

Rev: 5/03 – Revised title, scope, duties, minimum qualifications, class evaluation factors, and grade

Rev: 7/12 – Conversion to Hay System

Rev: 5/13 – Revise title, scope, duties, minimum qualifications; factoring and grade evaluated by JEC