

CHIEF - MICROBIOLOGICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Pathologist/Medical Examiner, the incumbent of this class is responsible for supervising the operation of the Microbiology Laboratory and the Bio-Defense Laboratory of the Public Health Division of the Department of Laboratories and Research. This includes technical services, evaluation and compliance of all diagnostic procedures and administrative activities such as work planning, employee evaluation and training program, facility design and development, and preparation of budget requests and justifications. The incumbent is directly responsible for maintaining New York State Department of Health Laboratory approval for those disciplines under his or her supervision, and insures that the laboratory maintains a satisfactory performance rating for those disciplines granted by the State. Supervision is exercised over a large number of professional and technical laboratory personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, directs and organizes the activities of the Microbiological and Bio-Defense Laboratories and evaluates the utilization of subordinate professional and technical laboratory personnel involved in the laboratory diagnosis of bacteriological, serological, virological, mycological, mycobacteriological and parasitic infections;

Directs all aspects of the quality control program relating to insuring compliance with federal, state and local standards, rules, regulations and policies, as well as molecular diagnostics and glassware media preparation;

Provides overall direction to the laboratories as it relates to analytical methods and process flow;

Maintains laboratory certification through annual inspections by the New York State Health Department, for bacteriology, serology, virology, mycology, mycobacteriology, and parasitology;

Maintains satisfactory ratings in the New York State Health Department proficiency testing program in the areas of bacteriology, diagnostic immunology, virology, mycology, mycobacteriology and parasitology;

Coordinates laboratory involvement in bio-defense strategies such as small pox inoculation;

Directs the training of assigned personnel to insure adequate skill levels are maintained to perform all tests and procedures;

Supervises the research, evaluation, development and implementation of new, improved or approved methods, procedures, trends, instrumentation and equipment;

Prepares recommendations for budget requests for the Microbiology and Bio-Defense laboratories;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Prepares and/or reviews all required reports insuring their accuracy, sufficiency and completeness;

Confers with federal, state and local authorities and agencies as well as physicians, hospitals, health clinics regarding test procedures and interpretation of results;

Testifies in court or before other administrative hearings regarding results of examinations;

Participates in the New York State Department of Health proficiency testing programs in the sub-specialties of microbiology;

Reviews laws governing microbiological labs and glassware/media preparation and revises procedures to maintain compliance with same;

Maintains liaison and reciprocal consultation service with microbiological and bio-defense related agencies at the local, state, and federal levels;

Evaluates new instrumentation and prepares equipment recommendations for the division;

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of the principles, procedures, and techniques of biology and chemistry as they apply to the field of microbiology; comprehensive knowledge of modern laboratory operation, including methods, equipment and procedures; thorough knowledge of immunology and chemistry as it applies to the sub-specialties of microbiology; thorough knowledge of state, and local laws, rules, regulations and policies as they apply to the operation of the Microbiology Laboratory; ability to plan, organize, direct and evaluate the work of the Microbiology Laboratory; ability to improve and implement new methods and procedures; ability to prepare reports of findings in a clear and concise manner; ability to communicate effectively both verbally and in writing; ability to follow detailed verbal and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; thoroughness; dependability; initiative; good professional judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a doctoral degree* in a Biological Science, four years of clinical microbiology experience in an approved clinical, medical, hospital or public health laboratory, which must have included three years of supervisory or administrative experience, and possession of a certificate of qualification from the New York State Department of Health in the categories of Bacteriology, Mycobacteriology, Mycology, Parasitology, Virology and Diagnostic Immunology and maintain the same while in the title.

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.