

Announcement Date: April 9, 2008

State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
(334) 242-3389

Internet: [www.personnel.state.al.us](http://www.personnel.state.al.us)

**MICROBIOLOGIST LABORATORY DIVISION MANAGER – 20755  
CLINICAL CHEMISTRY OPTION - 235  
\$50,882.40 - \$77,572.80**

Department: Public Health  
Location: Montgomery

**TYPE OF EXAMINATION**

An **open-competitive** register will be established. Qualified applicants will be evaluated based on their training and experience as shown on their application. This evaluation will comprise 100% of the final grade.

**QUALIFICATIONS NEEDED TO APPLY**

You must have **all** of the following to qualify:

- Bachelor's Degree from an accredited\* college or university in Microbiology, Medical Technology, or a closely related field provided the applicant has successfully completed any two of the following courses: microbiology, biochemistry, immunology, parasitology, virology, or hematology
- Seven (7) years of professional clinical, food quality, or veterinary diagnostic laboratory experience as a microbiologist or medical technologist including two (2) years of supervisory experience of professional, technical and non-technical employees in clinical chemistry.

**NOTE:** A Doctorate Degree in Microbiology or a closely related field may substitute for four years of the required experience.

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**The Alabama Department of Public Health will verify your degree with the school prior to your appointment.**  
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**KIND OF WORK**

This is professional and administrative work in a clinical or veterinary diagnostic laboratory as a director of a division of a laboratory system. The employee in this class directs, organizes, coordinates and evaluates the activities of a laboratory division engaged in performing a variety of standard and complex chemical tests.

**NOTE:** The employee in this class may be required to work with highly infectious agents and must agree to receive special immunizations. The employee may be required to work holidays, weekends, and after hours on a rotation basis.

**HOW TO APPLY**

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **April 30, 2008**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

**Notes**

- All applicants must attach a list of microbiology, biochemistry, immunology, parasitology, virology, or hematology courses taken and credit hours received, a transcript or complete college coursework section of the form on the back of this announcement.
- On the reverse side of this announcement is a questionnaire. These questions are tasks that a Microbiologist Laboratory Division Manager in this option may be asked to perform or may supervise someone that performs them. Attach the completed questionnaire to your application and return it to the State Personnel Department. Applications without the questionnaire attached will not be accepted.

***Individuals currently on the register MUST reapply to remain eligible for employment.***

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the State Personnel Department web site or call us at (334) 242-3389 for complete information on our policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

## MINIMUM QUALIFICATIONS QUESTIONNAIRE

**Microbiologist Laboratory Division Manager – 20755  
Clinical Chemistry Option – 235**

### COLLEGE COURSE WORK

	CREDIT HOURS QUARTER SEMESTER		CREDIT HOURS QUARTER SEMESTER
<b>Biochemistry</b>		<b>Microbiology</b>	
<b>Hematology</b>		<b>Parasitology</b>	
<b>Immunology</b>		<b>Virology</b>	

### EXPERIENCE

- Listed below are some of the technical responsibilities required of a Microbiologist Laboratory Division Manager in the Clinical Chemistry Option. This questionnaire will be used to evaluate whether you meet the minimum qualifications for the option.
- You may be asked to provide documentation that you have performed the tasks listed or referenced in this questionnaire as part of the interview to demonstrate your skill level.
- For each task, choose the skill level indicator listed below that best describes your proficiency and record the number of months you have spent performing this task.

#### SKILL LEVEL INDICATORS

- A. I have not performed this task.
- B. I have performed this task WITH assistance.
- C. I have performed this task WITHOUT assistance.
- D. I am highly skilled in this task and have had lead-work responsibilities.
- E. I have had FORMAL supervisory responsibility (hiring, dismissal, performance evaluation, etc.) over employees who have performed this task.

SKILL LEVEL	NUMBER OF MONTHS	TASKS
_____	_____	1. Performed pretreatment serum samples for analysis of testing procedures requiring pretreatment.
_____	_____	2. Performed manual white blood cell differentials utilizing stained blood smear slides and microscopic examination.
_____	_____	3. Prepared blood samples for lymphocyte subset analysis.
_____	_____	4. Performed CD4 Positive T-Lymphocyte counts.
_____	_____	5. Performed blood lead analysis of clinical specimens utilizing an atomic absorption spectrophotometer and graphite furnace technology and/or inductive coupled plasma mass spectrometer (ICP-MS).
_____	_____	6. Prepared environmental samples of paint, soil, and dust wipes under a fume hood utilizing a wet ash procedure or microwave digestion system.
_____	_____	7. Performed quality control for all testing utilizing quality control materials of known values, Levy-Jennings plots, statistical analysis and manufacturer's quality assurance programs.
_____	_____	8. Prepared samples for testing utilizing CDC standardized methods for chemical analysis on a variety of instruments such as mass spectrometers with gas and high performance liquid chromatography and inductive coupled plasma, FTIR microscopy, etc.
_____	_____	9. Performed Viral Load testing by Polymerase Chain Reaction (RT-PCR) and manual or automated sampling preparation.
_____	_____	10. Performed Genotype testing using PCR methodology and manual or automated sampling preparation.

ADDITIONAL TECHNICAL TASKS OR DUTIES DIRECTLY RELATED TO THIS OPTION MAY BE LISTED ON A SEPARATE SHEET

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_