

State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
Phone: (334) 242-3389  
Fax: (334) 242-1110  
[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Current Announcement

---

**MICROBIOLOGIST LABORATORY DIVISION MANAGER – 20755**  
**MICROBIOLOGY OPTION - 367**

---

**Salary:** \$52,663.20 - \$80,287.20  
**Announcement Date:** January 27, 2010  
**Application Deadline:** February 17, 2010

**JOB INFORMATION**

The Microbiologist Laboratory Division Manager, Microbiology Option is a permanent full-time position with the Department of Public Health. The position is located in Montgomery. This is professional and administrative work in a clinical laboratory as a director of a division of a laboratory system. **NOTE:** The employee in this class may be required to work with highly infectious agents and must agree to receive special immunizations if needed. The employee may be required to work holidays, weekends, and after hours on a rotation basis.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited\* four-year 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 microbiology.

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

---

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

---

**BENEFITS**

- Low-Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

**EXAMINATION**

- **Open-Competitive** to all applicants
- Evaluation of **Training and Experience** as shown on application.

**HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply by mail or by fax.
- 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  
Microbiology Option – 367**

### 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 Microbiology Option. This questionnaire will be used to evaluate whether you meet the minimum qualifications.
- 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 Indirect Fluorescent Antibody (IFA) testing on sera for determining titers against Q-fever, Legionella, and Rickettsial diseases.  |
| _____ | _____ | 2. Performed test procedures on stools and blood smears for the identification of intestinal and blood parasites by the Formalin-Ethyl Acetate Concentration method, Swube Tube method, Modified Kinyoun Acid Fast Stain method, and Giemsa Stain method. |
| _____ | _____ | 3. Performed Direct Fluorescent Antibody (DFA) testing to determine the presence or absence for certain bacteria such as Streptococcus pyogenes, Neisseria gonorrhoeae, Bordetella pertussis, etc., and the rabies virus.                                 |
| _____ | _____ | 4. Performed animal inoculation for testing procedures, such as toxicity testing.   |
| _____ | _____ | 5. Performed serogrouping and serotyping of bacterial organisms by the slide and tube agglutination (latex and non-latex) methods.  |
| _____ | _____ | 6. Performed molecular diagnostic techniques to identify infectious pathogens in human specimens by procedures such as polymerase chain reaction, restriction length polymorphism, gel electrophoresis, and oligonucleotide probes.                       |
| _____ | _____ | 7. Performed conventional microbiological and/or molecular diagnostic techniques to identify infectious pathogens in human and environmental specimens that are suspected of being biological threat agents.  |
| _____ | _____ | 8. Performed antigen detection by enzyme-linked immunosorbant assays (ELISA) on human specimens to identify pathogens and toxins such as West Nile Virus, Shiga-toxin and botulinum toxin.  |
| _____ | _____ | 9. Performed time resolved fluorescent (TRF) assays in order to detect Staphylococcus Enterotoxin B (SEB), Ricin and certain infectious material that are select agents.  |
| _____ | _____ | 10. Prepared and reported data to assess infectious disease as part of a national surveying program such as the National Antimicrobial Resistance Monitoring System (NARMS) And PulseNet.   |
| _____ | _____ | 11. Performed rapid immunoassay procedures for the detection of West Nile Virus in birds.   |

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

Signature \_\_\_\_\_

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