

State of Alabama
Personnel Department
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www.personnel.alabama.gov

Current Announcement

MICROBIOLOGIST LABORATORY DIVISION MANAGER – 20755
REGIONAL LABORATORY OPTION - 386

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

JOB INFORMATION

The Microbiologist Laboratory Division Manager, Regional Laboratory Option is a permanent full-time position with the Department of Public Health. The position is located in Mobile. 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 a regional laboratory.

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, 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
Regional Laboratory Option - 386**

COLLEGE COURSE WORK

	CREDIT HOURS QUARTER/SEMESTER		CREDIT HOURS QUARTER/SEMESTER
Biochemistry		Microbiology	
Hematology		Parasitology	
Immunology		Virology	

EXPERIENCE

- Listed below are some of the technical responsibilities required of a Microbiologist Laboratory Division Manager in the Regional Laboratory 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 enzyme immunoassay test for Hepatitis, Human Immunodeficiency Virus (HIV), or Chlamydia. |
| _____ | _____ | 2. Opened animal heads and perform Direct Fluorescent Antibody (DFA) test for rabies. |
| _____ | _____ | 3. Performed colony counts, identification, and sensitivities on urine specimens. |
| _____ | _____ | 4. Performed VDRL or TPPA test for syphilis. |
| _____ | _____ | 5. Performed MMO test from coliform bacteria in drinking water. |
| _____ | _____ | 6. Performed MMG test for E coli in drinking water. |
| _____ | _____ | 7. Performed DNA probe test for Neisseria gonorrhoeae and Chlamydia trachomatis. |
| _____ | _____ | 8. Performed membrane filtration (MF) test for coliform bacteria in potable water. |
| _____ | _____ | 9. Performed total and fecal coliform analysis by the Most Probable Number (MPN) method. |
| _____ | _____ | 10. Participated in on-site surveys by FDA evaluations officers to include proficiency samples. |
| _____ | _____ | 11. Performed plankton enumeration and identification. |
| _____ | _____ | 12. Performed standard plate count (SPC) on shellfish samples. |
| _____ | _____ | 13. Performed Enterococcus analysis on environmental water samples. |
| _____ | _____ | 14. Performed Virbio vulnificus identification and enumeration in shellfish and bay waters. |

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

Signature _____

Printed Name _____