

State of Alabama
Personnel Department
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Current Announcement

MICROBIOLOGIST LABORATORY DIVISION MANAGER – 20755
SUPPORT SERVICES OPTION – 369

Salary: \$52,663.20 - \$80,287.20
Announcement Date: January 28, 2015
Application Deadline: February 18, 2015

JOB INFORMATION

The Microbiologist Laboratory Division Manager – Support Services Option is a permanent full-time position with the Department of Public Health and Department of Agriculture and Industries. Positions are located in Montgomery and Auburn. This is professional and administrative work in a clinical or veterinary diagnostic laboratory as a director of a division of a laboratory system.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* four-year college or university in Microbiology, Medical Technology, or a closely related field including the successful completion of 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 laboratory support services.

NOTES

- **Applicants must either attach a list of microbiology, biochemistry, immunology, parasitology, virology or hematology courses taken including credit hours received, a transcript, OR complete the college coursework section on the the back this announcement.**
- A Doctorate Degree in Microbiology or a closely related field may substitute for two (2) years of the required laboratory experience.
- A Master's Degree in Microbiology or a closely related field may substitute for one (1) year of the required laboratory experience.
- The employees in this class may be required to work with highly infectious agents and must agree to receive special immunizations if needed.
- The employees may be required to work holidays, weekends, and after hours.
- **The Department of Public Health will verify possession of the degree prior to employment.**

On the reverse side of the announcement is a questionnaire. Attach the completed questionnaire to your application and return it to the State Personnel Department. Applications without the questionnaire WILL NOT be accepted.

EXAMINATION

- **Open-Competitive** to all applicants
- Evaluation of **Training and Experience** as shown on the application will comprise 100% of the final score for the register.

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. Application must be received by 5:00 p.m. on the application deadline date shown above. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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 advance degrees.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

	CREDIT HOURS			CREDIT HOURS	
	Quarter	Semester		Quarter	Semester
Biochemistry			Microbiology		
Hematology			Parasitology		
Immunology			Virology		

Minimum Qualifications Questionnaire (20755-369)

EXPERIENCE

- Listed below are some of the technical responsibilities required of a Microbiologist Laboratory Division Manager in the Support Services 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 references 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 proficiency testing (PT) samples or evaluated proficiency testing reports or results.
		2. Performed/audited personnel competency evaluations as required by Clinical Laboratory Improvement Amendments (CLIA), ISO 17025, AAVLD requirements for personnel training, or other accrediting or certifying organization.
		3. Prepared for or participated in laboratory inspections conducted by the Alabama Department of Public Health, Division of Licensure and Certification (State), Joint Commission Accreditation of Health Care Organizations (JCAHO), College of American Pathologists (CAP), Commission on Laboratory Accreditation (COLA), American Association of Veterinary Laboratory Diagnosticians, USDA Veterinary Services, Federal Aviation Administration, AAVLD, American Association of Laboratory Accreditation, etc.
		4. Provided laboratory consultation and ensured compliance regarding ADEM, CLIA, Life Safety Codes, Auburn University Risk Management and Safety, or other accreditation requirements and interpretations of safety regulations.
		5. Performed quality control (QC) or quality assurance (QA) activities.
		6. Evaluated quality control (QC) results and performed quality control troubleshooting activities.

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

Signature _____ Printed Name _____