

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. MICRGSTEA40R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau Of Laboratories
4. Civil Service Position Code Description MICROBIOLOGIST-E	10. Division Infectious Diseases Division
5. Working Title (What the agency calls the position) Microbiologist	11. Section Microbiology Section
6. Name and Position Code Description of Direct Supervisor JONES, KELLY L; LABORATORY SCIENTIST MANAGER-3	12. Unit Bacteriology
7. Name and Position Code Description of Second Level Supervisor MCCULLOR, KIMBERLY A; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 3350 N. M.L. King Blvd., Lansing, Mi 48909 / Mon. - Sun., 8 Hours/Day - 40 Hrs./Week Various

14. General Summary of Function/Purpose of Position

This position performs diagnostic testing of human and environmental specimens for the presence of bacteria and parasites. This includes microscopic examination and culture testing of specimen material, as well as identification and susceptibility testing of culture isolates. Identification testing includes staining, biochemical, serologic, susceptibility, PCR, amplified genetic probe testing, 16S rRNA sequencing, and MALDI-TOF analyses. Critical/catastrophic events of public health consequences may involve 24 hours and 7 days a week on call duties. Additionally, this position will function as a member of the Michigan Bioterrorism public health response teams as needed.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1**General Summary:****Percentage: 80**

Performs testing of isolates, clinical specimens, and environmental samples within the scope of the Microbiologist job specification.

Individual tasks related to the duty:

- Process clinical specimens and environmental samples: setting up slides for gram stains, inoculation of plated and liquid media, review of metadata
- Biochemical identification testing.
- Serologic testing.
- Genetic probe testing, amplification testing using genetic probes or PCR.
- 16S rRNA Sequencing and extraction.
- Performance of MALDI-TOF testing
- Antibiotic susceptibility.
- Microscopy using visible light, fluorescence, and a dissecting microscope
- Enters patient and test data into STARLIMS system.
- Documents test data using worksheets.
- Processes environmental samples and clinical specimens for recovery of Legionella species.
- Performs testing to screen and confirm potential select agents, functions as a member of the Michigan Bioterrorism public health response teams as needed.

Duty 2**General Summary:****Percentage: 5**

Performs quality assurance duties necessary to ensure reliable test results and instrument accuracy as required for testing.

Individual tasks related to the duty:

- Independently completes Quality control testing on reagents, test kits, and assays as performed including control charting for molecular testing.
- Performs preventative maintenance on equipment and instrumentation on a weekly, monthly, quarterly, biannual, or annual basis as needed.
- Participates in proficiency testing for all testing performed according to accreditation requirements.
- Reviews quality control prior to reporting patient results to assure validity of test.
- Successfully completes competency assessments for assays performed in lab on an initial, 6 month, and annual basis.
- Participates in training of interns and other staff as able according to experience.

Duty 3**General Summary:****Percentage: 5**

Evaluates, develops and implements laboratory methods.

Individual tasks related to the duty:

- Performs validation assignments for new test methods under the guidance of a senior scientist or manager.
- Maintains existing test methods.

Duty 4**General Summary:****Percentage: 5**

Develops written laboratory procedures; performs annual review and revision of written laboratory procedures and related documents. Maintains records and prepares reports and correspondence related to the work.

Individual tasks related to the duty:

- Reviews existing procedures as assigned.
- Assists with the development of written procedures.

Duty 5**General Summary:****Percentage: 5**

Performs related work as assigned.

Individual tasks related to the duty:

- Prepares chemical reagents and biological media.
- Performs cleaning, disinfection, decontamination and housekeeping tasks as assigned.
- Assists and participates in training activities, workshops, conferences, classes.
- Records maintenance and disposal according to departmental policies.
- Assists in other areas of the laboratory as required by management.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Work pertaining to the operation and interpretation of laboratory tests including timing, reagent volume, and interpretation of test results as related to established policies, guidelines, instructions and approved standard operating procedures.

Accuracy, timeliness of testing and subsequent test results are utilized for determining patient care and appropriate courses of treatment of disease in Michigan's population. Inaccurate or untimely results may lead to missed diagnoses, inappropriate patient therapy or inappropriate responses to outbreaks.

17. Describe the types of decisions that require the supervisor's review.

When policies, guidelines or instructions are not available for determining courses of action required in atypical testing situations. Non-routine decisions that require policy interpretations or that impact on the public's perception of departmental policy. Exceptional testing requested by health care professionals does not fall within the realm of testing routinely offered according to program guidelines. Requests for assistance from personnel from a different unit.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical Activities: Moderate physical effort, as in a medical laboratory, required to sit for moderate periods of time for bench top testing, use biological safety cabinet, wear gown, nitrile gloves, safety glasses and certified respirator. Required to lift supplies and materials, not to exceed 25 lbs.

Conditions/Hazards: Any person working with specimens of human origin from patients suspected of having communicable disease is at increased risk of acquiring bacterial, viral or other infections and is required to use careful technique and work practices.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

As listed in duties 1,2,3, and 4. The position requires that the employee perform testing, reporting, and review of procedures in Reference Bacteriology laboratory. These methods are utilized for rapid and accurate diagnosis and treatment of bacterial and parasitic diseases.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Duty 1 changed from 70 to 80 percent. Duty 5 changed from 15 to 5 percent.

Formatting of Duties aligned with categories listed in senior standards. Duties essentially remain the same as the previous version.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to aid in the diagnosis, treatment and control of diseases through the detection and identification of microorganisms found in the clinical and/or environmental specimens. The employee in this position functions at the beginner, intermediate, or experienced level capacity, performing the necessary techniques needed to examine specimens for microbial and parasitic pathogens for the diagnosis of communicable disease.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in microbiology, medical technology, clinical laboratory sciences, or a related field.

EXPERIENCE:

Microbiologist 9

No specific type or amount is required.

Microbiologist 10

One year of professional experience in carrying out microbiology activities to diagnose human disease, determine food purity, or produce and test biological products equivalent to a Microbiologist 9.

Microbiologist P11

Two years of professional experience in carrying out microbiology activities to diagnose human disease, determine food purity, or produce and test biological products equivalent to a Microbiologist, including one year equivalent to a Microbiologist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

Dependability, dexterity, analytical reasoning, reliability, good attendance and working knowledge of diagnostic techniques in microbiology.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must satisfy CLIA'88 requirements.

Must meet approved federal guidelines for working with select agents.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

LIBERTY IRWIN

9/5/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date