

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 Disease
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 Sh
14. General Summary of Function/Purpose of Position This position performs diagnostic testing of human and environmental specimens for the presence of bacterial agents. 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, and other molecular testing. This position is responsible for the screening and confirmation of potential agents of bioterrorism and will serve as a member of the bioterrorism response team for the State of Michigan.	

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: 60

Performs clinical testing of bacteriological isolates and specimens, screens and confirms environmental and biological terrorism related specimens from all over the state.

Individual tasks related to the duty:

- Examines referred cultures of Aerobic bacteria from human or environmental sources and performs the necessary cultural, biochemical, serological, and other tests (including molecular biology) for the identification of these bacteria. Participates in Bioterrorism testing program.
- Performs Antimicrobial Susceptibilities on selected group of organisms using current technological tools including advanced testing for Carbapenemase Resistant Enterobacterales, Acinetobacter, and Pseudomonas aeruginosa.
- Examines respiratory specimens for the isolation and identification of various species of Bordetella and Corynebacterium diphtheriae using selected media, biochemical and molecular testing for final identification.
- Examines clinical respiratory and/or environmental specimens for detection and identification of various species of Legionella using selective media and molecular methods for final identification.
- Examines submitted isolates for the presence of Campylobacter, Yersinia, and Vibrio. Performs necessary cultural, biochemical, serological, and other molecular tests for presumptive and confirmatory identifications.
- Examines referred cultures and/or clinical specimens for Clostridium and Microaerophilic bacteria and performs the necessary biochemical and molecular tests for the identification of these bacteria.

Duty 2

General Summary:

Percentage: 15

On a rotational basis performs nucleic acid amplified testing for detection of Chlamydia trachomatis, N. gonorrhoeae, and Trichomonas.

Individual tasks related to the duty:

- Performs instrument maintenance.
- Review specimens for acceptability prior to test performance.
- Prepares clinical samples and reagents for NAAT testing.
- Results specimens in LIMs and validates results of other staff.
- Performs proficiency testing and competency assessments.

Duty 3

General Summary:

Percentage: 15

On a rotational basis performs testing on enteric samples for recovery and identification of Shiga-toxin producing E. coli (STEC), Yersinia, Campylobacter, Vibrio, Aeromonas and Plesiomonas. Provides surge capacity for testing when staffing needs arise.

Individual tasks related to the duty:

- Examines stool cultures for presence of pathogens using differential and selective medias.
- Performs identification of isolates based on molecular and biochemical testing.
- Utilizes real time PCR and agglutination testing for the detection of Shiga like toxin and serotyping of STEC.
- Performs immuno-magnetic separation to enhance recovery of STEC when needed.

Duty 4

General Summary:

Percentage: 5

This position will function as a member of the Michigan Bioterrorism public health response teams, as needed.

Individual tasks related to the duty:

- Respond, as necessary, to a possible bioterrorism incident or event, to provide laboratory testing to assist health care professionals, law enforcement investigation and public health control efforts.
- In preparation for this duty assignment, receive immunizations such as the smallpox vaccination, or other agents as determined necessary by the department.
- Understand that possible occupational exposure to smallpox virus, other bio-terrorism agents and toxins could occur.
- Maintain competency in laboratory procedures to test for and identify the agents of bioterrorism complete proficiency testing according to LRN guidelines.
- Completes safety trainings in compliance with Select Agent Program guidelines.

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

Performs related work as assigned.

Individual tasks related to the duty:

- Prepares chemical reagents and biological media.
- Operates adjusts and maintains testing instruments and equipment.
- Inventories and orders supplies for the Unit.
- Performs cleaning, disinfection, decontamination and housekeeping tasks as assigned.
- Analyzes data and prepares reports.
- Assists and participates in training activities, workshops, conferences, classes.
- Participates in studies and research activities.
- Records preventative 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.

This position makes independent decisions with guidance as needed, regarding suitable testing and prioritizing of specimens arriving daily in the Bacteriology Unit. Decisions affect the final outcome of bacterial test results, which are very important in diagnosis, treatment and control of diseases in the state of Michigan.

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

When policies, guidelines or instructions are not available for determining coursed 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 which 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, extended use biological safety cabinet, wearing a gown or tyvec suit, nitrile gloves, safety glasses and Positive Air Purifying or N-95 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 diseases is at increased risk of acquiring bacterial, viral or other infections and is required to use meticulous technique.

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):**

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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 assisting in the implementation of new methods and procedures in the Bacteriology laboratory. These methods are utilized for rapid and accurate diagnosis and treatment of bacterial diseases.

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

New establishment.

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 to intermediate level capacity. They perform techniques needed to examine specimens for microbial 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

Appointing Authority

3/19/2025

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