

Announcement Date: April 9, 2008

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
(334) 242-3389

Internet: www.personnel.state.al.us

**MICROBIOLOGIST LABORATORY DIVISION MANAGER – 20755
SUPPORT SERVICES OPTION – 369
\$50,882.40 - \$77,572.80**

Department: Public Health, Agriculture and Industries
Location: Montgomery, Auburn

TYPE OF EXAMINATION

An **open-competitive** register will be established. Qualified applicants will be evaluated based on their training and experience as shown on their application. This evaluation will comprise 100% of the final grade.

QUALIFICATIONS NEEDED TO APPLY

You must have **all** of the following to qualify:

- Bachelor's Degree from an accredited* 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 laboratory support services.

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.

KIND OF WORK

This is professional and administrative work in a clinical or veterinary diagnostic laboratory as a director of a division of a laboratory system. Employees in this class direct, organize, coordinate and evaluate the activities of a laboratory division engaged in performing support services, quality control (QC) or quality assurance (QA) activities.

NOTE: Employees in this class may be required to work with highly infectious agents and must agree to receive special immunizations. Employees may be required to work holidays, weekends, and after hours on a rotation basis.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **April 30, 2008**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

Notes

- 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
Support Services Option – 369**

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 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 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. Oversaw laboratory's budgets to ensure divisions stay within their allotment.
_____	_____	2. Performed proficiency testing (PT) samples or evaluated proficiency testing reports or results.
_____	_____	3. 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.
_____	_____	4. Prepared annual budget for a laboratory unit.
_____	_____	5. Performed budget revisions during fiscal year.
_____	_____	6. 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.
_____	_____	7. Oversaw all personnel actions for a laboratory to include hiring, administrative actions, payroll, promotions, and leave time.
_____	_____	8. Provided laboratory consultation and ensured compliance regarding CLIA, Life Safety Codes, Auburn University Risk Management and Safety, or other accreditation requirements and interpretations of safety regulations.
_____	_____	9. Performed quality control (QC) or quality assurance (QA) activities.
_____	_____	10. 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 _____