



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Microbiologist I	Job Code:	3006400	Job Grade:	C
Reports To:	Public Health Laboratory Manager	Pos. No:	Various	FLSA Code:	E
Department:	Health and Human Services	Loc. Code:	Various	SIC Code:	9431
				WC Code:	8833
Division:	Public Health Laboratory	CS Code*:	C or D	EEO Code:	B08

Summary of Functions: Performs complex microbiological work concerned with the control of communicable diseases and other health hazards in the community; work involves identifying and isolating pathogenic microorganisms and conducting microscopic work and serological testing on blood specimens to detect pathogenic microorganisms. Accountable for ensuring all necessary paperwork is properly documented to maintain CLIA certification.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Cultivates, isolates, identifies, detects (using DNA Probes) and reports results of bacterial and viral agents found in clinical specimens.	30	E
2. Conducts serological testing for the detection of bacterial and viral agents and report results.	30	E
3. Oversees and performs quality control procedures on analytical tests, equipment, reagents, media and applicable environmental conditions. Accountable for safety procedures, proficiency testing, and maintenance of laboratory equipment.	25	E
4. Completes required monthly reports as necessary.	10	E
5. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's Degree from an accredited college or university in Biological Science, preferably Microbiology, or in a related field of study **or** an Associate's Degree plus (4) years of work experience as a laboratory technician.

Special Requirements/Knowledge, Skills & Abilities:

Knowledge of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the

general public. Skilled in the operation of microbiological laboratory equipment.

For position(s) in the Bioterrorism/Preparedness Unit: Requires skill in handling hazardous and dangerous microorganisms. Knowledge of Molecular Microbiology protocols. Must be skilled in the proper handling, decontamination and notification to proper authorities when spills and/or leaks of transported material occurs. Share 24- hour on-call time with laboratory director. Must possess a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

Physical/Environmental Requirements:

Ability to lift, carry and push up to 40 lbs., unassisted. Ability to wear required laboratory safety equipment to include but not limited to masks, safety coveralls, boots, and respirator and perform required activities. Works in a laboratory environment testing potentially hazardous specimens. Ability to travel to various work site locations.

Hay Points/Point Factor:

KH: EI1 175 pts, PS: D3 (29%) 50 pts, AC: DIC 50 pts, TTL: 275, KH/PS/AC: 64-18-18, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 4/05; 1/10/2013;
10/19/2015

Approved by Civil Service Commission on

Date 5/16/05; 10/19/2015

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.