

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**MICROBIOLOGIST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code for making classification decisions relative to present and future Professional Science Bargaining Unit positions located primarily at the University of Wisconsin, the Department of Agriculture, Trade, and Consumer Protection, the Department of Health and Family Services, and the Department of Natural Resources. Positions allocated to this series perform professional scientific analyses in the various sub-disciplines of microbiology i.e., the science that deals with microorganisms and their effects on other life forms and utilize professional scientific techniques, including cell culture, and the production and use of microorganisms in agricultural, industrial, veterinary medical, medical, public health, sanitary, and other practical and research applications. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses positions in the Professional Science Bargaining Unit, found primarily in a laboratory environment in: the University of Wisconsin's State Laboratory of Hygiene; the Animal Health Division's Central or Animal Health Laboratories, the Management Services Division's Bureau of Laboratory Services in the Department of Agriculture, Trade, and Consumer Protection; the Division of Health's Bureau of Environmental Health in the Department of Health and Family Services, and in the Department of Natural Resources.

The work is performed in laboratories having one or more of the following functions: regulation and control; research and development; medical; veterinary medical; public health; environmental analysis; and/or general microbiological analyses and examinations.

Working titles for this series include, but are not limited to: Virologist, Immunohematologist, Bacteriologist, Immunologist, Serologist, Parasitologist, Virologist-Cell Culture Specialist, Cytogeneticist, Micobacteriologist, Rabies Specialist, and Laboratory Certification Specialist.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. "Management" and "supervisor" positions as defined in s. 111.81(13) and (19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions responsible for performing chemical analyses of a professional scientific nature (i.e., those related to the composition, structure, properties, and reactions of matter, on a variety of substances and materials (organic and/or inorganic) for a majority of the time and are more appropriately classified as Chemist;
3. Positions spending a majority of their time performing cytotechnological or laboratory technician duties and classified as Cytotechnologist or any of the various Laboratory Technician classifications.
4. Positions performing paraprofessional or subprofessional duties similar to positions found in this series, but located in the Blue Collar, or Security and Public Safety, or Technical or Engineering Bargaining Units;
5. All other positions which are more appropriately identified by other classification specifications;

D. Entrance Into and Progression Through This Series

Employees typically enter positions within this classification series by competitive examination. Progression to the senior level will occur through reclassification. Progression to the advanced level will typically occur through some form of competitive examination.

II. DEFINITIONS

MICROBIOLOGIST

Positions work under close progressing to limited supervision. Principles and practices have been learned prior to entrance into this classification series. The emphasis is in developing skills in working with and/or understanding the program, state systems, user group(s) and the mechanics of the program; and developing an understanding and applying the statutes, rules, regulations, administrative code and standards required in the program area. Initial work assignments are well defined and short term in duration. Over time the work assignments become long term or short term with the employee expected to exercise independent judgment in determining specifics and priorities, as the objectives are progressively less clear.

The positions may be in contact with outside entities and may have assignments which cross program lines depending on where the individual employee's performance level is determined. The supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

MICROBIOLOGIST-SENIOR

This is the full performance level for positions in this classification. The work assignments the employee is expected to complete include the full range and scope of their specific specialty duties. The majority of the assignments are complex and varied. Positions at this level independently carry out their assigned responsibilities. The work at this level requires a high degree of complex analyses utilizing complex techniques. Positions troubleshoot as well as direct method implementation and validation. Positions at this level make technical decisions independently, as appropriate. The work is performed under general supervision.

MICROBIOLOGIST-ADVANCED

Employees in this class function as (1) the principal microbiologist in a specialized area of a program or a recognized discipline or (2) the team leader in one or more specialized areas. Functioning as the Department's or designated laboratory's scientific expert or the State expert in a specialized area of microbiology, positions are responsible for: independently performing and interpreting the results of non-routine microbiological analyses, using "state of the art" technology; developing microbiological methods to meet "state of the art" technology; conducting laboratory or field investigations and research related to one or more specialties in microbiology, and connected to programs in, e.g., environmental protection, animal health, or public health. Positions are expected to function as expert witnesses for court testimony when needed. Work may also include teaching at all levels, including high level professional staff, non-professional staff or students; directing special projects, analyses, diagnostic test development, or independent research; representing the Department or laboratory on technical study or advisory committees; or traveling to make field checks of other laboratories or facilities, animal production units, or environmental areas. Positions often function in a public relations capacity, i.e., as liaisons with other state or federal agencies, or industry, and/or representing the department or laboratory at professional functions including symposia and colloquia. Positions function very independently, under very general supervision, and are expected to guide and review the work of other professional and technical staff.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective October 12, 1997 and announced in Bulletin CC/SC-74 to describe positions which perform professional level microbiologist work at the Departments of Health and Family Services, Agriculture, Trade and Consumer Protection, Natural Resources, and the University of Wisconsin. The creation of this classification series resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Microbiologist classification series (class codes 41001 through 41005).

