SUPERVISORY MICROBIOLOGIST
MS-403-13

INTRODUCTION

This position is located in the Office of the Deputy Mayor for Public Safety and Justice (ODMPSJ) in the Department of Forensic Sciences (DFS). The mission of the DFS is to provide high-quality, timely, accurate, and reliable forensic science services using best practices and best available technology, focusing on unbiased science and transparency, to enhance public safety and health.

This position is responsible for supervising a subordinate staff that performs the functions of microbiology which includes but not limited to viruses, bacteria, archaea, fungi, algae and protozoa. The main focus is on the biology of microorganisms at the molecular and cellular levels and there ecology. Also,

POSITION CONTROLS

The supervisor outlines overall objectives and available resources. The incumbent and supervisor, in consultation, discuss timeframes and scope of the assignments including deadlines and possible stages and approaches. The incumbent independently plans and carries out assignments/tasks and resolves most conflicts that arise and keeps the supervisor apprised of progress and potentially controversial problems, concerns, issues, or other matters; and recommends improvements to meet program needs.

Completed assignments are reviewed for soundness of overall approach, effectiveness in producing expected results, the feasibility of recommendations, and adherence to requirements. Methods utilized are not normally reviewed in detail.

Guidelines consist of policies, procedures, rules and regulations of the District and Federal governments and other requirements, and other agencies affiliated with the Department of Forensic Sciences requirements; and restrictions set forth in pertinent legislation. Also, the American Public Health Associate Standard Diagnostic Methods, the Manual of Clinical Laboratory Microbiology (American Society of Microbiology), policies and procedures of the U.S. Public Health and the DFS Laboratory. Some guides may have gaps in specificity that require interpreting and/or adapting applications to issues and problems.

Judgment, initiative, and resourcefulness are utilized when deviating from established or traditional methods to solve testing problems and in modifying existing protocols, and research trends and patterns.

DUTIES AND RESPONSIBILITIES

Responsible for supervising the day-to-day performance and coordination of testing that involves determining serological and immunological reactions; isolating and identify microorganisms from tissues, body fluids, excreta, or lesions; assessing antibiotic sensitivity and diagnosing and controlling diseases

caused by pathogenic microorganisms, etc.; and insures that all required laboratory services are carried out.

Plans, develops and implements programs, methods and techniques to keep pace with constant changes and increase demands for microbiology laboratory services brought about growing public health needs, increased standards and requirements for adequate public health protections and rapid advances in the laboratory field and train subordinate staff the use of new specialized equipment, and assures that current reference work and applicable professional publications are available and that equipment and facilities are adequate, along with data management and statistical reports.

Evaluates relevant information to determine whether events or processes comply with laws, regulations and standards; oversees and observes the examination of physiological, morphological, and cultural characteristics to identify and classify microorganisms and specimens by the use of a microscope; and monitors and reviews information from materials, events, or the environment, to detect or assess problems.

Investigates the relationship between organisms and disease, including the control of epidemics and the effects of antibiotics on microorganisms when required; and ensures that information is identified by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Provides technical support for the evaluation of hospital and private laboratories technologies to ensure strict conformance to technical standards and procedures and to assure accuracy and uniformity in test results; and assures that these high standards are maintained in the laboratory.

Responsible for ensuring that the heavy volumes of daily work as well as difficult special demands are scheduled and processed effectively; and that equipment and materials are used to and for the best interest of the District of Columbia.

Performs complex tests and/or procedures that require using highly specialized methods or techniques; and recognizes and identifies unusual and diverse entities, occurrences, or investigative outcomes relevant to the tasks.

Modifies and/or adapt established protocols and procedures in response to test or study findings.

Advises and consults with the supervisor and other key official of the District of Columbia on matters pertaining to microbiology, biology, and quality assurance; and occasionally represents the supervisor in high level conferences along with District and other officials.

Solves complex problems and reviews related information to develop and evaluate options and implement solutions; and troubleshoots the cause of operating errors and determine and/or develop alternative resolutions.

Provides the full range of supervisory services, as required to manage and direct the work efforts of subordinate staff and activities of assigned operations. Develops quantitative and qualitative measures for evaluating the work performance of staff. Supervises and assigns duties and responsibilities; formulates overall plans for resources; approves and disapproves leave requests; recommends job selections, promotions, incentive recognition and corrective or adverse actions; establishes work standards; and identifies developmental and training needs.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery of, and skill in applying professional theories, principles, concepts, practices, standards, and methods of microbiological science, public health, and disease prevention; and applicable Federal statutes and legislation governing individual programs; and expert knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Mastery of complex diagnostic microbiology procedures, safety, and quality controls; and the ability to keep abreast of best practices through on-going professional development activities; expertise in using various types of highly complex equipment (e.g., thermo cyclers, DNA sequences, centrifuges, microscopes, bio-safety cabinets) in a public health laboratory setting and in reading and interpreting complex documents, test results and publications; and expert knowledge of public safety and security.

Expert knowledge of and skill sufficient to establish and monitor quality control in the microbiology section as well as an in-depth knowledge of the principles, techniques, and instruments to determine quality control measures needed to control samples, to respond to proficiency testing programs and to establish and maintain copious record keeping systems.

Ability to work well both independently and as part of a synergistic professional management team in a multi-cultural workplace and interpersonal skills is required to work effectively with a diverse staff, external agencies, and the public.

Expertise in modifying or adapting standard processes and procedures, assesses, selects, and applies remedies suited to the assigned problem or situation; and assesses the environmental impact of various practices.

Excellent oral and written communications skills sufficient to prepare and present pertinent information and research involving complex workforce development policies and initiatives, and represent the agency; and knowledge of and skill in communication and public relations techniques sufficient to effectively represent the agency at conferences, meetings and consultations with agency managers, employee groups, and special interest groups concerning program objectives and issues.

Ability to supervise and skill to lead a subordinate staff.

Demonstrated skill and ability to use a PC and software packages (e.g., Microsoft Word, Excel, Access and Power Point, etc.) and software applicable to various reporting systems, particularly laboratory information systems (LIS), inventory control, and sequence analysis software.

SPECIAL REQUIREMENTS

This position's duty station will be housed within the Consolidated Forensic Laboratory (CFL) which is a protection-sensitive facility. As such, incumbents of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable. Due to the handling of primary evidence, the applicant will be required to submit a buccal swab for the purposes of the DNA Quality Control database for the DFS.

The nature of the DFS mission necessarily involves the potential risks associated with biological or chemical hazards, including morgue functions. Although contact with these functions is intended to be minimal, the risks are nevertheless possible; training to recognize, address, and mitigate these risks is required as is dealing with potentially personally difficult topics, such as crime, death, and disease.