NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: August 28, 2017
Re: Notice of Proposed Classification Actions – Final Notice No. 05 FY 17/18 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 28, 2017.

Micki Callahan
Human Resources Director

by: __________________________

Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Client Services Operations
    Micki Callahan, DHR
    Michael Brown, CSC
    Sandra Eng, CSC
    Christopher Colandene, SFERS
    Theresa Kao, Controller/ Budget Division
    E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 05
Fiscal Year: 2017/2018
Posted Date: 08/07/2017
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2463</td>
<td>Microbiologist I/II</td>
<td>$73,866 – $126,334</td>
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</tbody>
</table>

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Client Services Support Services
    Micki Callahan, DHR
    Michael Brown, CSC
    Sandra Eng, CSC
    Maria Newport, SFERS
    Theresa Kao, Controller/ Budget Division
    E-File
DEFINITION

This specification defines and describes the full range of duties included within the levels of the deep class of Microbiologist.

The two levels are summarized below:

I – Under general supervision, conducts bacteriologic, parasitologic, serologic and related laboratory tests and examinations.

II – Under direction, performs responsible laboratory work in the difficult phases of bacteriologic, parasitologic, serologic and related laboratory tests and examinations; supervises subordinate personnel.

DISTINGUISHING FEATURES

This class utilizes the deep class concept and encompasses multiple levels of responsibility.

Level I is distinguished from Level II in that the former is responsible for limited analysis on the results of scientific tests and investigations, whereas the latter is responsible for complete analyses, in addition to conducting the more difficult and critical tests and investigations. Level II is also responsible for a larger scope of tests and investigations, and serves as supervisor.

SUPERVISION EXERCISED

Level II supervises both professional and non-professional subordinate laboratory personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

Note that the duties listed below are cumulative. For example, Level II incumbents may be directed to perform any of the duties described in Level I.

Level I

1. Performs qualitative and quantitative microscopic slide agglutination tests and Kolmer complement fixation tests for syphilis and other diseases; prepares necessary reagents and equipment used in connection therewith.

2. Performs quantitative tube agglutination tests for the laboratory diagnosis of typhoid, tularemia and other diseases.

3. Performs biochemical, and agglutination tests to determine the presence of disease causing bacteria in foods and body waste materials; prepares specimens and uses microscope in the examination of slides of smears and concentrates of acid-fast bacilli; examines various smears
and cultures with microscope for laboratory diagnosis.

4. Performs standard tests to determine presence of harmful bacteria in milk, dairy products, drinking water, sewage, shellfish, and other materials.

5. Performs various duties in connection with the setting up care and maintenance of laboratory equipment; tabulates and maintains records of laboratory tests for examinations performed and submits detailed reports thereon.

Level II

1. Performs qualitative and quantitative Venereal Disease Research Laboratory (VDRL) slide flocculation tests and Kolmer complement fixation tests on blood samples for the detection of syphilis and other diseases; groups and labels specimens and records test results on appropriate forms.

2. Performs cultural examinations for gonococcal infections on cultures received from clinics or institutions.

3. Performs the direct or the formalin-ether sedimentation tests on body wastes in order to determine the presence of various parasites; examines animal remains for presence of rabies.

4. Employs bacteriological examination of body wastes in order to determine the presence of exterior diseases; receives and examines body fluids, wastes and pathological material by means of smear tests and cultural examinations in order to determine the presence of tubercle bacilli; prepares and examines vaginal in rape cases.

5. Oversees the setting up and maintenance of laboratory equipment, preparation of solutions, reagents and other media, maintenance of accurate and detailed laboratory records, and the preparation of and submission of reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Note that the knowledge, skills, and abilities listed below are cumulative. For example, Level II incumbents may be directed to perform any of the duties described in Level I.

Level I

Knowledge of: the fundamentals of bacteriology, parasitology, serology, mycology, virology and hematology and of related laboratory procedures and technique; the cultivation, isolation, and identification of micro-organisms found in specimens.

Ability and Skill to: use and care for various items of laboratory equipment commonly used in a medical laboratory; follow oral and written instructions and keep accurate records of laboratory work; prepare related reports of findings.
Level II

**Ability and Skill to:** make difficult and important laboratory tests and analyses with speed and accuracy; keep accurate records of laboratory work; prepare complete and accurate reports; supervise subordinate personnel.

**MINIMUM QUALIFICATIONS**

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Note that the qualifications listed below are cumulative. For example, Level II incumbents may be directed to perform any of the duties described in Level I.

**All Levels**

**Education:**
Baccalaureate degree from an accredited college or university, with major course work in medical or public, health bacteriology or microbiology.

**Level I**

**Experience:**

**License and Certification:**
A valid certificate as a public health microbiologist issued by the state board of health.

**Level II**

**Experience:**
Two (2) years of experience as a microbiologist.

**License and Certification:**
A valid certificate as a public health microbiologist issued by the state board of health.

**Substitution:**
Title: Microbiologist I/II  
Job Code: 2463

Promotion through the levels of this deep class is not automatic and will be determined by the operational needs of the department.

PROMOTIVE LINES

ORIGINATION DATE: 08/28/17

AMENDED DATE:

REASON FOR AMENDMENT  
To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.

BUSINESS UNIT(S): COMMN