

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

**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: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

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.)**

Item #	Job Code	Title	Salary
1	2463	Microbiologist I/II	\$73,866 – \$126,334

**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](mailto: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](mailto:Stephen.Fu@sfgov.org).

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

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

**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

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**Title: Microbiologist I/II  
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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.

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**Title: Microbiologist I/II  
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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:

**SUPPLEMENTAL INFORMATION**

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**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