State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT OPEN TO THE PUBLIC

MICROBIOLOGIST 1

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$43,961 – $58,847	HC 18	SEE BELOW	081020CRMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

(REISSUED WITH TEST DATES FOR 2014)

PURPOSE OF CLASS: In the Departments of Agriculture and Public Health this class is accountable for conducting biochemical, microbiological or molecular examinations and analyses of a variety of specimens and substances.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Five years of experience in a public health or clinical laboratory involving scientific work in the field of microbiology, biochemistry or molecular biology.

SUBSTITUTIONS ALLOWED: (1) College training in the natural sciences may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in the natural sciences may be substituted for the General Experience. (3) Successful completion of the Connecticut Careers Trainee program in microbiology may be substituted for the General Experience.

SPECIAL REQUIREMENTS (1) Incumbents in this class must be willing to periodically undergo tests and immunizations for communicable diseases. (2) Incumbents in this class may be required to have specific education and/or experience to meet various certification and/or licensing requirements. (3) Incumbents in this class may be required to undergo and successfully complete security background checks.

WORKING CONDITIONS: Incumbents in this class may be exposed to communicable diseases and hazardous substances.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of current principles and practices of biomedical sciences and microbiological disciplines including bacteriology, parasitology, virology and others as they relate to public health; knowledge of equipment and instruments used in modern public health laboratories; knowledge of applicable analytical techniques; knowledge of quality assurance and quality control policies and procedures; knowledge of universal laboratory precautions; knowledge of basic laboratory hazards and safety; oral and written communication skills; interpersonal skills; ability to perform standard biomedical science, microbiological and biochemical examinations; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1**. For each job (maximum of three) which you feel has best prepared you for the job of Microbiologist 1, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Microbiologist 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in a public health or medical laboratory conducting microbiological examinations and analysis on human and animal specimens utilizing sophisticated instrumentation. Detail your experience with molecular methods, microscopic analysis, serologic testing, bacterial identification and isolation and cell culture for viral isolation and identification. Be specific as to the types of tests and analyses performed, instrumentation used, substances involved and the purpose for which the test results/analyses were performed. **(2)** Experience maintaining laboratory equipment, instrumentation and material. Be specific as to the types of equipment/materials, and your actual duties and responsibilities ensuring the safe and efficient use and operation of this equipment. **(3)** Experience preparing reports and related documentation. Be specific as to the types and purpose of these reports, for whom they were prepared and the purpose for which your findings/results were used. **Section 2**. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1)** Make certain both your application form and your supplemental examination materials are complete and separate documents not referencing the other, as your application form and examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package. **(5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2840). If faxing materials, keep a copy of your completed application/examination and the fax transmittal receipt for your records. Make certain that your application form and examination materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** A separate application/examination package must be submitted for each examination you are applying for. **(8) Application/examination package must be date stamped by FEBRUARY 18, 2014 for the MARCH 31, 2014 grading date; and by AUGUST 18, 2014 for the SEPTEMBER 30, 2014 grading date. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://www.das.state.ct.us/exam) and at the Offices of the Connecticut State Job Centers.

(revised September 30, 2013)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.