# State Hygienic Laboratory
## Diagnostic and Clinical Division
### Microbiology Supervisor
#### Coralville, Iowa Facility

<table>
<thead>
<tr>
<th>University Classification:</th>
<th>Clinical Lab Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PHA3</td>
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<tr>
<td>Pay Level:</td>
<td>5A</td>
</tr>
<tr>
<td>Position #:</td>
<td>00115753</td>
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<tr>
<td>Org/Dept/Sub-dept #:</td>
<td>90-9050-00070</td>
</tr>
<tr>
<td>Position Reports to:</td>
<td>Wade Aldous</td>
</tr>
<tr>
<td>Name</td>
<td>00117010</td>
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**Position Specific Summary:**
The State Hygienic Laboratory (Iowa’s Environmental and Public Health Laboratory), at the University of Iowa, has an exciting full-time opportunity for a Microbiology Supervisor, in the Coralville, Iowa facility. This position supervises the laboratory testing of clinical specimens or isolates, for the purpose of disease diagnosis and treatment or surveillance. Ensures assigned sections are functioning under best laboratory practice and in compliance with CLIA regulations or other regulatory agency requirements as appropriate. Ensures assigned staff adhere to all laboratory safety and security policies.

## Key Areas of Responsibilities and Specific Job Tasks

<table>
<thead>
<tr>
<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
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</table>
| **Technical Laboratory Capability** | • Internally train, provide direction, feedback, coaching and counseling of Microbiology and BT section staff to assure positive outcomes are achieved.  
  • Coordinate and approve modification and adaptations to established methods as the need arises to assure we can meet our turnaround times.  
  • Coordinate microbiology staff development and training on the new Open ELIS computer system utilized by the Disease Control Division.  
  • Maintain bench testing competency in TB, BT and PulseNet  
  • Develop rabies competency |
| **Instrumentation and Technology** | • Research, contact, meet, review, and negotiate contract renewals and/or new instrument options with sales reps from different companies.  
  • Justify and submit paperwork to purchasing department and internally for the Microbiology and BT testing areas.  
  • Write and assist staff in writing validations for new equipment.  
  • Review and sign equipment maintenance logs  
  • Complete IQCP for exempt equipment |
| **Data Analysis, Reporting and Documentation** | • Responsible for assuring that the Microbiology and BT staff review, document, and report results correctly.  
  • Oversee, develop, and perform verification and validation for new and modified test procedures.  
  • Approve and review of standard operating procedures.  
  • Compile and analyze data for public health research  
  • Design and oversee performance of test validation studies  
  • Routinely release laboratory results  
  • Write and oversee ELC components and TB Cooperative Agreement |
| **Quality Control / Quality Assurance / Quality Improvement / Quality Assessment** | • Review monthly bench reports  
  • Review and sign all temperature, reagent and equipment logs  
  • Review standard operating procedures  
  • Write standard operating procedures  
  • Review procedures according to schedule |
### Outreach and Communication
- Observe, document and train staff members and ensure trainers adequately trained.
- Provide technical advice and consultation about our areas to administration as needed.
- Prepare and disseminate reports for IDPH for the areas of testing in Mycobacteriology covered by the General Agreement contract.
- Discuss clinical significance of multiple microbiology tests and give advice on testing strategies when indicated to physicians, nurse practitioners, and nurses.
- Educate potential clients that are interested in sending specimens to us.
- Give presentations to technical and non-technical groups (medical residents, college/ high school students, general public).
- Provide testing assistance and outreach to clinical laboratories in Iowa.
- Provide test selection guidance and results interpretation to Iowa Department of Public Health.

### Universal Competencies

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<thead>
<tr>
<th>Competency Type</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Collaboration/Positive Impact</strong></td>
<td>Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.</td>
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<td><strong>Diversity, Equity and Inclusion</strong></td>
<td>Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.</td>
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<tr>
<td><strong>Service Excellence/Customer Focus</strong></td>
<td>Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</td>
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### Technical Competencies

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<th>Competency Type</th>
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| **Clinical Laboratory Testing**        | - Supervises clinical specimen collection and processing for various test requests.  
                                         - Trains others on the appropriate operation of medical laboratory equipment.  
                                         - Oversees the testing/examination of clinical specimens per physicians' requests.  
                                         - Evaluates the accuracy of results obtained from clinical laboratory tests.  
                                         - Recommends solutions to improve existing procedures of clinical laboratory tests.  
                                         - Directs relevant policy and ethics compliance for all clinical laboratory tests. |
| **Laboratory Equipment Operation**     | - Operates and calibrates equipment in diverse laboratory environments.  
                                         - Advises on diagnosing and resolving laboratory equipment malfunctions.  
                                         - Oversees laboratory equipment quality recordkeeping.  
                                         - Establishes risk-based criteria to evaluate laboratory equipment performance.  
                                         - Establishes laboratory emergency response protocols and their rationale.  
                                         - Supervises the safe purging of waste from laboratory equipment. |
| **Laboratory Practice Quality Assurance (LPQA)** | - Oversees and prepares contingency plans for potential problems in standard LPQA procedures.  
                                         - Designs data auditing criteria to evaluate the validity of collected data.  
                                         - Directs the selection of LPQA techniques in complex laboratory environments.  
                                         - Optimizes key stages (e.g. analytical stage) in the LPQA process to improve efficiency.  
                                         - Evaluates LPQA precautionary measures; prevents the practice of faulty laboratory processes.  
                                         - Coordinates interdepartmental and external LPQA procedures. |
**Laboratory Results Reporting**  
*Working*

- Selects from a variety of LRR technologies, e.g. Electronic Data Interchange (EDI).
- Analyzes information exchange related problems (e.g. confidentiality and accuracy) in LRR.
- Follows LRR policies and ethics, e.g. Health Insurance Portability and Accountability Act (HIPAA).
- Explains how LRR supports the interoperability between health records and laboratory systems.
- Creates secure access to laboratory results and their interpretations in a patient-focused manner.

**Relationship Management**  
*Working*

- Describes the roles and responsibilities in a collaborative working relationship.
- Monitors satisfaction levels on a regular basis.
- Alerts own team to problems in satisfaction.
- Ensures prompt and effective response to requests and interactions from "customers".
- Works with "customers" to address critical issues and resolve major problems.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#).

**Proficiency levels are defined as:**

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

**Position Qualifications**

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<tr>
<th>Education or Equivalency Required</th>
<th>A Master's degree in Molecular Biology, Biology, Chemistry, Biochemistry, or related field or an equivalent combination of education and experience is required.</th>
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<td>Required Qualification</td>
<td>- Typically three to five years of clinical or public health laboratory experience.</td>
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<td>- Previous experience with molecular biology method validation and/or development, such as real-time polymerase chain reaction (PCR), genotyping, and DNA variant identification.</td>
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<td>- Demonstrate at least one-year experience providing project oversight and ability to prepare successful grants and manuscripts in a professional setting.</td>
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<td>- Demonstrate at least one-year experience with laboratory research and data analysis in a professional setting.</td>
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<p>| Highly Desirable Qualification    | - A PhD degree in Molecular Biology, Biology, Chemistry, Biochemistry, or related field.                                        |
|                                   | - Demonstrate at least one-year experience in molecular test validation and quality control.                                 |</p>
<table>
<thead>
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<th>Desirable Qualification</th>
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<td>• Demonstrated experience with presentations of data at national meetings, meetings related to newborn screening is preferred.</td>
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<td>• Demonstrated training or teaching experience.</td>
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<td>• Demonstrated experience leading teams.</td>
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<td>• Familiarity with Microsoft Office, LIS, and preparation of fiscal and operational reports is desirable.</td>
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See requisition # 21003070 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.