

POSITION DESCRIPTION
Bureau of Laboratory Services
Microbiologist-Advanced (Microbiology Unit Leader)
5/2026

POSITION SUMMARY

The position is the Unit Leader for the Microbiology Unit of the DATCP's Bureau of Laboratory Services. The position will be responsible for:

- Coordination of the microbiological analysis of food and dairy products in support of state and federal regulations and guidelines.
- Directing verifications of new methods and matrix extensions for existing methods.
- Compliance with the laboratory's Quality Assurance system.
- Compliance with regulatory and accreditation guidelines, including ISO 17025 standards.

The position will also oversee:

- The development and revision of standard operating procedures for both analytical and quality assurance methods.
- The organization of the Unit's analytical work.
- The review of analytical test results.
- The review of quality control documentation.

As part of the Units' designation as the Wisconsin State Milk Laboratory, the position will also oversee the production of proficiency testing samples for certification of state dairy testing personnel and will participate in the data analysis of submitted results.

The position coordinates the testing of samples associated with bacterial foodborne outbreaks in the state of Wisconsin and serves as a contact to DATCP and state Department of Public Health personnel during outbreaks.

The position works under the general supervision of the Microbiology Supervisor and the Section Manager.

GOALS AND WORKER ACTIVITIES

30% Goal A. Participation in the Microbiological Analysis of Food Products.

- A1. Analyze food products for the presence of pathogenic organisms, such as *Listeria*, *Salmonella*, *E. coli* O157:H7, *Campylobacter*, *Clostridium*, and *Staphylococcus* by cultural, immunological, and molecular methods.
- A2. Confirm pathogenic isolates by cultural, biochemical and serological methods.
- A3. Perform quantitative tests, such as aerobic plate counts, coliform counts and *E. coli* counts on a variety of food products.
- A4. Maintain FDA certification and perform analyses of Grade A dairy products such as Aerobic Count, Coliform Count, and Inhibitory Substance tests.

30% Goal B. Maintenance of the Unit's Quality Assurance System

- B1. Oversight of the Quality Control and Quality Assurance requirements for the Unit, ensuring consistency with Bureau policies and procedures.
- B2. Oversight of FDA Grade A dairy testing requirements and EPA requirements for the bacteriological testing of water.
- B3. Oversight of the guidelines of USDA-FSIS for pathogen testing of Meat Bureau samples.
- B4. Oversight of guidelines as needed to maintain the Laboratory's accreditation to ISO 17025 standards.
- B5. Oversight of the development and revision of Standard Operating Procedures for Analytical and Quality Assurance methods.
- B6. Review test results for accuracy and adherence to QA guidelines and approve results entered in the laboratory LIMS system.
- B7. Participate in and have oversight of other staff in the analysis of internal and external proficiency samples.

20% Goal C. Direction of Unit activities

- C1. Coordinate the analysis of routine testing in the Unit, organizing workflow to ensure timely and accurate analysis of samples.
- C2. Organize the analysis of foodborne outbreak samples and serve as the contact with DATCP and DPH personnel during the investigation.
- C3. Oversight of the production of dairy proficiency samples, the analysis and compilation of data results, and written and verbal communication with customers.
- C4. Provide training to Unit staff on analytical and quality assurance methodologies.

10% Goal D. Determination and Verification of Analytical Methodologies and Equipment

- D1. Investigate and determine appropriate methodologies for sample analysis, adhering to nationally recognized methods.
- D2. Oversight of the verification of the performance of new methodologies in the Unit and the performance of single lab matrix extensions as needed.
- D3. Oversight of the verification of the performance of new equipment and instrumentation in the Unit.

10% Goal E. Provision of Technical Expertise

- E1. Provide technical training to Unit personnel.
- E2. Provide assistance, as needed, for other Unit and Bureau activities and analyses.

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KNOWLEDGE, SKILLS AND ABILITIES

1. Extensive knowledge of the isolation and confirmation of foodborne bacterial pathogens, including cultural, molecular, biochemical and serological techniques.
2. Extensive knowledge of Quality Assurance and Quality Control principles, good laboratory practices, and techniques, and knowledge of safety practices.
3. Extensive knowledge of the microbiological analysis of dairy products following FDA / NCIMS procedures.
4. Knowledge of the principles and guidelines of ISO 17025 standards.
5. Ability to lead and collaborate with staff to meet Unit goals.
6. Ability to work cooperatively with others in the shared analysis of samples.
7. Communication skills, including both written and verbal skills, for use in customer interactions, training and presentations, and report generation.
8. Considerable skill in the use of Microsoft Word, Excel, and Access.

SPECIAL REQUIREMENTS

1. Ability to lift up to 50 lbs.
2. Ability to work with a range of chemicals, reagents, live cultures, etc. - some of which may necessitate use of protective equipment.
3. Occasional weekend work may be required.