



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
ANIMAL TECHNICIAN IV**

Final File Date: **JANUARY 19, 2012**
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OPEN ONLY

ST25 – 7876 0H178



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE	This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.
WHO SHOULD APPLY	Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination which is competitive.
HOW TO APPLY	<p>To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://www.spb.ca.gov/jobs/stateapp.htm. Applications may be filed in person or by mail with:</p> <p align="center">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 445-0983 SELECTION AND CERTIFICATION UNIT</p> <p>In Person: 1501 CAPITOL AVENUE, SUITE 1501 By Mail: MS 1700-1702 P.O. BOX 997378 SACRAMENTO, CA 95899-7378</p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by January 19, 2012 , the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.
SALARY RANGE(S)	\$2,988 - \$3,633 per month.
EMPLOYEE BENEFITS	<p>In addition to the salary above the California Department of Public Health offers benefits in the following areas:</p> <ul style="list-style-type: none"> ● Health, Dental, and Vision ● Cash Benefit Programs ● Disability Insurance ● Work, Home, and Family ● Beneficiary and Survivor Benefits ● Awards ● Retirement and Separation Benefits ● Flexible Schedules ● Public Transit Reimbursement (limits apply) <p>A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm</p>
POSITION DESCRIPTION	<p>Under general direction, to supervise and direct the operation of a major-sized animal resources facility which is involved in breeding, raising and caring for a variety of laboratory animals and performance of related technical procedures; and to do other related work.</p> <p>Positions exist with the California Department of Public Health in Richmond.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by January 19, 2012, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: Applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information will be rejected.</p>

MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.</p> <p style="text-align: center;">Either I</p> <p>One year of experience in the California state service performing the duties of an Animal Technician III.</p> <p style="text-align: center;">Or II</p> <p>Four years of experience in the care of animals in a laboratory resource facility, at least one year of this shall have been in a supervisory capacity. (Completion of a collegiate-grade institution of the equivalent of twelve semester hours of laboratory or animal science courses or Certification of a Laboratory Technician by the American Association for Laboratory Animal Science may be substituted for one year of the required general experience.)</p>
GENERAL QUALIFICATIONS	<p>In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.</p>
EXAMINATION INFORMATION	<p>This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.</p> <p>Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.</p> <p>The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.</p>
SCOPE	<p>Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. The care, maintenance, and breeding requirements of laboratory rodents and rabbits in compliance with USDA regulations.2. Basic principles of sanitation, disinfection, and safe use of hazardous agents.3. Mechanical cage washing equipment operation, troubleshooting, and technical support.4. Ventilated animal housing equipment operation, troubleshooting, and technical support.5. Administration of animal facilities, including purchasing, detailed record keeping, cost accounting, and supervision of animal care personnel.6. Routine clinical laboratory procedures in bacteriology, hematology, and parasitology.7. Structure and function of organ systems.8. Gestation periods, as well as gender and weaning ages of laboratory rodents.9. Principles of experimental methods.10. Equal Employment Opportunity (EEO) regulations and objectives to promote the department's EEO policies and goals in making hiring and employment decisions.11. A manager/supervisor's role in the implementation of the department's EEO program and accompanying policies to promote fair and equitable hiring and employment decisions within the work unit.12. Relevant issues arising from the American with Disabilities Act (ADA) to ensure that hiring and employment decisions conform to ADA provisions and requirements. <p>Skill to:</p> <ol style="list-style-type: none">1. Facilitate an open exchange of ideas and provide for effective two-way communication.2. Introduce changes in the work unit in a positive manner in an effort to generate support for the changes and to minimize impact or perceived impact on staff. <p>Ability to:</p> <ol style="list-style-type: none">1. Direct the work of others.2. Train and supervise a staff of animal technicians.3. Manage a large animal resource facility.

	<ol style="list-style-type: none"> 4. Learn and utilize electronic communication and data collection software. 5. Communicate verbally, in person, by telephone, electronically, or in written form clearly and concisely with a variety of audiences on a variety of matters, adjusting the level and tone of the message appropriately for the particular audience. 6. Effectively determine which issues, work tasks, and other assignments to delegate; which to complete personally; and which to refer to superiors, using appropriate departmental, work unit, and other applicable policies, procedures, and guidelines. 7. Understand and implement new policies, procedures, and programs, ensuring appropriate staff training and overall planning to minimize disruption to staff. 8. Maintain a high level of morale in the work unit by providing staff a sense of worth in work tasks accomplished and allowing staff input into the professional environment of the work unit. 9. Be flexible in adapting to changes in priorities, work assignments, and other interruptions which may impact pre-determined courses of action for completing or progressing with work tasks. 10. Set an example for staff by modeling expectations and performance standards to gain cooperation from others in accomplishing goals and garnering support for necessary compromises. 11. Handle and resolve conflicts, confrontations, and disagreements in a positive, constructive manner. 12. Recognize and acknowledge positive, valued employee contributions in an effort to reinforce those behavior(s) and enhance overall employee performance. 13. Document employee performance for coaching, counseling, and disciplinary activities. 14. Comply with the department's EEO policies and practices in making hiring and employment decisions. 15. Conduct hiring interviews with candidates for employment and/or promotion to ensure that candidates elected meet the established qualifications.
SPECIAL PERSONAL CHARACTERISTICS	Keen interest in and a desire to provide humane care and treatment of laboratory animals; freedom from symptoms of allergy associated with or attributed to the presence of animals; willingness to work rotating shifts, weekends, and holidays.
ELIGIBLE LIST INFORMATION	<p>A departmental open list will be established for use by the California Department of Public Health. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the requirements for admittance to the exam will be placed on the eligible list in one of three ranks.</p> <p>NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.</p> <p>Eligible Lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.</p>
VETERANS PREFERENCE	Veterans' preference credits will be granted in this examination since it does qualify as an entrance examination. California law limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922 Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>