



**OPEN EXAMINATION ANIMAL  
TECHNICIAN III SPOT –  
RICHMOND  
CONTINUOUS TESTING  
ST30 / 7871 7H1CA02**



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 the 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.

**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:** To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available here: <http://jobs.ca.gov/pdf/std678.pdf> and at the testing office shown below. Applications may be filed in person or by mail with:

DEPARTMENT OF PUBLIC HEALTH (916) 445-0983  
Selection Unit  
In Person: 1501 Capitol Avenue, Suite 1501  
By Mail: PO Box 997378 MS 1701  
Sacramento, CA 95899-7378

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**CROSS-FILING INFORMATION:** If you meet the entrance requirements for this class and for Animal Technician II, you may file for both examinations on a single application. You must indicate the class title(s) for which you are applying on the application Form STD. 678.

**FINAL FILING DATE:** There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

**TESTING PERIOD:** A candidate may be tested only once during any 12 month period.

**SALARY RANGES:** \$2634 - \$3200 per month.

**POSITION DESCRIPTION:** An Animal Technician III supervises, directs, and works with a staff of animal technicians involved in husbandry of laboratory animals; assures adherence to the prescribed sanitation procedures; participates in selection and training personnel for animal care; performs laboratory and technical procedures such as euthanasia, administration of drugs under supervision, bleeding of animals, handling animals inoculated with human pathogens, and mixing precise levels of test material in feed; coordinates stock level of animals with work of the various projects and laboratories; orders adequate animal feed, bedding and other supplies for a section of the facility; assists in the preparation of standard operating procedures; recommends design or modification of laboratory animal facilities, and devices for feeding, watering, and restraint of laboratory animals; transports animals between facilities; is responsible for operation of major pieces of equipment such as autoclaves, cage washers and chlorinators; and is responsible for the operations of a breeding colony.

Positions exist with the Department of Public Health in Richmond.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**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.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements stated below more than one pattern and are distinguished as Either I, or II, or III, etc.

**Either I**

One year of experience in the California state service performing the duties of an Animal Technician II.

**Or II**

Three years of experience in laboratory work including the care of animals in a laboratory facility. (Completion at a collegiate-grade institution of the equivalent of twelve semester hours of laboratory science or animal science courses or Certification as a Laboratory Animal Technician by the American Association for Laboratory Animal Science may be substituted for one year of the required experience.)

**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.

**GENERAL QUALIFICATIONS:** 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.

**EXAMINATION INFORMATION:** 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.

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.

The 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.

**SCOPE:** Rankings 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:

**Knowledge of:**

1. Care, maintenance and habits of laboratory animals.
2. Recognition of clinical signs of illness in laboratory animals.
3. Sexing of animals.
4. Principles of effective supervision.
5. Laboratory equipment.
6. Basic principles of sanitation and disinfection.
7. Animal food preparation and preservation.
8. Structures and functions of organ systems.
9. Principles of experimental methods.
10. Department's Equal Employment Opportunity Program objectives.
11. A manager's role in the equal employment opportunity and the processes available to meet equal employment opportunity objectives.

**Ability to:**

1. Direct the work of others.
2. Follow oral and written instructions.
3. Analyze situations accurately, take effective action, and work cooperatively with others.
4. Effectively contribute to the department's equal employment opportunity objectives.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into a departmental open list established for use by the Department of Public Health in order of final scores regardless of testing date. Eligibility expires 12 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 minimum qualifications will be placed on the eligible.

**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.

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.

**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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

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