



**ANNOUNCEMENT FOR OPEN TESTING
COMMUNICABLE DISEASE REPRESENTATIVE**

Final Filing Date: **November 30, 2007**
Bulletin Release Date: November 09, 2007

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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.

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 at <http://www.spb.ca.gov/jobs/stateapp.htm>. Applications may be filed in person or by mail with:

**DEPARTMENT OF PUBLIC HEALTH (916) 552-8343
SELECTION UNIT**
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1701-1702
P.O. BOX 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS FILING INFORMATION: If you meet the entrance requirements for this classification and for Consulting Communicable Disease Representative scheduled at the same time, you may file for both examinations on a single application. You must indicate the class title(s) corresponding to each examination for which you are applying on the application Form STD. 678.

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **NOVEMBER 30, 2007** the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during **JANUARY**, and in such locations throughout the state as the number of candidates and conditions warrant.

SALARY RANGES: A \$3075.00 - \$3390.00 per month
B \$3204.00 - \$3708.00 per month

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: The Communicable Disease Representative is entry training and full journey level of the class series. Incumbents under supervision and through in-service training and on the job training will learn techniques of making field visits and perform technical investigative and staff work of the program for prevention and control of communicable diseases and related public health problems in a local health district or other specified area. Incumbents provide assistance in the development, coordination, and implementation of an assigned phase of the program for prevention and control of communicable diseases and related health problems. Responsibilities included enforcing laws and regulations relating communicable diseases and related health problems. While provide assistance in the development, interviewing, follow-up, drawing of blood, and obtaining cultures to assist in conducting and improving communicable disease prevention treatment and control programs in high incidence areas and to do other related work.

Positions exist with the Department of Public Health statewide.

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 by **November 30, 2007** the final filing date. 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, number of 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 include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

Experience: Two years of experience in the Infectious Disease Section performing the duties of a Public Health Assistant I; or one year experience in the Infectious Disease Section performing the duties of a Public Health Assistant II.
and

Education: Completion of 30 semester units of college level academic education.

Or II

Six months of experience as a Health Program Technician I in the Infectious Disease Program.

Or III

Experience: Two years of experience as a medical service corps person dealing with communicable diseases or as a communicable disease representative or investigator in a local, State or Federal health agency;
and

Education: Completion of 30 semester units of college level academic education. (Additional qualifying experience may be substituted on a year-for-year basis for one year of the required education.)

Or IV

Education: Equivalent to graduation from college.

GENERAL QUALIFICATIONS: 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: The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

INTERVIEW SCOPE: In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor’s:

Knowledge of:

1. Knowledge of clinical and laboratory operations and diagnostic tests.
2. Knowledge of techniques of communicable disease control to interrupt the spread of disease and to educate patients and health care providers.
3. Knowledge of modes of transmission, diagnosis and treatment and control procedures for STDs and other communicable diseases to fully understand the scope of affected individuals.
4. Knowledge of clinical and laboratory operations and diagnostic tests.
5. Knowledge of programs applicable to general disease control including sexually transmitted disease (STDs), other communicable disease, and related public health problems to assist patients, at-risk-partners and family members in receiving appropriate care.
6. Skill to prepare clear, concise, and accurate case reports, correspondence, and other job-related documents and forms.
7. Skill to read and comprehend reports memos, manuals and other job-related materials and documents.

Ability to:

1. Ability to establish and maintain ethical and cooperative relationships with medical and other professional personnel, public health officials, and community groups in order to enhance disease control efforts in the community.
2. Ability to classify pediatric cases to recognize high-risk and to complete the case report.
3. Ability to assist in the organization and presentation of educational and informational programs to schools and other groups to bring the most current data to a variety of audiences.
4. Ability to perform veni-puncture/skin puncture (draw blood) for the purpose of submitting to a laboratory for testing.
5. Ability to effectively educate the communities, professionals, medical personnel and infected patients about current trends in communicable diseases.
6. Ability to conduct interviews of a highly personal nature to perform investigative and referral work resulting in treatment for infected patients and their at-risk-partners.
7. Ability to gain the confidence and establish rapport with varied personality difficult-to-reach individuals to enable investigations to proceed and patients to receive medical evaluation and treatment
8. Ability to exercise initiative and tact in tracing and contacting at-risk-partners to arrange for follow-up medical treatments.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. 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.

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