



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
EXAMINER II (LABORATORY FIELD SERVICES)
OPEN EXAMINATION
CONTINUOUS TESTING**

SW75-7946 5HAAD

Bulletin Release Date: July 18, 2016

This bulletin supersedes the bulletin released on January 29, 2016



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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: Applications must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit Standard State Application to:

By Mail or In Person:

**California Department of Public Health (916) 650-0436
Examination Services Unit
1615 Capitol Ave., 4th floor, Suite 73-430
P.O. Box 997378 MS 1700-1702
Sacramento, CA 95899-7378**

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

CROSS FILING INFORMATION: If you meet the entrance requirements for this classification and for Examiner I, Laboratory Field Services, you may file for both examinations on a single application. You must indicate the class title(s) for each examination 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 any time.

Applications must be submitted by the filing date indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are:

June 17, 2016

December 19, 2016

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31

SALARY RANGES: \$4865 - \$6513 per month.

EMPLOYEE BENEFITS:

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- 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)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

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: This is the staff specialist level of the Examiner series. Under general direction, the incumbent develops and administers a complex area of Laboratory Field Services, such as evaluation of licensing

personnel, biologics licensing, and evaluation and approval of clinical laboratory training facilities; provides guidance in his/her area of specialization to Examiners I, Laboratory Field Services; and performs other related duties.

Positions exist with the Department of Public Health in Contra Costa and Los Angeles Counties.

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 **must** include “to” and “from” dates (month/day/year), time base, job titles and/or 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. **Applications received without this information will be rejected. Applicants must submit a copy of unofficial transcripts along with the application when using education to meet the entrance requirements for this examination.**

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.

Possession of a valid license as a clinical laboratory bio-analyst or scientist, or certification as a public health microbiologist issued by the California State Department of Public Health. (Applicants who do not possess the required license or certification will be admitted to the examination, but they must secure a license or certificate before they will be considered for appointment.)

AND

Either I

Two years of experience performing the duties of an Examiner I, Laboratory Field Services, in California state service.

Or II

Experience: Five years of increasingly responsible experience in a clinical or public health laboratory, three years of which must have involved one or a combination of the following:

1. Field consultation experience in the clinical or public health laboratory field; or
2. Supervisory experience involving supervision of professional laboratory personnel or as a laboratory director; or
3. Performance as a staff specialist in one or more of the technical areas of clinical or public health laboratory science. (Post-baccalaureate graduate work in clinical chemistry, medical microbiology, clinical laboratory technology or public health may be substituted on a year-for-year basis for not more than two years of the required general experience.)

AND

Education: Possession of a master's degree in clinical laboratory science clinical chemistry, medical microbiology, or public health.

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 Qualifications Assessment and is the sole component of the Examiner II (Laboratory Field Services) examination. To obtain a position on the eligible list, a minimum score of 70% must be received. The Qualifications Assessment is designed to elicit specific information regarding each candidate's education, training, and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. The Qualifications Assessment package will be emailed to the applicant in the form of a survey. Please monitor your email account's SPAM, Junk, Bulk, etc. Folder (s) as the examination email may be filtered depending on your specific account settings.

The participating department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination has changed. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

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. Technical areas of clinical or public health Laboratory sciences, such as clinical chemistry, toxicology, bacteriology, immunology, mycology, hematology, parasitology, cytology, or virology, including principles, techniques, equipment and terminology used in the laboratory investigation of diseases.
2. The causes and methods of transmission and control of communicable diseases.
3. Current developments in clinical and public health laboratory sciences.

4. State and Federal laws and regulations relating to clinical and public health laboratories, biologics production, and proficiency testing services.
5. Use of available scientific information technology and available scientific resource materials.
6. Specific application of laws and regulations relating to clinical and public health laboratories, including principles and procedures involved in the investigation of violations and current developments in legislative action affecting clinical and public health laboratories and personnel.
7. General principles of effective leadership.
8. Principles and practices of organization and management as applied to a laboratory program or activity.

Ability to:

1. Perform clinical laboratory tests, microbiological analysis, or other specialized technical procedures.
2. Conduct surveys and investigations of clinical and public health laboratories, blood banks, and other specialized facilities with accuracy, thoroughness, and tact.
3. Interpret and apply laws and regulations to specific cases.
4. Communicate and consult with laboratory personnel and administrators.
5. Collect and organize data for hearings.
6. Organize specialized activities or programs.
7. Prepare complex reports, guidelines, and proposed regulations.

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 on the written test. 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: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

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

California Department of Public Health
SECURITY INFORMATION FOR PARTICIPANTS

Preparation, Development, Review of
State Civil Services Examination Material

EXAMINATION TITLE: Examiner II (LSF)

State law requires that civil service examinations are confidential and impartial. We ask that you assume a personal responsibility in maintaining the competitive aspects and confidential nature of this examination. The personal information that you provide on this form is required for documentation purposes. All information will remain confidential.

As a candidate, you must comply with the following test security standards:

1. DO NOT REVEAL the fact that you are participating in the examination process to anyone.
2. DO NOT DISCUSS any aspect of the examination with anyone. This includes supervisors, peers and co-workers. This security limitation includes information on all questions and answers.

I certify that:

1. I will not reveal to anyone that I am participating in this examination.
2. I will not discuss any aspect of this material with anyone.
3. I will adhere to all the established security measures.

I hereby certify and understand that the information provided by me in this application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsification. I further understand that this information may be verified and that, if it is discovered I have made any false representations, I will be removed from the promotional list resulting from this examination, and possibly dismissed from civil service.

Signature

Date

Printed Name

Return this page with your original signature along with your State Application STD 678.

Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Examiner II (LFS)

FFD: Continuous

Name: _____
(Print: first, middle initial, last)

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please indicate your choices - you will not be offered a job in locations not checked.

Contra Costa County (0700) _____

Los Angeles County (1900) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)
_____ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)
_____ Limited Term