



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
EXAMINER III, LABORATORY FIELD SERVICES
OPEN EXAMINATION
CONTINUOUS TESTING**



SW30 / 7947 4H1AR

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
Examination Services Unit
1615 Capitol Ave., 4th floor, Suite 73-430
Sacramento, CA 95814
P.O. Box 997378 MS 1700-1702
Sacramento, CA 95899-7378**

(916) 650-0436

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

FINAL FILING DATE: Testing is considered continuous as dates can be set at any time.

Applications must be submitted by the filing dates 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

September 1, 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: \$6712.00 - \$8,357.00 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>

POSITION DESCRIPTION: This is the full supervisory level. Under general direction, is responsible for the planning, coordination, and evaluation of a group of activities of Laboratory Field Services; provides administrative direction to Examiners I and II, Laboratory Field Services, and Cytotechnologists, Laboratory Field Services; and performs other related duties.

Positions exist with the California 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/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. 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 bioanalyst or technologist (general or specialized), or certification as a public health microbiologist issued by the California State Department of Public Health. **AND**

Either I

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

Or II

Experience: Broad and extensive professional experience in a large clinical or public health laboratory in administration or supervision.

AND

Education: Possession of a doctoral degree in one of the clinical or public health laboratory sciences.

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 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.

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, and virology.
2. Principles, techniques, equipment, and terminology used in the laboratory investigation of diseases.
3. Causes and methods of transmission and control of communicable disease.
4. Current developments in clinical and public health laboratory sciences.
5. State and Federal laws and regulations related to clinical and public health laboratories, tissue banks, biologics and proficiency testing services.
6. Principles, practices and techniques of Public Health administration and personnel management, and supervision of the work of others.
7. Manager's role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.
8. Legislative process, and the clinical laboratory programs and policies of the State.
9. Budgeting and other administrative functions.
10. Specific application of State and Federal laws and regulations relating to clinical and public health laboratories.
11. Principles and procedures involved in the investigation of violations and current developments in legislative action affecting clinical and public health laboratories and personnel.

12. General principles of effective supervision.
13. Principles and practices of organization and management as applied to a laboratory program or activity.

Skill to:

1. Collect, organize, and analyze internal data.
2. Organize specialized activities or programs.
3. Collect, organize, and analyze data for hearings.

Ability to:

1. Prepare complex reports, guidelines, and proposed regulations.
2. Use the available scientific resource material.
3. Analyze clinical laboratory, tissue, and blood bank procedures.
4. Conduct surveys of clinical and public health laboratories.
5. Conduct surveys of tissue banks, blood banks and other specialized facilities with accuracy, thoroughness and tact.
6. Interpret and apply laws and regulations to specific cases.
7. Train other staff.
8. Prepare reports.
9. Consult with laboratory personnel and administration.
10. Supervise and direct the work of others.
11. Plan, organize, and coordinate varied complex programs.
12. Prepare budgetary material.
13. Confer and work with legislative representatives, advisory committees, and administrative officials of Federal, State and local agencies.
14. Speak and write effectively.
15. Establish and maintain cooperative relations with staff members and with other agencies and persons.
16. Analyze and evaluate data and reach sound conclusions and take appropriate action.
17. Review, check, and interpret scientific data and reports.
18. Apply rules, regulations, policies, and requirements of State and Federal clinical laboratory programs.
19. Provide leadership in accomplishing basic functions and objectives in assigned programs.
20. Inspire confidence and effective working relationships with employees, managers, and leaders in government or industry.
21. Initiate and follow through on personnel improvements and disciplinary actions.
22. Analyze and evaluate data and reach sound conclusions and take appropriate actions.
23. Establish and maintain cooperative relations and effective communications with local governments and all persons contacted.
24. Plan, organize, direct, and track the work of others.
25. Perceive the alternatives available in the solution of management problems and select realistic courses of action.
26. Effectively contribute to the Equal Employment Opportunity Program.

ELIGIBLE LIST INFORMATION: A departmental open list will be established for use by the California Department of Public Health. The list will expire **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 requirements for admittance to the exam will be placed on the eligible list in one of three ranks.

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: 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 III Lab Field Services

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 III, Laboratory Field Services

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:

Contra Costa County 0700 _____

Los Angeles County 1900 _____

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

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

It is your responsibility to notify the Department of Public Health, Examination Unit, of any changes in your address or availability for employment. All correspondence must include your examination title, identification number and Social Security number.

Signature: _____ Date: _____