



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
EXAMINER III, LABORATORY FIELD SERVICES
FINAL FILING DATE: October 2, 2014
BULLETIN RELEASE DATE: September 2, 2014
OPEN ONLY**



SW30 / 7947 4H1AR

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: 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:

Mailing Address:

**California Department of Public Health
Selection & Certification Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378**

File in Person Address:

**California Department of Public Health
Selection & Certification Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Telephone: (916) 552-9212**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **October 2, 2014**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SALARY RANGES: \$6,236.00 - \$7,765.00 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 by **October 2, 2014**, 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, 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

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Examiner III, Laboratory Field Services

FFD: October 2, 2014

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

_____ (0700) Contra Costa County

_____ (1900) Los Angeles County

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: _____