CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH LABORATORY TECHNICIAN I (MICROBIOLOGY)
OPEN EXAMINATION
FINAL FILING DATE: June 15, 2016

Bulletin Release Date: May 5, 2016

ST86 / 7887 6H164

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:

DEPARTMENT OF PUBLIC HEALTH **(916) 552-8959**
Examination Services Unit
1501 Capitol Avenue, Suite 71.1501
MS 1700 – 1702
P.O. Box 997378
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 class and/or for Public Health Laboratory Technician I (Microbiology) and/or Public Health Laboratory Technician I (Chemical Analysis), you may file for both examinations on a single application. Indicate the class title(s) for which you are applying in the appropriate section of the application.

FINAL FILING DATE: Applications (STD. 678) must be submitted by **June 15, 2016,** the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will not be accepted.

SALARY RANGE: $3,189**-** $3,990 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: Under general supervision, to assist with laboratory work involved in making repetitive biological tests or examinations; to prepare complicated reagents and stains; and to do other related work; Processes specimens for examination by microbiologists; concentrates specimens; prepares mounts and stained slides; assists in autopsying animals; bleeds animals; prepares tissue for tissue culture; prepares cultural and biochemical setups for microbiologists; prepares complicated reagents and media for specific tests; performs quality control procedures on media and reagents; assists microbiologists in preparation of antigens and antisera; tests special media to evaluate its usage by professional staff; assists microbiologist in application of quality control standards; processes and labels reagents and solutions; discards test setups after testing is completed; checks normal tissue cultures and distributes; prepares stains and fixatives for electron microscopes; processes tissue sections for electron microscopy; performs special handling and sealing of ampules for storage in liquid nitrogen; and assists in training of subordinate laboratory personnel.

Positions may exist with the Department of Public Health in Alameda County and Contra Costa County.

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:

EITHER I

Education: Equivalent to two years of college including completion of college-level introductory laboratory courses in general chemistry, general biology, and microbiology.

OR II

One year of experience in the California state service performing the duties of a Senior Laboratory Assistant or Animal Technician III.

AND

Education: Equivalent to completion of the twelfth grade, and completion of college-level introductory laboratory courses in chemistry and a biological science.

OR III

Two years in the California state service performing the duties of a Laboratory Assistant, Range B, or Animal Technician II.

AND

Education: Equivalent to completion of the twelfth grade, and completion of college-level introductory laboratory courses in chemistry and a biological science.

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 entire examination will consist entirely of training and experience evaluation weighted 100%. The Training & Experience Questionnaire (T&E) is designed to elicit a range of specific information about each candidate's knowledge, abilities, and potential to perform the duties of a Public Health Laboratory Technician I (Microbiology). **The T&E questionnaire will be sent via email to applicants who meet the minimum qualifications**. **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 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. College level science, including "hands-on" laboratory courses.
2. Principles of quality control in a laboratory setting.
3. General knowledge of laboratory techniques, materials, and equipment used in microbiological analyses.

Ability to:
1. Under supervision, follow directions to successfully complete a variety of tasks in a laboratory.
2. Read and write English at college level to communicate effectively in verbal and written form.
3. Accurately enter data into a database on a computer.
4. Comply with health and safety standards in a laboratory setting.
5. Work efficiently, effectively, and cooperatively in a group.
6. Maintain a neat and orderly workspace.

Skill to:
1. Perform repetitive work using high quality hand-eye coordination to accomplish the tasks of the job.
2. Use computer programs such as MS Word, Access, and/or Excel.
3. Prepare stain slides for analyses.
4. Prepare laboratory reagents and solutions.
5. Perform titration for analyses.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirement 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. Names of successful competitors are merged into the open eligible list established for use by the Department of Public Health in order of final scores regardless of testing date. Eligibility expires **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 will be granted in this examination since it does qualify as an entrance examination. California law limits granting of veterans preference 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.

Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in the top rank of the eligibility list, regardless of score.

All Open Exams/Eligible lists will award Veterans' Preference, regardless of the classification.

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: **Public Health Laboratory Technician I (Microbiology)**

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: **Public Health Laboratory Technician I (Microbiology)**

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

FFD: June 15, 2016

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.

Alameda County (0100) _____

Contra Costa County (0700) _____

TYPE OF EMPLOYMENT DESIRED:

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

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: _____