



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH MICROBIOLOGIST SUPERVISOR
OPEN EXAMINATION
CONTINUOUS TESTING**



SW35 / 7951 6H1AD

Bulletin Release Date: February 17, 2016

This bulletin supersedes the bulletin released on November 16, 2015

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 (STD. 678) and Supplemental Applications (see Examination Information, page five) 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 hard copy applications to:

By Mail or In Person:

**California Department of Public Health (916) 322-4460
Examination Services Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378**

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

CROSS-FILING INFORMATION: If you meet the entrance requirements for this class and for Public Health Microbiologist Series, you may file for multiple examinations on a single application. You must indicate the class title(s) for which you are applying on the application Form STD. 678.

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:

March 10, 2016 June 10, 2016 September 12, 2016 December 12, 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: \$ \$5,371 - \$7,234 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, plans, organizes and directs the activities of a laboratory unit; assists in other administrative duties of the laboratory including budgeting and

program planning; coordinates training activities, recruitment, and placement of personnel; gives technical and administrative consultation to other laboratories and service programs; performs microbiological examinations which involve complex, non-standardized, innovative procedures; develops and evaluates methods for use in other laboratories; organizes and conducts classes or workshops sponsored by the Department or in cooperation with colleges or universities as well as with Federal, State and local agencies; provides expert testimony on analyses conducted in the unit; and does other related work.

Positions exist with the California Department of Public Health in Alameda 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 by 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.

Possession of a valid Public Health Microbiologist's certificate issued by the California State Department of Health Services (California Department of Public Health). (Applicants who do not possess the required certificate but who are eligible for the examination for certification will be admitted to the examination, but they must secure the certificate before they will be considered eligible for appointment.) **AND**

Either I

Two years performing the duties of a Public Health Microbiologist II in the California State Department of Health Services (California Department of Public Health).

Or II

Four years of experience in microbiology in a public health or comparable laboratory, two years of which must have involved one or a combination of the following:

1. Supervisory experience involving supervision of professional laboratory personnel. or
2. Independent research in medical microbiology (i.e., Bacteriology, Virology, Mycology, Parasitology or Immunology). or
3. Teaching experience at the level of a full-time instructorship with responsibility for a course in medical microbiology (i.e., Bacteriology, Virology, Mycology, Parasitology or Immunology). or
4. Field consultation experience in a medical laboratory discipline.

(Possession of a Doctorate in Microbiology or Public Health with emphasis in microbiology or allied disciplines, e.g., epidemiology, administration, biostatistics, may be substituted for the two years of general experience.)

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 Supplemental Application that is weighted 100%. Applicants are required to respond to the following **seven** supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Public Health Microbiologist Supervisor level. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

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.

EXAMINATION 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. Bacteriological, mycological, parasitological, serological, immunological, virological and molecular identification and characterization methods and how to perform them in order to conduct laboratory analysis for the detection of disease agents.
2. Microbiological pathogens and common non-pathogens with clinical, environmental, or public health significance for the detection and identification of disease and environmentally important agents.
3. Methods of disease transmission and epidemiological principles to select proper specimens for testing and to differentiate between disease agents and harmless organisms.
4. Basic mathematical and statistical methods for data analysis of testing results and quality parameters.
5. Scientific terminology and notation and the metric system to apply quantitative methods and communicate with other scientists and physicians in a common language.
6. Quality control and quality assurance principles and regulations, as well as their application to laboratory operations, new test validation and record keeping in compliance with federal regulations.
7. The use, maintenance and principle of operations of laboratory equipment used for analytical testing and environmental control to assure proper operation and valid laboratory results.
8. Laboratory safety regulations, principles and procedures for the identification and control of chemical, biological, and select agent hazards routinely encountered in the public health laboratory.
9. Common computer programs, (e.g. Microsoft Office), for data management, publications, or presentations.
10. Laboratory resource materials, including current literature, scientific research methods and principles of project management to maintain and improve laboratory operations and for preparation of materials for publication.
11. Disease progression in the human host for the selection and timing of proper specimen collection and testing.
12. Standard operating methods and procedures for detection and identification of microbiological disease agents.
13. Patient confidentiality principles and information security practices as required by laboratory policy and federal regulation.
14. Basic chemistry, microscopy, immunological, and molecular principles in order to understand and perform standardized laboratory assays and develop new testing methods.
15. Project management and time management principles to oversee the prioritization and completion of work assignments/laboratory studies.
16. State operations, relationships, and areas of responsibility to facilitate communication between the laboratory and various state agencies and departments.
17. State and departmental employment opportunity policies and objectives to effectively participate in selection and development of laboratory staff.
18. Modern training tools and techniques for development of laboratory training programs and workshops for staff, trainees and other laboratories or agencies.
19. State administration policies to ensure that administration of laboratory operations and supervision of laboratory staff conforms to state regulations and procedures.
20. Team building and motivational techniques to promote a positive, cooperative, professional work environment.

Ability to:

1. Organize workload, including successful delegation of tasks, to maximize productivity of team members.
2. Work on multiple projects and assignments simultaneously under pressure from timelines, while maintaining appropriate priorities.
3. Adapt to changes and priorities of work assignments and policies which may impact courses of action for completion of projects and assignments.
4. Communicate verbally and in writing in a clear and effective manner with departmental staff and state and local agencies when providing consultation and technical guidance.
5. Recognize skills and abilities of staff and utilize them effectively.
6. Interact and collaborate with staff of various job descriptions and backgrounds in order to foster team building and cooperation.
7. Negotiate to a resolution that is satisfactory to all parties.
8. Perform varied microbiological laboratory tests efficiently and safely.
9. Maintain, organize, and keep laboratory records.
10. Clearly communicate complex concepts to other scientists for consultation or training.
11. Problem solve and troubleshoot when problems occur in the laboratory.
12. Analyze problems with personnel in the laboratory and take appropriate action according to established personnel management policies.
13. Perform all appropriate steps of the disciplinary process including initial counseling, documentation, corrective interviews, and adverse action.
14. Promote equal opportunity in employee hiring, development and promotion.

15. Maintain a work environment that is free from discrimination and harassment.
16. Prepare material for budgets, workloads, and other administrative committees and duties as required.
17. Set priorities consistent with the overall goals of the department and public health needs.
18. Follow written or verbal direction to complete laboratory tasks and assignments, ensure safety, and accomplish laboratory goals and policies.
19. Maintain confidentiality of sensitive issues, including patient and employee information.
20. Critically review scientific literature and assess its potential applications.
21. Represent the department in a professional manner in interaction with the public, scientific community, and legal proceedings.
22. Present findings effectively for various audiences.
23. Work as part of a team, remaining attentive to ideas, recognizing responsibilities, and actively participating with others to accomplish assignments.
24. Work independently to complete laboratory work, adjust priorities, and meet deadlines.
25. Review and approve laboratory testing results and oversee the production of timely reports.
26. Operate and adapt to complex office and laboratory equipment, such as computers, office business machines, microscopes, centrifuges, and balances.
27. Organize, design, and provide effective training curriculum for various participants.

SUPPLEMENTAL APPLICATION: Each applicant for this examination **must** complete and submit responses to the **seven** supplemental items that follow. Answer questions independently and completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the supplemental application. **YOUR RESPONSES ARE SUBJECT TO VERIFICATION** and should be an accurate reflection of your personal experience.

Applications received without responses to the supplemental items will be rejected.

INSTRUCTIONS: When responding to the supplemental items, please follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8½" X 11" paper.
- Your font should be typed in 12 pt., Arial font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately, indicating the corresponding item number for each response. (You may include multiple responses on a single page.)
- Include place of employment, pertinent dates, duties performed, examples, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.
- Please return your state application (678), two copies of the Supplemental Items and the Conditions of Employment (631) to the address listed on the front of the bulletin.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.

SUPPLEMENTAL APPLICATION ITEMS

1. Describe your personal knowledge of and experience with validating a new assay for diagnostic testing.
2. Describe your personal knowledge of and experience with investigating a proficiency test sample result that does not match the intended response.
3. A member of your staff informs you that an Excel spreadsheet containing confidential patient information including protected health information (PHI) was accidentally emailed outside of the Department.
 - Describe how you should proceed with this matter.

4. Describe your personal knowledge of and experience in working in a biosafety level 3 laboratory.

5. It has come to your attention that in the last few weeks the positive control for an assay has been reacting with increasing weakness compared to its normal range.

- Describe how you should determine if there is a problem with this assay.

6. As a Public Health Microbiologist Supervisor, you are responsible for providing equal employment opportunities for all, and ensuring the work environment is free from discrimination and harassment of any kind.

- Describe how you should ensure equal employment opportunities and a harassment free work environment.

7. You are the Supervisor of a group of staff that has low morale, attendance problems, a high volume of complaints, and a significant backlog.

- Describe how you should address these issues.

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: 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: Public Health Microbiologist, Supervisor

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 Microbiologist, Supervisor

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

FFD: Continuous

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:

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 Services 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: _____