



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

SW50 / 7954 8H1AF

Bulletin Release Date: November 16, 2015

This bulletin supersedes the bulletin released on December 17, 2014.



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 to the address listed below 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>.

**Mailing Address:**

California Department of Public Health  
Examination Services Unit  
MS 1700-1702  
P.O. Box 997378  
Sacramento, CA 95899-7378

**File in Person Address:**

California Department of Public Health  
Examination Services Unit  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814  
Telephone: (916) 322-4460

**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.**

**CROSS-FILING INFORMATION:** If you meet the entrance requirements for this class and for Public Health Microbiologist II, you may file for both 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:** The testing office has established the following application cut-off date: March 10, June 10, September 10 and December 10. Submission of applications after the cut-off date will not be accepted for the current examination, but will be held for the next scheduled examination.

**TESTING PERIOD:** A candidate may be tested only once during any testing period. The testing period for this classification is 12 months.

**SALARY RANGES:** **Range A:** \$4278 - \$4997 per month. This range shall apply to persons who do not meet the criteria for payment in Range B.

**Range B:** \$4250 - \$5699 per month. This range shall apply to persons who have satisfactorily completed the equivalent of six months of Public Health Microbiologist I, Range A experience; and may apply to persons who have possession of a valid Public Health Microbiologist's certificate issued by the California State Department of Public Health, and one year of experience performing microbiological analyses in a public health or comparable laboratory.

**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 entry and first journey level. Under direction, performs, interprets, and reports appropriate tests on diagnostic and reference specimens; conducts and reviews quality control procedures; assists in training technical and professional personnel, in developing procedures, in evaluating work of clinical and public health laboratories, and in preparing data for publication; and directs work of laboratory assistants and technicians; and does other related work.

Positions exist with the Department of Public Health in Contra Costa.

**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 official transcripts along with the application when using education to meet the entrance requirements for this examination.**

**MINIMUM QUALIFICATIONS:** Possession of a valid Public Health Microbiologist's certificate issued by the California State Department of Health Services (California Department of Public Health). (Possession of a Baccalaureate Degree with a major in Medical or Public Health Microbiology or equivalent subjects and six months training in a public health laboratory or the equivalent are required for certification. 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.)

**DESIRABLE CHARACTERISTICS:** Color vision adequate to successfully perform the job.

**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 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:** Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

**Knowledge of:**

1. Bacteriological, virological, mycological, parasitological, serological and other microbiological principles, techniques, equipment, and terminology used in the laboratory for the detection and identification of disease agents.
2. Quality control procedures applicable to general field of microbiology;
3. Bacteriological principles, techniques, and terminology used in immunology the examination of food and water.
4. Principles, techniques and terminology used in immunology.
5. The common causes of disease and methods of transmission and control of communicable diseases.
6. Laboratory scientific resource materials.
7. Laboratory equipment and its care.

**Ability to:**

1. Perform microbiological laboratory tests.
2. Do varied and difficult laboratory work.
3. Provide technical guidance to assistants.
4. Keep records and make reports.
5. Analyze situations accurately and take effective action.
6. Work cooperatively and effectively with others.
7. Observe proper safety precautions and procedures.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into a departmental open list established for use by the Department of Public Health in order of final scores regardless of testing date. Eligibility expires **18** 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.

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](http://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](http://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:** Public Health Microbiologist I

**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.

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**Locations in which you are willing to work:**

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

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: \_\_\_\_\_