



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
ANNOUNCEMENT FOR OPEN TESTING
SUPERVISING PUBLIC HEALTH BIOLOGIST**



Continuous Testing

SX50-7962 9H1A1

Bulletin Release Date: December 16, 2013
This bulletin supersedes any prior versions.

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 hard copy applications 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: There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

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: \$5,450- \$7,114 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 first level supervisor of the Public Health Biologist series. Incumbents, under general direction, plan, organize, and direct the activities of Public Health Biologists and other technical staff within an assigned geographic or program area of responsibility; and do other related work. Supervisory and administrative responsibilities include selection and assignment of staff, evaluation of employee performance, participation in budget preparation, operational planning, and the prioritizing and allocation of resources, and may serve in an acting capacity for the section chief in their absence.

Positions exist with the California Department of Public Health in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements as 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. Please submit a copy of your official degree and transcripts as it relates to meeting the education 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.

Either I

Two years of experience in the California state service performing the duties of a Senior Public Health Biologist.

Or II

Four years of experience in the California state service performing the duties of an Associate Public Health Biologist.

Or III

Experience: Six years of extensive and increasingly responsible professional experience in vector biology and control, two of which must have been in a position comparable to that of Senior Public Health Biologist in California state service. (Possession of a graduate degree in a biological science or closely related specialty may be substituted for the required experience on the basis of a master’s satisfying two years of the required experience or a doctorate degree satisfying three years of the required experience.) **And**

Education: Graduation from college with baccalaureate degree in biological or closely related science.

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.

DESIRABLE CHARACTERISTICS: Willingness to travel and work away from the office.

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: Ratings 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. Epidemiological principles and concepts in the control of zoonotic diseases.
2. Biology and taxonomy of vertebrates and invertebrates of importance in the transmission of vector-borne diseases.
3. Research techniques in the study of disease transmission, and vector and reservoir animal population dynamics.
4. Procedures used in the prevention and control of animal-related diseases.
5. Current technology and sources of information.
6. Medical entomology, epidemiology, mammalogy, ecology, taxonomy, and biology.
7. Public health principles, practices, laws and regulations.
8. Use of chemical and biological control agents.
9. Current public health issues including biological and ecological research studies.
10. Principles and techniques of planning and organizing a vector-borne disease prevention and control program.
11. Understanding of special laboratory procedures for infectious material or specimen handling.
12. Effective methods of disseminating pertinent material and/or public health emergency releases to field staff and other agencies.

13. Principles and techniques of personnel management and supervision.
14. Understanding the total scope of vector control program activities.
15. Manager's role in the Equal Employment Opportunity (EEO) program and the processes available to meet equal employment objectives.

Ability to:

1. Conduct field surveillance and handle diseased animals.
2. Identify arthropods and compile distribution records.
3. Analyze and evaluate surveillance data and other scientific observations.
4. Communicate effectively.
5. Independently conduct scientific studies required to evaluate vector-borne disease and control problems.
6. Analyze situations accurately and select effective courses of action.
7. Establish and maintain cooperative relationships with individuals, organizations, and governmental agencies.
8. Interpret current research literature and apply results to prevention and control programs.
9. Effectively evaluate vector-borne disease prevention and control programs at the local level and make recommendations for improvements and/or compliance with current laws and regulations.
10. Plan and organize a major program or regional activity.
11. Develop educational materials for distribution to the public and local agencies.
12. Present training programs to local agencies, special interest groups, and associations.
13. Effectively contribute to the Department's Equal Employment Opportunity (EEO) objectives.

ELIGIBLE LIST INFORMATION: 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 list in order of the final scores regardless of date. Eligibility expires **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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: 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 Rank 1 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