



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
EXAMINER III, LABORATORY FIELD SERVICES**

Final File Date: **July 16, 2012**  
Bulletin Release Date: June 18, 2012

**OPEN ONLY**

**SPOT: Richmond and Los Angeles**

SW30 -7947      2H1FU



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.

<b>EXAMINATION TYPE</b>	This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.
<b>WHO SHOULD APPLY</b>	Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination which is competitive.
<b>HOW TO APPLY</b>	To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <a href="http://www.spb.ca.gov/jobs/stateapp.htm">http://www.spb.ca.gov/jobs/stateapp.htm</a> . Applications may be filed in person or by mail with:  <p align="center"><b>CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 445-0983 SELECTION AND CERTIFICATION UNIT</b></p> <p><b>In Person:      1501 CAPITOL AVENUE, SUITE 1501</b> <b>By Mail:        MS 1700-1702</b> <b>                      P.O. BOX 997378</b> <b>                      SACRAMENTO, CA 95899-7378</b></p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
<b>FINAL FILING DATE</b>	Applications (Form STD. 678) must be submitted by <b>July 16, 2012</b> , the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.
<b>SPECIAL TESTING INFORMATION</b>	If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.
<b>SALARY RANGE(S)</b>	\$6,114 - \$7,391 per month.
<b>EMPLOYEE BENEFITS</b>	In addition to the salary above the California Department of Public Health offers benefits in the following areas: <ul style="list-style-type: none"> <li>● Health, Dental, and Vision</li> <li>● Cash Benefit Programs</li> <li>● Disability Insurance</li> <li>● Work, Home, and Family</li> <li>● Beneficiary and Survivor Benefits</li> <li>● Awards</li> <li>● Retirement and Separation Benefits</li> <li>● Flexible Schedules</li> <li>● Public Transit Reimbursement (limits apply)</li> </ul> <p>A complete description of all benefits may be viewed at <a href="http://www.dpa.ca.gov/benefits/index.htm">http://www.dpa.ca.gov/benefits/index.htm</a></p>
<b>POSITION DESCRIPTION</b>	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 Richmond and Los Angeles.
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by <b>July 16, 2012</b> , the final filing date. Your signature on your application indicates that you have <u>read</u> , <u>understood</u> , and <u>possess</u> the basic qualifications required.  <b>NOTE:</b> Applications/resumes <b>must</b> include "to" and "from" dates (month/day/year), time base, civil

	<p>service class title(s), and range (if applicable) for all work experience. College course information <b>must</b> include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).</p> <p><b>Applications/resumes received without this information will be rejected.</b></p>
<b>MINIMUM QUALIFICATIONS</b>	<p>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.</p> <p>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. <b>AND</b></p> <p style="text-align: center;"><b>Either I</b></p> <p>Two years of experience performing the duties of an Examiner II, Laboratory Field Services, in California state service.</p> <p style="text-align: center;"><b>Or II</b></p> <p>Experience: Broad and extensive professional experience in a large clinical or public health laboratory in administration or supervision; <b>AND</b></p> <p>Education: Possession of a doctoral degree in one of the clinical or public health laboratory sciences.</p>
<b>GENERAL QUALIFICATIONS</b>	<p>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.</p>
<b>EXAMINATION INFORMATION</b>	<p>This examination utilizes an evaluation of education and experience (E&amp;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.</p> <p>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.</p> <p>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.</p>
<b>SCOPE</b>	<p>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:</p> <p><b>Knowledge of:</b></p> <ol style="list-style-type: none"> <li>1. Technical areas of clinical or public health laboratory sciences such as clinical chemistry, toxicology, bacteriology, immunology, mycology, hematology, parasitology, cytology, or virology, including principles, techniques, equipment and terminology used in the laboratory investigation of diseases.</li> <li>2. The causes and methods of transmission and control of communicable disease.</li> <li>3. Current developments in clinical and public health laboratory sciences.</li> <li>4. State and Federal laws and regulations related to clinical and public health laboratories, biologics production, and proficiency testing services.</li> <li>5. Use of available scientific resource material.</li> <li>6. Specific application of State and Federal laws and regulations relating to clinical and public health laboratories, including principles and procedures involved in the investigation of violations and current developments in legislative action affecting clinical and public health laboratories and personnel.</li> <li>7. General principles of effective supervision.</li> <li>8. Principles and practices of organization and management as applied to a laboratory program or activity.</li> <li>9. Principles, practices and techniques of public health administration and personnel management, and supervision of the work of others.</li> <li>10. A manager's role in the Equal Employment Opportunity and the processes available to meet</li> </ol>

	<p>Equal Employment Opportunity objectives.</p> <ol style="list-style-type: none"> <li>11. The legislative process, and the clinical laboratory programs and policies of the State.</li> <li>12. Budgeting and other administrative functions.</li> </ol> <p><b>Ability to:</b></p> <ol style="list-style-type: none"> <li>1. Perform clinical laboratory tests, microbiological analyses, or other specialized technical procedures.</li> <li>2. Conduct surveys of clinical and public health laboratories, blood banks and other specialized facilities with accuracy, thoroughness and tact.</li> <li>3. Interpret and apply laws and regulations to specific cases.</li> <li>4. Prepare reports.</li> <li>5. Consult with laboratory personnel and administrators.</li> <li>6. Supervise the work of others.</li> <li>7. Organize specialized activities or programs.</li> <li>8. Collect and organize data for hearings.</li> <li>9. Prepare complex reports, guidelines, and proposed regulations.</li> <li>10. Direct the activities of others.</li> <li>11. Plan, organize, and coordinate varied complex programs.</li> <li>12. Prepare budgetary material.</li> <li>13. Confer and work with legislative representatives, advisory committees, and administrative officials of Federal, State and local agencies.</li> <li>14. Speak and write effectively.</li> <li>15. Analyze situations accurately and take appropriate action.</li> <li>16. Establish and maintain cooperative relations with staff members and with other agencies and persons.</li> <li>17. Effectively contribute to the Department's Equal Employment Opportunity objectives.</li> <li>18. Analyze and evaluate data and reach sound conclusions and take appropriate actions.</li> <li>19. Review, check, and interpret scientific reports.</li> <li>20. Apply rules, regulations, policies, and requirements of State and Federal clinical laboratory programs.</li> <li>21. Provide leadership in accomplishing basic functions and objectives in assigned programs.</li> <li>22. Inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.</li> </ol>
<b>ELIGIBLE LIST INFORMATION</b>	<p>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.</p> <p><b>NOTE:</b> Transfer of list eligibility is not permitted from a list established by an E&amp;E examination to a list established by any other type of examination.</p> <p>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.</p>
<b>VETERANS PREFERENCE</b>	<p>Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination.</p>
<b>TELECOMMUNICATIONS DEVICE FOR THE DEAF</b>	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>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</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>