



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
LABORATORY ASSISTANT
 Final File Date: **AUGUST 14, 2012**
 Bulletin Release Date: **JULY 24, 2012**
WRITTEN TEST DATE: September 22, 2012
OPEN ONLY



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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.

EXAMINATION TYPE	This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.
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	<p>To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://jobs.ca.gov/pdf/std678.pdf. Applications may be filed in person or by mail with:</p> <p align="center"> CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 445-0983 SELECTION AND CERTIFICATION UNIT 1501 CAPITOL AVENUE, SUITE 1501 MS 1700-1702 P.O. BOX 997378 SACRAMENTO, CA 95899-7378 </p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by AUGUST 14, 2012 , the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.
SPECIAL TESTING INFORMATION	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.
WRITTEN TEST DATE	Written test date September 22, 2012. Written tests will be scheduled in Richmond, CA in Contra Costa county. It is the candidate's responsibility to contact the California Department of Public Health three days prior to the written test date if he/she has not received his/her notice.
IDENTIFICATION REQUIREMENT	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE(S)	\$2153.00 - \$2613.00 per month.
EMPLOYEE BENEFITS	<p>In addition to the salary above the California Department of Public Health offers benefits in the following areas:</p> <ul style="list-style-type: none">  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) <p>A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm</p>
POSITION DESCRIPTION	<p>This is the entry and first working level. Incumbents perform assigned, varied, standardized and nontechnical laboratory procedures in processing or preparing laboratory specimens, materials and supplies, and in operation of specialized mechanical laboratory equipment while receiving on-the-job training.</p> <p>Positions exist with the California Department of Public Health in Richmond, CA and Los Angeles, CA.</p>

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by AUGUST 14, 2012, 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.</p> <p>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).</p> <p>Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<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>Either I Six months of experience in laboratory work.</p> <p>Or II Education: Equivalent to completion of the eighth grade.</p> <p>Or III Satisfactory completion of a formalized laboratory work experience and training program of at least three months' duration, such as those conducted under Manpower Development and Training Act, Work Incentive Program, or similar work experience programs conducted by State agencies.</p>
GENERAL QUALIFICATIONS	<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>
EXAMINATION INFORMATION	<p>The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process.</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 circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.</p>
WRITTEN TEST SCOPE	<p>Ability to:</p> <ol style="list-style-type: none"> 1. Communicate effectively at a level required to follow a large variety of instructional manuals and procedures. 2. Communicate effectively at a level required for successful job performance to fully comprehend and perform instructions received from supervisors. 3. Write effectively in English at a level required for successful job performance to communicate with other staff as well as other laboratories. 4. Clean laboratory equipment, maintaining health and safety standards. 5. Learn elementary laboratory methods and procedures for successful job performance. 6. Follow verbal directions to successfully perform daily laboratory tasks and also comply with health and safety standards. 7. Work efficiently and effectively in a group to perform tasks within the laboratory requiring close and cooperative working environments. 8. Read color-data and subtle color differences. (Applicants with partial color blindness must demonstrate the ability to satisfactorily distinguish colors most frequently found in laboratory work. 9. Color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farmsworth D-15 Arrangement Test.) 10. To use high quality hand-eye coordination to accomplish the tasks of the job. <p>Maintain neat and orderly work area to comply with health and safety standards.</p> <p>Skill to:</p> <ol style="list-style-type: none"> 1. Accurately perform repetitive tasks to accomplish the daily workload. 2. Complete assignments in a timely and efficient manner to allow the projects and workload of the laboratory to progress.

ELIGIBLE LIST INFORMATION	<p>Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a place 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 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</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>
VETERANS PREFERENCE	<p>Veterans preference credits will be granted in this examination since it does qualify as an entrance examination. California law limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from California Department of Human Resources or the department shown on this announcement.</p>
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<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>