



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
SENIOR LABORATORY ASSISTANT**

Final File Date: April 6, 2012
Bulletin Release Date: March 9, 2012

OPEN ONLY

SPOT: Contra Costa County

ST90 -7878 2H111



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	To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://www.spb.ca.gov/jobs/stateapp.htm . Applications may be filed in person or by mail with: <p align="center">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 319-9759 SELECTION AND CERTIFICATION UNIT</p> <p>In Person: 1501 CAPITOL AVENUE, SUITE 1501 By Mail: 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 April 6, 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.
ORAL INTERVIEW DATE	It is anticipated that oral interviews will be scheduled during June/ July 2012, in Contra Costa county.
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)	\$2495 - \$3031 per month.
EMPLOYEE BENEFITS	In addition to the salary above the California Department of Public Health offers benefits in the following areas: <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	This level is the journeyman/lead person level of the series. Incumbents, under supervision, perform biological, chemical or related procedures involving a varied sequence of technical operations following well-defined methods; and assist with training and direction of subordinates. Positions exist with the California Department of Public Health in the City of Richmond, CA in Contra Costa County.

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 April 6, 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 Two years of experience in the California state service performing laboratory work, including one year performing the duties of a Laboratory Assistant, Range B.</p> <p>Or II Completion of two years of college including at least twelve semester hours in college laboratory courses such as chemistry, physics, biology, or bacteriology. (Two years of experience performing technical laboratory work may be substituted for the required education on a year-for-year basis.)</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 Qualification Appraisal Panel interview that is weighted 100% and will be held in the City of Richmond, CA in Contra Costa County only. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview 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>
INTERVIEW SCOPE	<p>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:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. The English language to read at a level required to fully comprehend and perform instructions from supervisors. 2. The English language to read at a level required for to comprehend a large variety of manuals and procedures. 3. The English language to write at a level required to effectively communicate with other staff as well as other laboratories. 4. Effective strategies to work in group settings and foster cooperative working environments, specifically in a laboratory setting. 5. Health and safety standards required in a laboratory setting. 6. Appropriate techniques to clean laboratory equipment necessary for maintaining health and safety standards in a laboratory setting. <p>Ability 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 reach laboratory goals and objectives. 3. Learn and apply specialized techniques accurately and rapidly.

	<ol style="list-style-type: none"> 4. Keep accurate records necessary for successful tracking of all activities in the laboratory. 5. Provide effective training and direction of subordinates. 6. Learn elementary laboratory methods and procedures for successful job performance. 7. Follow directions to successfully complete a variety of task and comply with health and safety standards. 8. Read color-coded data and subtle color differences. (Applicants with partial color blindness must demonstrate the ability to satisfactorily distinguish colors most frequently found in laboratory work. Color vision adequate to successfully perform the job measured by the Ishihara Pseudo-Chromatic Plate test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.) 9. Use high quality hand-eye coordination to accomplish the task of the job.
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 the State Personnel Board 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>