



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
SUPERVISING LABORATORY ASSISTANT II**

Final File Date: **SEPTEMBER 12, 2012**
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OPEN ONLY

ST70 -7889 2H112



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) 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 SEPTEMBER 12, 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.
SALARY RANGE(S)	\$3051 - \$3710 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>Under general directions, plans, organizes, and directs the work of a large group of Laboratory Assistants, including subordinate supervisory or technical personnel engaged in carrying out a variety of routine, nonprofessional laboratory functions.</p> <p>Positions exist with the California Department of Public Health in Richmond, CA in Contra Costa County.</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 SEPTEMBER 12, 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</p>

	<p>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. A copy of your official degree and transcripts may assist in the evaluation of your qualifications as it relates to meeting the education requirements for this examination.</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 In California State service either: 1. One year of experience performing the duties of a Supervising Laboratory Assistant I; or 2. Two years of experience performing the duties of a Senior Laboratory Assistant.</p> <p>Or II: Experience: One year of experience with responsibility for the supervision of the work of a group of nontechnical laboratory personnel; and</p> <p>Education: Equivalent to the completion of two years of college, including at least twelve semester hours in college laboratory courses, such as chemistry, physics, biology, or bacteriology. (Additional qualifying experience in nontechnical supervision or in 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>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 and 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>
SCOPE	<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>Knowledge of:</p> <ol style="list-style-type: none"> Names and uses of the common types of laboratory equipment. Elementary laboratory methods. Techniques and procedures; ordering, storage, and utilization of consumable laboratory supplies and equipment. General and special laboratory safety procedures. Principles of effective supervision. The preparation of laboratory specimens. <p>Ability to:</p> <ol style="list-style-type: none"> Apply wide range of nontechnical laboratory techniques. Plan, organize, and direct the work of a large nontechnical laboratory staff, and get them to work together effectively. Analyze situations accurately and adopt an effective course of action.

	<p>4. Follow oral and written directions.</p> <p>5. Prepare clear and comprehensive reports and statements.</p> <p>6. Keep clear and concise records.</p>
<p>ELIGIBLE LIST INFORMATION</p>	<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>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.</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>
<p>VETERANS PREFERENCE</p>	<p>Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination.</p>
<p>TELECOMMUNICATIONS DEVICE FOR THE DEAF</p>	<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>