



ANNOUNCEMENT FOR OPEN TESTING SUPERVISING LABORATORY ASSISTANT II

Final Filing Date: **MAY 23, 2008**

SPOT RICHMOND

Bulletin Release Date: APRIL 25, 2008

ST 70-7889 8H110



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: 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:

DEPARTMENT OF PUBLIC HEALTH (916) 324-0286
SELECTION UNIT
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1700-1702
P.O. BOX 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **May 23, 2008**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SALARY RANGES: \$3051 - \$3710 per month.

POSITION DESCRIPTION: 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.

Positions exist in Richmond

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **May 23, 2008**, the final filing date. 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.

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

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.

Or II:

Experience: One year of experience with responsibility for the supervision of the work of a group of nontechnical laboratory personnel; **and**

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.)

SPECIAL PERSONAL CHARACTERISTICS: Aptitude and liking for laboratory work; orderliness; tact; reliability; either normal color vision, or partial color blindness only. (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 as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

EXAMINATION INFORMATION: EDUCATION AND EXPERIENCE- Weighted 100%

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.

Resumes and/or attachments are encouraged and special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope and minimum qualification stated on this bulletin.

SCOPE: In addition to evaluating the candidates' relative abilities as demonstrated by depth and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Names and uses of the common types of laboratory equipment.
2. Elementary laboratory methods.
3. Techniques and procedures; ordering, storage, and utilization of consumable laboratory supplies and equipment.
4. General and special laboratory safety procedures.
5. Principles of effective supervision.
6. The preparation of laboratory specimens.

Ability to:

1. Apply wide range of nontechnical laboratory techniques.
2. Plan, organize, and direct the work of a large nontechnical laboratory staff, and get them to work together effectively.
3. Analyze situations accurately and adopt an effective course of action.
4. Follow oral and written directions.
5. Prepare clear and comprehensive reports and statements.
6. Keep clear and concise records.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires **24 months** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE: Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

Applications are available at the State Personnel Board office, through the Internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and the Department noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. All candidates who pass will be ranked according to their scores.

The 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.

Eligible Lists: 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. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General qualifications: 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.

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