



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
ANIMAL TECHNICIAN III  
OPEN EXAMINATION  
CONTINUOUS TESTING**



ST30 / 7871 7H1CA02

Bulletin Release Date: October 7, 2015

This bulletin supersedes the bulletin released on December 17, 2014

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**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:** Applications must be submitted to the address listed below via the U.S. Postal Service, or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>.

**Mailing Address:**  
California Department of Public Health  
Examination Services Unit  
MS 1700-1702  
P.O. Box 997378  
Sacramento, CA 95899-7378

**File in Person Address:**  
California Department of Public Health  
Examination Services Unit  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814  
Telephone: (916) 552-8959

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**FINAL FILING DATE:** The testing office has established the following application cut-off date: January 1, April, 1, July 1 and October 1. Submission of applications after the cut-off date will not be accepted for the current examination, but will be held for the next scheduled examination.

**TESTING PERIOD:** A candidate may be tested only once during any 12 month period.

**SALARY RANGES:** \$2754 - \$3446 per month.

**EMPLOYEE BENEFITS:**

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- 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)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

**POSITION DESCRIPTION:** An Animal Technician III supervises, directs, and works with a staff of animal technicians involved in husbandry of laboratory animals; assures adherence to the prescribed sanitation procedures; participates in selection and training personnel for animal care; performs laboratory and technical procedures such as euthanasia, administration of drugs under supervision, bleeding of animals, handling animals inoculated with human pathogens, and mixing precise levels of test material in feed; coordinates stock level of animals with work of the various projects and laboratories; orders adequate animal feed, bedding and other supplies for a section of the facility; assists in the preparation of standard operating procedures; recommends design or modification of laboratory animal facilities, and devices for feeding, watering, and restraint of laboratory animals; transports animals between facilities; is responsible for operation of major pieces of equipment such as autoclaves, cage washers and chlorinators; and is responsible for the operations of a breeding colony.

Positions exist with the Department of Public Health in Contra Costa County.

**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 on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications **must** include “to” and “from” dates (month/day/year), time base, job titles and/or civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree. **Applications received without this information will be rejected. Applicants must submit a copy of official transcripts along with the application when using education to meet the entrance requirements for this examination.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements stated below more than one pattern and are distinguished as Either I, or II, or III, etc.

**Either I**

One year of experience in the California state service performing the duties of an Animal Technician II.

**Or II**

Three years of experience in laboratory work including the care of animals in a laboratory facility. (Completion at a collegiate-grade institution of the equivalent of twelve semester hours of laboratory science or animal science courses or Certification as a Laboratory Animal Technician by the American Association for Laboratory Animal Science may be substituted for one year of the required experience.)

**SPECIAL PERSONAL CHARACTERISTICS:** Keen interest in and a desire to provide humane care and treatment of laboratory animals; freedom from symptoms of allergy associated with or attributed to the presence of animals; willingness to work rotating shifts, weekends, and holidays.

**GENERAL QUALIFICATIONS:** 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.

**EXAMINATION INFORMATION:** 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.

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.

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.

**SCOPE:** Rankings 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:

**Knowledge of:**

1. Care, maintenance and habits of laboratory animals.
2. Recognition of clinical signs of illness in laboratory animals.
3. Sexing of animals.
4. Principles of effective supervision.
5. Laboratory equipment.
6. Basic principles of sanitation and disinfection.
7. Animal food preparation and preservation.
8. Structures and functions of organ systems.
9. Principles of experimental methods.
10. Department's Equal Employment Opportunity Program objectives.
11. A manager's role in the equal employment opportunity and the processes available to meet equal employment opportunity objectives.

**Ability to:**

1. Direct the work of others.
2. Follow oral and written instructions.
3. Analyze situations accurately, take effective action, and work cooperatively with others.
4. Effectively contribute to the department's equal employment opportunity objectives.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into a departmental open list established for use by the California Department of Public Health in order of final scores regardless of testing date. Eligibility expires

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 minimum qualifications will be placed on the eligible.

**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.

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.

**VETERANS' PREFERENCE:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

**HOW TO APPLY FOR VETERANS' PREFERENCE:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

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

**CONDITIONS OF EMPLOYMENT (631)**

**Examination Title:** Animal Technician III

**Name:** \_\_\_\_\_  
(Print: first, middle initial, last)

**FFD:** Continuous

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

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**Locations in which you are willing to work:**

Please check your choices - you will not be offered a job in locations not checked.

Contra Costa County (0700) \_\_\_\_\_

**TYPE OF EMPLOYMENT DESIRED:**

**ON A PERMANENT BASIS, I AM WILLING TO WORK:**

\_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time (regular hours less than 40)      \_\_\_\_\_ Intermittent (on call)  
\_\_\_\_\_ Limited Term

**ON A TEMPORARY BASIS, I AM WILLING TO WORK:**

\_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time (regular hours less than 40)      \_\_\_\_\_ Intermittent (on call)  
\_\_\_\_\_ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your examination title, identification number and Social Security number.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_