CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
ANIMAL TECHNICIAN IV
OPEN EXAMINATION
CONTINUOUS TESTING

ST25 / 7876 4H126

Bulletin Release Date: January 29, 2016

This bulletin supersedes the bulletin released on October 7, 2015

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.**

By Mail or In Person:

California Department of Public Health (916) 552-8959
Examination Services Unit
1501 Capitol Avenue, Suite 71.1501
MS 1700 – 1702
P.O. Box 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

FINAL FILING DATE: Testing is considered continuous as dates can be set at any time.

Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are**:**

March 14, 2016

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

SALARY RANGES: $3124 - $3912 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: Under general direction, to supervise and direct a staff of animal technicians in the operation of a major-sized animal resources facility involved in breeding, training and caring for a variety of laboratory animals. Responsible for effective delivery of laboratory animal services to the various laboratories. Perform administrative tasks and maintains records for the operation of the facility. Select and train animal technician staff. Prepare and assist in the preparation of detailed laboratory animal procedures such as euthanasia, oral and parenteral administration of drugs, and bleeding of animals. Coordinate the needs of various sections of the facility, including the ordering of additional animals and supplies. Coordinate the records of productions, purchase, distribution, and death of animals in the colonies. Keep abreast of the latest animal care publications and methods. Responsible for the overall general maintenance and sanitation of the animal facility. Participate in appropriate professional staff meeting and may be delegated to represent the interest of the facility on specified occasions.

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 III.

Or II

Four years of experience in the care of animals in a laboratory resources facility, at least one year of this shall have been in a supervisory capacity. (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 general experience.)

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. The care, maintenance, and breeding requirements of laboratory rodents and rabbits in compliance USDA regulations.
2. Basic principles of sanitation, disinfection, and safe use of hazardous agents.
3. Mechanical cage washing equipment operation, troubleshooting, and technical support.
4. Ventilated animal housing equipment operation, troubleshooting, and technical support.
5. Administration of animal facilities, including purchasing, detailed record keeping, cost accounting, and supervision of animal care.
6. Routine clinical laboratory procedures in bacteriology, hematology, and parasitology.
7. Structure and function of organ systems.
8. Gestation periods, as well as gender and weaning ages of laboratory rodents..
9. Principals of experimental methods.
10. Equal Employment Opportunity (EEO) regulations and objectives to promote the department's EEO policies and goals in making hiring and employment decisions.
11. A manager/supervisor's role in the implementation of the department's EEO program and accompanying policies to promote fair and equitable hiring and employment decisions within the work unit.
12. Relevant issues arising from the American with Disabilities Act (ADA) to ensure that hiring and employment decisions conform to ADA provisions and requirements.

Skill to:

1. Facilitate an open exchange of ideas and provide for effective two-way communication.

2. Introduce changes in the work unit in a positive manner in an effort to generate support for the changes and to minimize impact or perceived impact on staff.

Ability to:

1. Direct the work of others.
2. Train and supervise a staff of animal technicians.
3. Manage a large animal resource facility.
4. Learn and utilize electronic communication and data collection software.
5. Communicate verbally, in person, by telephone, electronically, or in written form clearly and concisely with a variety of audiences on a variety of matters, adjusting the level and tone of the message appropriately for the particular audience.
6. Effectively determine which issues, work tasks, and other assignments to delegate; which to complete personally; and which to refer to superiors, using appropriate departmental, work unit, and other applicable policies, procedures, and guidelines.
7. Understand and implement new policies, procedures, and programs, ensuring appropriate staff training and overall planning to minimize disruption to staff.
8. Maintain a high level of morale in the work unit by providing staff a sense of worth in work tasks accomplished and allowing staff input into the professional environment of the work unit.
9. Be flexible in adapting to changes in priorities, work assignments, and other interruptions which may impact pre-determined courses of action for completing or progressing with work tasks.
10. Set an example for staff by modeling expectations and performance standards to gain cooperation from others in accomplishing goals and garnering support for necessary compromises.
11. Handle and resolve conflicts, confrontations, and disagreements in a positive, constructive manner.
12. Recognize and acknowledge positive, valued employee contributions in an effort to reinforce those behavior(s) and enhance overall employee performance.
13. Document employee performance for coaching, counseling, and disciplinary activities.
14. Comply with the department's EEO policies and practices in making hiring and employment decisions.
15. Conduct hiring interviews with candidates for employment and/or promotion to ensure that candidates elected meet the established qualifications.

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 **24** 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 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.

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

California Department of Public Health
SECURITY INFORMATION FOR PARTICIPANTS

Preparation, Development, Review of
State Civil Services Examination Material

EXAMINATION TITLE: Animal Technician IV

State law requires that civil service examinations are confidential and impartial. We ask that you assume a personal responsibility in maintaining the competitive aspects and confidential nature of this examination. The personal information that you provide on this form is required for documentation purposes. All information will remain confidential.

As a candidate, you must comply with the following test security standards:

1. DO NOT REVEAL the fact that you are participating in the examination process to anyone.

2. DO NOT DISCUSS any aspect of the examination with anyone. This includes supervisors, peers and co-workers. This security limitation includes information on all questions and answers.

I certify that:

1. I will not reveal to anyone that I am participating in this examination.
2. I will not discuss any aspect of this material with anyone.
3. I will adhere to all the established security measures.

I hereby certify and understand that the information provided by me in this application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsification. I further understand that this information may be verified and that, if it is discovered I have made any false representations, I will be removed from the promotional list resulting from this examination, and possibly dismissed from civil service.

_____ _____
Signature Date

_____
Printed Name

Return this page with your original signature along with your State Application STD 678.

Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Animal Technician IV

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.

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: _____