



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CHIEF, LABORATORY FIELD SERVICES BRANCH
OPEN ONLY**

SK80/ 7758 6H114

Bulletin Release Date: January 29, 2016

Final File Date: **February 29, 2016**



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.

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: 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
Examination Services Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378**

(916) 322-4460

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

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **February 29, 2016**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

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

SALARY RANGES: \$7,368 - \$9,181 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 administrative direction in the California Department of Public Health, to plan, organize, and direct the work of the Laboratory Field Services Branch in order to assure high quality biomedical laboratory services throughout California through education, consultation, and regulation of clinical laboratories, public health laboratories, laboratory personnel, manufacturers of biological products, and care and use of laboratory animals; to assist in policy formulation; to do other related work.

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 include more than one pattern and are distinguished as either I, or II, or III etc.

Possession of a valid license as a clinical laboratory bioanalyst or technologist, or certification as a public health microbiologist issued by the California State Department of Public Health **AND**

Either I

Two years of experience in microbiologist or closely related specialty in the California State Department of Public Health in a class performing duties at least comparable in level to an Examiner III, Laboratory Field Services.

Or II

Possession of a degree of doctor of philosophy or equivalent doctor degree from a recognized university with specialization in microbiology, public health or a closely related. **AND**

Three years of increasingly responsible experience in an administration or supervisory capacity in a large public health laboratory or a comparable medical diagnostic laboratory.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement candidate must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with 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: 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:

Knowledge of:

1. Advanced knowledge of technical areas of clinical and public health laboratory sciences such as medical microbiology, clinical chemistry, genomics, and epidemiology.
2. Knowledge of principles, techniques, equipment, and terminology used in the laboratory investigation of diseases.
3. Knowledge of causes and methods of transmission and control of communicable disease.
4. Knowledge of current developments in clinical and public health laboratory sciences.
5. Knowledge of State and Federal laws and regulations related to clinical and public health laboratories, tissue banks, biologics and proficiency testing services.
6. Knowledge of principles, practices and techniques of public health administration and personnel management, and supervision of the work of others.
7. Knowledge of manager's role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.

8. Knowledge of the legislative process, and the clinical laboratory programs and policies of the State.
9. Knowledge of fiscal management, budget preparation and other administrative functions.
10. Knowledge of principles and procedures involved in the investigation of violations and current developments in legislative action affecting clinical and public health laboratories and personnel.
11. Knowledge of principles and practices of organization and management as applied to a clinical and public health laboratory program or activity.
12. Knowledge of California's Public Record Act.

Skill to:

1. Skill to collect, organize and analyze internal data.
2. Skill to organize specialized activities or programs.
3. Skill to collect, organize and analyze data for hearings.

Ability to:

1. Ability to prepare complex reports, guidelines, and proposed regulations.
2. Ability to use the available scientific resource material.
3. Ability to analyze clinical laboratory, tissue, and blood bank procedures.
4. Ability to plan and direct technical staffs engaged in clinical and public health laboratory inspection activities.
5. Ability to plan and direct technical staffs engaged in inspections of tissue banks, blood banks and other specialized facilities.
6. Ability to interpret and apply laws and regulations to specific legal issues.
7. Ability to train staff.
8. Ability to analyze complex program implementation problems and develop effective courses of action to solve them.
9. Ability to relate and effectively communicate with leadership in federal agencies, state and national professional laboratory organizations and societies, and national agencies that credential laboratory facilities and personnel.
10. Ability to plan, organize, direct, and track the work of others.
11. Ability to plan, organize, and coordinate varied complex programs.
12. Ability to confer and work with legislative representatives, advisory committees, and administrative officials of Federal, State and local agencies.
13. Ability to speak and write effectively.
14. Ability to establish and maintain cooperative relations and effective communications with staff members, local governments and all persons contacted.
15. Ability to analyze and evaluate personnel situations accurately and take effective action.
16. Ability to review, check, and interpret scientific data and reports.
17. Ability to apply rules, regulations, policies, and requirements of State and Federal clinical and public health laboratory programs.
18. Ability to provide leadership, to organize for success, and to facilitate functional needs and structure to achieve strategic goals.
19. Ability to inspire confidence and effective working relationships with employees, managers, and leaders in government or industry.
20. Ability to initiate and follow through on personnel improvements and disciplinary actions.
21. Ability to analyze and evaluate data and reach sound conclusions and take appropriate actions.
22. Ability to effectively communicate with department and agency officials and keep them apprised of significant issues or concerns.
23. Ability to prepare scientific articles for publication.
24. Ability to understand the alternatives available to the LFS Branch in the solution of information technology management problems, and work with ITSD to select the best courses of action.
25. Ability to effectively contribute to the Equal Employment Opportunity Program.
26. Ability to facilitate Public Record Act requests.

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 list.

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: Chief, Laboratory Field Services Branch

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: Chief, Laboratory Field Services Branch

Name: _____
(Print: first, middle initial, last)

FFD: February 29, 2016

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: _____