



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CYTOTECHNOLOGIST, LABORATORY FIELD SERVICES
OPEN EXAMINATION**

SV80/ 7910 6H172

Bulletin Release Date: **May 17, 2016**

Final File Date: **September 19, 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 **June 17, 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: \$4,435.00 - \$6,054.00 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, in the California Department of Public Health (formerly Department of Health Services), incumbents administer the State's proficiency testing program for all cytology labs holding a valid clinical laboratory license to operate in California. Conduct competency testing of Cytotechnologists statewide. Inspect and evaluate individual laboratories to assure that analyses are properly performed and meet licensure standards. May act as Laboratory Field Services technical consultants in the field of cytotechnology.

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: Possession of a valid California Cytotechnologist License issued by the California Department of Public Health (formerly Department of Health Services).

AND

Four years of full-time clinical laboratory experience in cytotechnology in a laboratory licensed by the California Department of Public Health (formerly Department of Health Services) or certified under the Medicare Program as an independent laboratory.

Or II

Possession of a valid California Cytotechnologist Certificate issued by California Department of Public Health (formerly Department of Health Services).

AND

Four years of full-time clinical laboratory experience in cytotechnology in a laboratory licensed by the California Department of Public Health (formerly Department of Health Services) or certified under the Medicare Program as an independent laboratory.

(This pattern will be eliminated effective January 1, 1993, since continued practice of cytology will require passage of a competency test administered by the California Department of Public Health (formerly Department of Health Services). Successfully passing the competency test fulfills license requirements described under Pattern I.)

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. Knowledge of technical areas of clinical or public health laboratory, including principles, techniques, equipment and terminology used in the laboratory investigation of disease.
2. Knowledge of the causes and methods of transmission and control of communicable disease.
3. Knowledge of current developments in clinical and public health laboratory services.
4. Knowledge of the use of available scientific resource material.

5. Knowledge of clinical technology, methods, and procedures used in the preparation and microscopic examination of slides of exfoliated cells.
6. Knowledge of the evaluation of microscopic stain quality of slides.
7. Knowledge of the latest diagnostic methods, equipment, and technology, such as computer-assisted screening and molecular diagnostics.
8. Knowledge of parasites on the specimen slides.
9. Knowledge of cellular reactions that indicate viral, fungal and bacterial infections.
10. Knowledge of cellular morphology.
11. Knowledge of cellular function.

Skill to:

1. Skill to have strong analytical, problem-solving, and decision-making abilities.

Ability to:

1. Ability to proficiently correspond with email, phones, and letters.
2. Ability to interpret and apply laws and regulations to specific cases.
3. Ability to identify and evaluate normal and abnormal test reactions and/or results.
4. Ability to stain and prepare cytologic slides for microscopic examination.
5. Ability to microscopically evaluate slide preparations of gynecologic and non-gynecologic material.
6. Ability to prepare clear and concise reports.
7. Ability to consult with laboratory personnel and administrators and survey team co-workers.
8. Ability to handle pressure and responsibility.
9. Ability to speak and write effectively.
10. Ability to refer to the Laboratory Field Services Policies and Procedure Manual.

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: Cytotechnologist, 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: Cytotechnologist, Laboratory Field Services Branch

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

FFD: June 17, 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: _____