



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
SUPERVISING PUBLIC HEALTH BIOLOGIST
OPEN EXAMINATION
CONTINUOUS TESTING**



SX50 / 7962 9H1AI

Bulletin Release Date: November 16, 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) 322-4460

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: March 15, July 15, September 15 and December 15. 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 testing period. The testing period for this classification is January 1 through December 31.

SALARY RANGES: \$ 5698 - \$ 7437 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: This is the first level supervisor of the series. Incumbents, under general direction, plan, organize, and direct the activities of Public Health Biologists and other technical staff within an assigned geographic or program area of responsibility; and do other related work. Supervisory and administrative responsibilities include selection and assignment of staff, evaluation of employee performance, participation in budget preparation, operational planning and the prioritization and allocation of resources, and may serve in an acting capacity for the section chief in their absence.

Positions may exist with the Department Public Health in the following Counties: Alameda, Contra Costa, Sacramento and San Bernardino.

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.

Either I

Two years of experience in the California state service performing duties of a Senior Public Health Biologist.

Or II

EXPERIENCE: Six years of extensive and increasingly responsible professional experience in vector biology and control, two of which must have been in a position comparable to that of Senior Public Health Biologist in California state service. (Possession of a graduate degree in a biological science or closely related specialty may be substituted for the required experience on the basis of a master’s satisfying two years of the required experience or a doctorate degree satisfying three years of the required experience.)

AND

EDUCATION: Graduation from college with baccalaureate degree in biological or closely related science.

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.

DESIRABLE CHARACTERISTICS: Willingness to travel and work away from the office.

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 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 of professional education and experience beyond what is minimally required. Emphasis will be place on measuring:

Knowledge of:

1. Epidemiological principles and concepts in the control of zoonotic diseases.
2. Biology and taxonomy of vertebrates and invertebrates of importance in the transmission of vector-borne diseases.
3. Research techniques in the study of disease transmission, and vector and reservoir animal population dynamics.
4. Procedures used in the prevention and control of animal-related diseases.
5. Current technology and sources of information.
6. Medical entomology, epidemiology, mammalogy, ecology, taxonomy, and biology.
7. Public health principles, practices, laws and regulations.
8. Use of chemical and biological control agents.
9. Current public health issues including biological and ecological research studies.
10. Principles and techniques of planning and organizing a vector-borne disease prevention and control program.
11. Understanding of special laboratory procedures for infectious material or specimen handling.
12. Effective methods of disseminating pertinent material and/or public health emergency releases to field staff and other agencies.
13. Principles and techniques of personnel management and supervision.
14. Understanding the total scope of vector control program activities.
15. Manager’s role in the Equal Employment Opportunity (EEO) program and the process available to meet equal employment objectives.

Ability to

1. Conduct field surveillance and handle diseased animals.
2. Identify arthropods and compile distribution records.

3. Analyze and evaluate surveillance data and other scientific observations.
4. Communicate effectively.
5. Independently conduct scientific studies required to evaluate vector-borne disease and control problems.
6. Analyze situations accurately and select effective courses of action.
7. Establish and maintain cooperative relationships with individuals, organizations, and governmental agencies.
8. Interpret current research literature and apply results to prevention and control programs.
9. Effectively evaluate vector-borne disease prevention and control programs at the local level and make recommendations for improvements and/or compliance with current laws and regulations.
10. Plan and organize a major program or regional activity.
11. Develop educational materials for distribution to the public and local agencies.
12. Present training programs to local agencies, special interest groups, and associations.
13. Effectively contribute to the Department's Equal Employment Opportunity (EEO) objectives.

ELIGIBLE LIST INFORMATION: In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the list 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.

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

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Supervising Public Health Biologist

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.

Alameda County (0100) _____
Contra Costa County (0700) _____
Sacramento County (3400) _____
San Bernardino County (3600) _____

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