ANNOUNCEMENT FOR OPEN TESTING

Public Health Microbiologist Supervisor (Virology)

Final Filing Date: **April 3, 2009**

Bulletin Release Date: March 6, 2009

SW85 -7952 9H11501

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

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: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at **http://www.spb.ca.gov/jobs/stateapp.htm**. Applications may be filed in person or by mail with:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH **(916) 552-9212**
SELECTION UNIT
In Person: **1501 Capitol Avenue, Suite 1501**
By Mail: **MS 1700-1702**
P.O. BOX 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS FILING INFORMATION: If you meet the entrance requirements for this classification and for Public Health Microbiologist Specialist (Virology) scheduled at the same time, you may file for both examinations on a single application. You must indicate the class title(s) corresponding to each examination for which you are applying on the application Form STD. 678.

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **April 3, 2009**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during May, and in such locations throughout the state as the number of candidates and conditions warrant.

SALARY RANGES: $5137 - $6718 per month.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: This is the full supervisory level of the series. Under general direction, plans, organizes, and directs the activities of a laboratory unit; assists in other administrative duties of the laboratory including budgeting and program planning; coordinates training activities, recruitment, and placement of personnel; gives technical and administrative consultation to other laboratories and services programs; performs virologic examinations which involve complex, nonstandardized, innovative procedures; develops and evaluates methods for use in other laboratories; organizes and conducts classes or workshops sponsored by the Department or in cooperation with colleges or universities as well as Federal, State, and local agencies; provides expert testimony on analyses conducted in the unit; and does other related work.

Positions exist with the California Department of Public Health in Richmond.

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 by **April 3, 2009**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, 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 (if applicable).
Applications/resumes received without this information will be rejected.

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 Public Health Microbiologist's certificate issued by the California State Department of Health Services. (Applicants who do not possess the required certificate but who are eligible for the examination for certification will be admitted to the examination, but they must secure the certificate before they will be considered eligible for appointment.)**AND**

Either I

Two years performing the duties of a Public Health Microbiologist II (Virology) in the State Department of Health Services.

Or II

Four years of experience in microbiology in a public health or comparable laboratory, including at least two years of virologic experience, and two years of which must have involved one or a combination of the following:

1. Supervisory experience involving supervision of professional laboratory personnel.
2. Independent research in medical microbiology (i.e.,Bacteriology, Virology, Mycology, Parasitology or Immunology).
3. Teaching experience at the level of a full-time instructorship with responsibility for a course in medical microbiology (i.e.,Bacteriology, Virology, Mycology, Parasitology or Immunology).
4. Field consultation experience in a medical laboratory discipline.

(Possession of a Doctorate in Microbiology or Public Health with emphasis in virology or allied disciplines, e.g., epidemiology, administration, biostatistics, may be substituted for the two years of general experience.)

GENERAL QUALIFICATIONS: 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: The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

INTERVIEW SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Serological, immunological, virological, rickettsial and molecular identification and characterization methods and how to perform them in order to conduct laboratory analysis for the detection of disease agents.
2. Virological and rickettsial pathogens and common non-pathogens with clinical, environmental, or public health significance for the detection and identification of disease and environmentally important agents.
3. Methods of disease transmission and epidemiological principles to select proper specimens for testing and to differentiate between disease agents and harmless organisms.
4. Basic mathematical and statistical methods for data analysis of testing results and quality parameters.
5. Scientific terminology and notation to apply quantitative methods and communicate with other scientists and physicians in a common language.
6. Quality control and quality assurance principles and regulations, as well as their application to laboratory operations and record keeping in accordance with federal regulations.
7. The use, maintenance and principle of operations of laboratory equipment used for analytical testing and environmental control to assure proper operation and valid laboratory results.
8. Laboratory safety regulations, principles and procedures for the identification and control of chemical and biological hazards routinely encountered in the public health laboratory.
9. Laboratory resource materials, including current literature, scientific research methods and principles of project management to maintain and improve laboratory operations and for preparation of materials for publication.
10. Disease progression in the human host for the selection and timing of proper specimen collection and testing.

11. Standard operating methods and procedures for detection and identification of virological and rickettsial disease agents.
12. Patient confidentiality principles and information security practices as required by laboratory policy and federal regulation.
13. Basic chemistry, microscopy, immunological, and molecular principles in order to understand and perform standardized laboratory assays and develop new testing methods.
14. Prioritization for timely completion of work assignments/laboratory studies.
15. State operations, relationships, and areas of responsibility to facilitate communication between the laboratory and various state agencies and departments.
16. State and departmental employment opportunity policies and objectives to effectively participate in selection and development of laboratory staff.
17. Modern training tools and techniques for development of laboratory training programs and workshops for staff, trainees and other laboratories or agencies.
18. Team building and motivational techniques to promote a positive, cooperative, professional work environment.

Ability to:

1. Work on multiple projects and assignments simultaneously under pressure from timelines, while maintaining appropriate priorities.
2. Adapt to changes and priorities of work assignments and policies which may impact courses of action for completion of projects and assignments.
3. Communicate verbally in a clear and effective manner with departmental staff and state and local agencies when providing consultation and technical guidance.
4. Interact and collaborate with staff of various job descriptions and backgrounds in order to foster team building and cooperation.
5. Negotiate a difficult situation to a resolution.
6. Perform varied microbiological laboratory tests efficiently and safely.
7. Maintain, organize, and keep laboratory records.
8. Clearly communicate complex concepts to other scientists for consultation or training.
9. Problem solve and troubleshoot when problems occur in the laboratory.
10. Follow written or verbal direction to complete laboratory tasks and assignments, ensure safety, and accomplish laboratory goals and policies.
11. Maintain confidentiality of sensitive issues, including patient and employee information.
12. Critically review scientific literature and assess its potential applications.
13. Represent the department in a professional manner in interaction with the public, scientific community, and legal proceedings.
14. Present findings effectively for various audiences.
15. Work as part of a team, remaining attentive to ideas, recognizing responsibilities, and actively participating with others to accomplish assignments.
16. Work independently to complete laboratory work, shift priorities and meet deadlines.
17. Operate and adapt to complex office and laboratory equipment, such as computers, office business machines, microscopes, centrifuges, and balances.
18. Organize, design, and provide effective training curriculum for various participants.
19. Organize workload, including successful delegation of tasks, to maximize productivity of team members.
20. Recognize skills and abilities of staff and utilize them effectively.
21. Interact and collaborate with staff of various job descriptions and backgrounds in order to foster team building and cooperation.
22. Analyze problems with personnel in the laboratory and take appropriate action according to established personnel management policies.
23. Perform all appropriate steps of the disciplinary process including initial counseling, documentation, corrective interviews, and adverse action.
24. Promote equal opportunity in employee hiring, development and harassment.
25. Maintain a work environment that is free from discrimination and harassment.
26. Prepare material for budgets, workloads, and other administrative committees and duties as required.
27. Set priorities consistent with the overall goals of the department and public health needs.
28. Review and approve laboratory testing results and oversee the production of timely reports.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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 PREFERANCE: Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

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