



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
SENIOR LABORATORY ASSISTANT  
Open Examination**



Final Filing Date: **July 30, 2015**  
Bulletin Release Date: **June 30, 2015**

ST90 -7878 5H151

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 (STD. 678) and Supplemental Applications (page three) must be submitted via the U.S. Postal Service or hand delivered to the California 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>. Submit hard copies to:

**Mailing Address:**  
California Department of Public Health  
Exam Services Unit  
MS 1700-1702  
P.O. Box 997378  
Sacramento, CA 95899-7378

**File in Person Address:**  
California Department of Public Health  
Exam Services Unit  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814  
Telephone: (916) 319-9759

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**FINAL FILING DATE:** Applications (STD. 678) and Supplemental Applications must be submitted by **July 30, 2015**, the final filing date. Applications postmarked or personally delivered after the filing deadline will not be accepted.

**SALARY RANGES:** \$ 2545.00 - \$3184.00 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 list of all benefits may be viewed at <http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

**POSITION DESCRIPTION:** This level is the journeyman/leadperson level of the series. Incumbents, under supervision, perform biological, chemical or related procedures involving a varied sequence of technical operations following well-defined methods; and assist with training and direction of subordinates.

Positions exist with the California Department of Public Health in Alameda County and 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 by **July 30, 2015**, 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 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.

**Experience:** Two years of experience in the California state service performing laboratory work, including one year performing the duties of a Laboratory Assistant, Range B.

**Or II**

**Education:** Completion of two years of college including at least twelve semester hours in college laboratory courses such as chemistry, physics, biology, or bacteriology. (Two years of experience performing technical laboratory work may be substituted for the required education on a year-for-year basis.)

**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:** The examination will consist of a Supplemental Application that is weighted 100%. Applicants are required to respond to the following **five** supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Senior Laboratory Assistant level. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

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.

**EXAMINATION 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. Laboratory methods and procedures.
2. The fundamentals of biology, chemistry and elementary mathematics.
3. The fundamentals of laboratory equipment.
4. Personal computers.

**ABILITY TO:**

1. Read English effectively at a level required for successful job performance to follow a large variety of manuals and procedures.
2. Read English effectively at a level required to fully comprehend and perform instructions from supervisors.
3. Write effectively in English at a level required for successful job performance to communicate with other staff as well as other laboratories.
4. Clean laboratory equipment appropriately maintaining health and safety standards.
5. Learn elementary laboratory methods and procedures for successful job performance.
6. Follow directions to successfully complete a variety of tasks and comply with health and safety standards.
7. Read color-coded data and subtle color differences. (Applicants with partial color blindness must demonstrate the ability to satisfactorily distinguish colors most frequently found in laboratory work. Color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.)
8. Use high quality hand-eye coordination to accomplish the tasks of the job.
9. Maintain a neat and orderly work area to maintain health and safety standards.
10. Learn and apply specialized techniques accurately and rapidly.
11. Keep accurate records.
12. Obtain a valid California driver’s license to enable transporting samples/specimens.

**SUPPLEMENTAL APPLICATION:** Each applicant for this examination **must** complete and submit responses to the **five** supplemental items that follow. Answer questions independently and completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the supplemental application. **YOUR RESPONSES ARE SUBJECT TO VERIFICATION** and should be an accurate reflection of your personal experience.

Applications received without responses to the supplemental items will be rejected.

**INSTRUCTIONS:** When responding to the supplemental items, please follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8½" X 11" paper.
- Your font should be typed in 12 pt., Arial font.
- Responses must be limited to one page per item; any additional pages over the one page per item limitation will not be reviewed.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately, indicating the corresponding item number for each response. (You may include multiple responses on a single page.)
- Include place of employment, pertinent dates, duties performed, examples, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.
- Please return your state application (678), two copies of the Supplemental Items, Security agreement and the Conditions of Employment (631) to the address listed on the front of the bulletin.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.

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### **SUPPLEMENTAL APPLICATION ITEMS**

1. Describe your knowledge of and experience with the quality control procedures and/or quality control methods; you should take to ensure the quality of the final product when preparing culture media, reagents, chemicals or biospecimens.
2. Describe your personal knowledge of and experience with the quality control practices that are critical in the management of supplies, media and reagents.
3. Describe your personal knowledge of and experience with ensuring proper laboratory safety against laboratory hazards.
4. Describe your personal knowledge of and experience with handling a chemical spill; include your immediate and follow up responses.
5. Describe your personal knowledge of and experience with acting as a lead for a new laboratory assistant to help ensure their proper learning and development.

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**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 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](http://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](http://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

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**California Department of Public Health**  
**SECURITY INFORMATION FOR PARTICIPANTS**  
Preparation, Development, Review of  
State Civil Services Examination Material

EXAMINATION TITLE: Senior Laboratory Assistant

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.

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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 supplemental 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 Supplemental Application.**

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

**CONDITIONS OF EMPLOYMENT (631)**

Title: Senior Laboratory Assistant

Name: \_\_\_\_\_  
(Print: first, middle initial, last)

FFD: July 30, 2015

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:**

\_\_\_\_\_ 0100 Alameda    \_\_\_\_\_ 0700 Contra Costa

**TYPE OF EMPLOYMENT DESIRED:**

\_\_\_\_\_ Permanent                      \_\_\_\_\_ Limited Term                      \_\_\_\_\_ Full Time  
\_\_\_\_\_ Part Time (regular hours less than 40)                      \_\_\_\_\_ Intermittent (on call)

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.

DISCLOSURE OF INTERVIEW QUESTIONS TO OTHER COMPETITORS IS PROHIBITED AND MAY LEAD TO DISQUALIFICATION IF DISCOVERED.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this page with your original signature along with your Supplemental Application.**