



ALAMEDA COUNTY

Human Resource Services**Microbiologist
Recruitment #15-5605-01**

Thursday, April 28, 2016

DATE OPENED 4/22/2016
FILING DEADLINE 5/17/2016 5:00:00 PM
SALARY \$32.97 - \$39.13/hour; \$64,291.50 - \$76,303.50/year
EMPLOYMENT TYPE Permanent Full-Time Employment
HR ANALYST Shelisa Jackson
WORK LOCATION Oakland

INTRODUCTION

PLEASE READ THIS ENTIRE BULLETIN ---

THIS IS A REOPENING OF AN EXISTING EXAMINATION. IF YOU HAVE PREVIOUSLY APPLIED FOR THE MICROBIOLOGIST (15-5605-01) READ THIS ENTIRE BULLETIN FOR INSTRUCTIONS ON HOW TO REAPPLY FOR THIS RECRUITMENT.

The scores and dispositions of candidates for this examination will be merged with previous exam participants. If you are currently on the list and you choose to reapply you will forfeit your current rank and score. Your new score/disposition will replace your current score and rank. In order to reapply for this position, please contact the examination analyst at shelisa.jackson@acgov.org to have your previous application released back to you.

The eligible list resulting from this examination will cancel any existing list and may last approximately one year, but can be extended.

A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 5:00 p.m. on the Last Day for Filing. Failure to submit the Supplemental Questionnaire will result in disqualification. Applications will only be accepted on-line.

A Conviction History Form (CHF) must be completed by ALL applicants for this position. DO NOT attach to your application. Return the form via mail or hand deliver to Human Resources Services Department, ATTN: Evaluation Unit, 1405 Lakeside Drive, Oakland, CA 94612. The form must be received within three (3) business days from the date you apply, otherwise the application will not be processed. [Click Here to Access the CHF Form](#)

DESCRIPTION**THE AGENCY**

Alameda County's Health Services Program is administered by the Health Care Services Agency and includes the following program areas: Behavioral Health Care, Public Health, Environmental Health, and Agency Administration/Indigent Health. The ultimate mission of the Health Care Services Agency is to provide fully integrated health care services through a comprehensive network of public and private partnerships that ensure optimal health and well-being and respect the diversity of all residents.

THE LABORATORY

The Public Health Laboratory provides testing services for the identification of microorganisms that cause disease, including bacteria, fungi, viruses, and parasites. These services aid in the prevention and control of communicable diseases. Our goals are to:

- Interrupt the spread of communicable disease by rapid identification of human microorganisms in human specimens.
- Assure the food and water are free from microbial contaminates.
- Assure that food handlers and day-care workers who have salmonella or other intestinal diseases are clear before they return to work.
- Prevent the spread of rabies to humans by testing high risk animals that have human contact or are found in the environment.

THE POSITION

Microbiologists are assigned to programs of the public health laboratory on a rotating basis, receiving orientation and guidance in each section from Senior Microbiologists, who have permanent responsibility for a group of sections.

Under general supervision, Microbiologists prepare, perform, and report on technical examination involving the fields of bacteriology, parasitology, serology, virology, mycology, and clinical laboratory examinations in order to obtain scientific data which may be used to ascertain the presence, progress, and source of disease.

Microbiologist are also responsible for validating and interpreting scientific laboratory test data, keeping records and preparing reports; performing quality control and preventive maintenance procedures; entering test data into computer laboratory information system and compiling statistical reports. Large numbers of specimens are processed through various tests, in order to detect the presence of bacteria or bacteriological signs involved in communicable diseases, such as HIV, tuberculosis, gonorrhea, diphtheria, syphilis, streptococcus, and various enteric diseases. General clinical laboratory tests involving chronic diseases, as well as air, water and milk product sample examinations also are part of the workload.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a degree in medical or public health microbiology, or one of the related life sciences as may be determined by the State Department of Public Health.

Experience:

The equivalent of six months of field experience in a public health laboratory or the equivalent of one year in a clinical or hospital laboratory approved for training in Public Health Microbiology by the State Department of Public Health.

Certificate:

Possession of a valid certificate as a Public Health Microbiologist issued by the State Department of Public Health.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

The most suitably qualified candidates will possess the following competencies:

Knowledge of:

- The fundamentals of bacteriology, parasitology, serology, mycology, virology, and other microbiological principles.
- Chemical principles of the examination of body fluid, food, and water.
- Public health laboratory procedures and techniques,
- Common causes of disease and the methods of transmission and control of communicable diseases.
- Laboratory equipment and its care.

Ability to:

- Perform public health laboratory tests.
- Follow oral and written instructions.
- Work cooperatively and effectively with others.
- Observe safety precautions and procedures.
- Keep records and make reports.

EXAMINATION COMPONENTS

THE EXAMINATION STEPS:

- 1) Review of the applications and supplemental questionnaires to verify minimum qualifications.
- 2) Those candidates who possess the minimum qualifications for the class will be placed on the eligible list based on an evaluation of education, training, and experience. Candidates must attain a qualifying rating on each portion of this examination.

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED EXAMINATION STEPS

SELECTION PLAN

Applicants will be informed via email with reasonable notice in advance of any examination process which will require their attendance. The following dates are tentative and subject to change based on the needs of the Agency:

TENTATIVE SELECTION PLAN

Deadline for Filing:	May 17, 2016 <i>*tentative deadline*</i>
Review of Applications & Supplemental Questionnaires for Minimum Qualifications:	Continuous
Oral Interviews	TBD

Alameda County utilizes a Civil Service Selection System founded on merit. Such a system is competitive and based on broad recruitment efforts and equal opportunity for qualified applicants to test in an examination process designed to determine the qualifications, fitness and ability of competitors to perform duties of the vacant position. Many of our recruitments are targeted and specific to the needs of a current vacant position, in which case, the eligible list may be exclusively used for that current vacant position. Other recruitments may be more broadly used for both current and future vacancies, or for other alternate jobs with comparable scopes of work.

To learn more about our recruitment and selection process, please visit the "What You Need To Know" section of our website: www.acgov.org/hrs.

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The Human Resource Services Department will make reasonable efforts in the examination process to accommodate qualified individuals with mental and physical disabilities, and/or medical conditions in accordance/compliance with the State Fair Employment Housing Act (FEHA), Federal Americans with Disabilities Act (ADA) of 1990, and Alameda County Resolution No. R-83-773. To request an accommodation due to a disability during this or other phases of the selection process, please contact the Human Resource Services Department at (510) 272-6472 before the final filing deadline. Alameda County Human Resources Services will require documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a permanent disability pursuant to the U.S. Equal Employment Opportunity Commission's statute of the Americans with Disability Act of 1990, as amended, and/or the California Department of Fair Employment and Housing (DFEH) Act.

For more information regarding our Reasonable Accommodation procedures, please visit our website, www.acgov.org/hrs.

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Welfare Benefits

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Vision
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- County Allowance
- Health Flexible Spending Account
- Dependent Care Flexible Spending Account
- Accident, Critical Illness & Hospital Indemnity
- Long Term Care Insurance
- Employee Assistance Program

For your Financial Future

- Short-term Disability Insurance

- Long-Term Disability Insurance
- Retirement Plan – (Defined Benefit Pension Plan)
- Deferred Compensation Plan

For your Work/Life Balance

- 11 paid holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Group Auto/Home
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.

CONCLUSION

All notices related to County recruitments for which you have applied will be sent/delivered via email. Please add @acgov.org and alamedacountyHR@acgov.org as accepted addresses to any email blocking or spam filtering program you may use. If you do not do this, your email blocking or spam filtering program may block receipt of the notices regarding your application for recruitments. You are also strongly advised to regularly log into your County of Alameda online application account to check for notices that may have been sent to you. All email notices that will be sent to you will also be kept in your personal online application account. You will be able to view all of your notices in your online application account by clicking on the 'My applications' button on the Current Job Openings page.

Please take the steps recommended above to insure you do not miss any notices about a recruitment for which you have applied. The County of Alameda is not responsible for notices that are not read, received or accessed by any applicant for a County recruitment.

NOTE: All notices are generated through an automated email notification system. Replies to the email box alamedacountyHR@acgov.org are routed to an unmonitored mailbox. If you have questions please go to our website at www.acgov.org/hrs. You may also contact the Human Resources Analyst listed on the bulletin for the recruitment for which you have applied.

Shelisa Jackson, Human Resources Analyst
Human Resource Services Division, County of Alameda
shelisa.jackson@acgov.org
510-208-3954
www.acgov.org/hrs