



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

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## **PUBLIC HEALTH MICROBIOLOGIST II**

**Schematic Code: SW40 Classification Code: 7948 Exam Code: 8H1AG**

**Examination Type: Open Continuous**

### **FINAL FILING DATES**

Testing is considered continuous as dates can be set at any time. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for 12 months from the established list date.

Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are:

**January 10, 2017**

**March 10, 2017**

**May 10, 2017**

**July 12, 2017**

**September 12, 2017**

**November 10, 2017**

**January 10, 2018**

### **SALARY**

**\$5337-\$7181 per month**

### **EQUAL EMPLOYMENT OPPORTUNITY**

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 CAN APPLY

Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement should apply. This is an open examination. Applications will not be processed on a promotional basis and career credits do not apply.

## MINIMUM QUALIFICATIONS

Possession of a valid Public Health Microbiologist's certificate issued by the California State Department of Health Services (California Department of Public Health). (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 One

One year performing the duties of a Public Health Microbiologist I, Range B, in the California State Department of Health Services (California Department of Public Health)..

Or Two

Three years of experience performing a wide variety of microbiological (i.e., Bacteriology, Virology, Mycology, Parasitology, or Immunology) analyses in a public health or comparable laboratory. [A Master's Degree in Medical Microbiology or Public Health with emphasis in microbiology or allied disciplines (e.g., epidemiology, administration, and Biostatistics) may be substituted for one-year experience.]

## 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.

## POSITION DESCRIPTION

### TYPICAL TASKS

This is the advanced journey or lead level. Under general direction, provides technical leadership and assists in the planning and direction of laboratory work of a specified unit; uses specialized techniques, develops and applies complex, non-standardized analyses, requiring initiative and independent judgment; develops quality assurance procedures; performs functions typical of a State reference laboratory such as technical consultation to local public health and clinical laboratorians, directors, physicians and officials of other State, local, and private agencies; trains postdoctoral microbiologists, pathologists, and related medical personnel in standardized and specialized microbiological methods and interpretation of test results; plans and conducts evaluations of performance of local public health and clinical laboratory work; and assists in preparing data for publication.

## HOW TO APPLY

To apply for this examination, please complete and return the following:

**STANDARD STATE APPLICATION (FORM 678)**

**COPY OF UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS**

Applications and any additional documents must be submitted 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). Submit ([California State Application STD 678](#)) and any additional documents to:

DEPARTMENT OF PUBLIC HEALTH  
Examination Services Unit  
1615 Capitol Ave., 4<sup>th</sup> floor, Suite 73-430  
P.O. Box 997378 MS 1700 – 1702  
Sacramento, CA 95899-7378

**DO NOT SUBMIT APPLICATIONS**  
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)  
THROUGH EMAIL  
THROUGH FAX  
THROUGH INTER-AGENCY MAIL

## **CONTACT INFORMATION**

All questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

**PHONE NUMBER: 916-558-1753**

## **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.

## **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 unofficial/official transcripts along with the application when using education to meet the entrance requirements for this examination.

**SCOPE OF EXAMINATION:** 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. Bacteriological, virological, mycological, parasitological, serological and other microbiological principles, techniques, equipment, and terminology used in the laboratory for the detection and identification of disease agents.
2. Quality control procedures applicable to general field of microbiology.
3. Principles, techniques, and terminology used in immunology and in the examination of food and water.
4. Common causes of disease and methods of transmission and control of communicable diseases.
5. Available laboratory scientific resource materials.
6. Working knowledge of laboratory equipment and its care.
7. Principles and methods of scientific research and relevant scientific theories.
8. New, Innovative test methodologies.

**Ability to:**

1. Perform microbiological laboratory tests.
2. Do varied and difficult laboratory work.
3. Provide technical guidance to assistants.
4. Maintain records and make reports.
5. Analyze situations accurately and take effective action.
6. Work cooperatively and effectively with others in a laboratory setting.
7. Observe proper safety precautions and procedures.
8. Develop new or modify existing methods and procedures.
9. Plan, direct, and do highly technical, difficult, and complex analyses.
10. Prepare technical reports and papers for publication.
11. Plan and review work of others.

## **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 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 **18** 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.

## **VETERAN'S 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 State Jobs' website](http://www.jobs.ca.gov) (www.jobs.ca.gov) has information on how to apply for Veterans' Preference on their website and on the [Application for Veterans' Preference form \(CalHR 1093\)](https://jobs.ca.gov/PDF/SPB1093.pdf) (https://jobs.ca.gov/PDF/SPB1093.pdf). Additional information is also available at the [Department of Veterans Affairs website](http://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

## CONDITONS OF EMPLOYMENT (631)

### Examination Title: Public Health Microbiologist II

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

Final Filing Dates:

**January 10, 2017**

**March 10, 2017**

**May 10, 2017**

**July 12, 2017**

**September 12, 2017**

**November 10, 2017**

**January 10, 2018**

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) \_\_\_\_\_

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 name, examination title, and identification number.

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