



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

CHIEF – LABORATORY FIELD SERVICES BRANCH

Schematic Code: SK80 Classification Code: 7758 Exam Code: 8H108

Examination Type: Open Exam

FINAL FILING DATES

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 final filing date indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. The filing date is:

February 19, 2018

SALARY

\$8,123 – \$10,122 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 as stated on this announcement may take this competitive examination.

MINIMUM QUALIFICATIONS

Possession of a valid license as a clinical laboratory bioanalyst or technologist, or certification as a public health microbiologist issued by the California State Department of Public Health **AND**

Either I

Two years of experience in microbiology or a closely related specialty in the California State Department of Public Health in a class performing duties at least comparable in level to an Examiner III, Laboratory Field Services.

Or II

Possession of a degree of doctor of philosophy or equivalent doctoral degree from a recognized university with specialization in microbiology, public health or a closely related.

AND

Three years of increasingly responsible experience in an administration or supervisory capacity in a large public health laboratory or a comparable medical diagnostic laboratory.

GENERAL QUALIFICATIONS

All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health consistent with the ability to perform the assigned duties of the class.

POSITION DESCRIPTION**TYPICAL TASKS**

Under administrative direction in the California Department of Public Health, to plan, organize, and direct the work of the Laboratory Field Services Branch in order to assure high quality biomedical laboratory services throughout California through education, consultation, and regulation of clinical laboratories, public health laboratories, laboratory personnel, manufacturers of biological products, and care and use of laboratory animals; to assist in policy formulation; to do other related work.

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:

By Mail:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
P.O. Box 997378 MS 1700 – 1702
Sacramento, CA 95899-7378

Drop Off:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
1615 Capitol Avenue, Ste 73.430
Sacramento, CA 95814

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

CONTACT INFORMATION

All questions regarding this examination (including 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 by the final filing date, **February 19, 2018**. 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 either official or unofficial 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. Advanced knowledge of technical areas of clinical and public health laboratory sciences such as medical microbiology, clinical chemistry, genomics, and epidemiology.
2. Principles, techniques, equipment, and terminology used in the laboratory investigation of diseases.
3. Causes and methods of transmission and control of communicable disease.
4. Current developments in clinical and public health laboratory sciences.
5. State and Federal laws and regulations related to clinical and public health laboratories, tissue banks, biologics and proficiency testing services.
6. Principles, practices and techniques of public health administration and personnel management, and supervision of the work of others.
7. Manager's role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.
8. Legislative process, and the clinical laboratory programs and policies of the State.
9. Fiscal management, budget preparation and other administrative functions.
10. Principles and procedures involved in the investigation of violations and current developments in legislative action affecting clinical and public health laboratories and personnel.
11. Principles and practices of organization and management as applied to a clinical and public health laboratory program or activity.
12. California's Public Record Act.

Skill to:

1. Collect, organize and analyze internal data.
2. Organize specialized activities or programs.
3. Collect, organize and analyze data for hearings.

Ability to:

1. Prepare complex reports, guidelines, and proposed regulations.
2. Use the available scientific resource material.
3. Analyze clinical laboratory, tissue, and blood bank procedures.
4. Plan and direct technical staffs engaged in clinical and public health laboratory inspection activities.
5. Plan and direct technical staffs engaged in inspections of tissue banks, blood banks and other specialized facilities.
6. Interpret and apply laws and regulations to specific legal issues.
7. Train staff.
8. Analyze complex program implementation problems and develop effective courses of action to solve them.
9. Relate and effectively communicate with leadership in federal agencies, state and national professional laboratory organizations and societies, and national agencies that credential laboratory facilities and personnel.
10. Plan, organize, direct, and track the work of others.
11. Plan, organize, and coordinate varied complex programs.
12. Confer and work with legislative representatives, advisory committees, and administrative officials of Federal, State and local agencies.
13. Speak and write effectively.

14. Establish and maintain cooperative relations and effective communications with staff members, local governments and all persons contacted.
15. Analyze and evaluate personnel situations accurately and take effective action.
16. Review, check, and interpret scientific data and reports.
17. Apply rules, regulations, policies, and requirements of State and Federal clinical and public health laboratory programs.
18. Provide leadership, to organize for success, and to facilitate functional needs and structure to achieve strategic goals.
19. Inspire confidence and effective working relationships with employees, managers, and leaders in government or industry.
20. Initiate and follow through on personnel improvements and disciplinary actions.
21. Analyze and evaluate data and reach sound conclusions and take appropriate actions.
22. Effectively communicate with department and agency officials and keep them apprised of significant issues or concerns.
23. Prepare scientific articles for publication.
24. Understand the alternatives available to the LFS Branch in the solution of information technology management problems, and work with ITSD to select the best courses of action.
25. Effectively contribute to the Equal Employment Opportunity Program.
26. Facilitate Public Record Act requests.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirement 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. Names of successful competitors are merged into the open eligible list established for use by the Department of Public Health in order of final scores regardless of testing date. Eligibility expires **24** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERAN'S PREFERENCE

Pursuant to Government Code Section 18973.1, Veteran's Preference will be awarded in this examination 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>). Additional information is also available at the [Department of Veterans Affairs website](#) (<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

CONDITIONS OF EMPLOYMENT (631)

Examination Title: CHIEF – LABORATORY FIELD SERVICES BRANCH

Name: _____

(Print: first, middle initial, last)

Final Filing Dates:

February 19, 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.

Please indicate your choices - you will not be offered a job in locations not checked.

Contra Costa County (0700) _____

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: _____