



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

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## **EXAMINER II**

### **WORKING TITLE: CLINICAL LABORATORY SURVEYOR**

**Schematic Code: SW75 Classification Code: 7946 Exam Code: 8H1AU02**

### **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:

**March 15, 2018**

**June 15, 2018**

**September 17, 2018**

**December 17, 2018**

**March 15, 2019**

#### **SALARY**

**\$5363 - \$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 as stated on this announcement may take this competitive examination.

## MINIMUM QUALIFICATIONS

Possession of a valid license as a clinical laboratory bio-analyst or scientist, or certification as a public health microbiologist issued by the California State Department of Public Health. (Applicants who do not possess the required license or certification will be admitted to the examination, but they must secure a license or certificate before they will be considered for appointment.) **AND**

### **Either**

Two years of experience performing the duties of an Examiner I, Laboratory Field Services, in California state service.

### **OR II**

**Experience:** Five years of increasingly responsible experience in a clinical or public health laboratory, three years of which must have involved one or a combination of the following:

1. Field consultation experience in the clinical or public health laboratory field; or
2. Supervisory experience involving supervision of professional laboratory personnel or as a laboratory director; or
3. Performance as a staff specialist in one or more of the technical areas of clinical or public health laboratory science. (Post-baccalaureate graduate work in clinical chemistry, medical microbiology, clinical laboratory technology or public health may be substituted on a year-for-year basis for not more than two years of the required general experience.)

### **AND**

**Education:** Possession of a master's degree in clinical laboratory science clinical chemistry, medical microbiology, or public health.

The required degree must have been obtained from a recognized U.S. university or from a foreign university approved by the Bureau of Private Postsecondary and Vocational Education under the provision of California Education Code Chapter 3, Part 59, Division 10.

## 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

This is the staff specialist level of the Examiner series. Under general direction, the incumbent develops and administers a complex area of Laboratory Field Services, such as evaluation of licensing personnel, biologics licensing, and evaluation and approval of clinical laboratory training

facilities; provides guidance in his/her area of specialization to Examiners I, Laboratory Field Services; and performs other related duties.

## 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  
Sacramento, CA 95814

**DO NOT** SUBMIT APPLICATIONS  
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaHR)  
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: 916-322-4460**

## EXAMINATION INFORMATION

The examination will consist of a Qualifications Assessment and is the sole component of the Examiner II (Laboratory Field Services) examination. To obtain a position on the eligible list, a

minimum score of 70% must be received. The Qualifications Assessment is designed to elicit specific information regarding each candidate's education, training, and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. **The Qualifications Assessment package will be emailed to the applicant in the form of a survey. Please monitor your email account's SPAM, Junk, Bulk, etc. Folder (s) as the examination email may be filtered depending on your specific account settings.**

The participating department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination has changed. 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 either official or nonofficial transcripts along with the application when using education to meet the entrance requirements for this examination.

**SCOPE OF EXAMINATION:** Rankings 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. Technical areas of clinical or public health Laboratory sciences, such as clinical chemistry, toxicology, bacteriology, immunology, mycology, hematology, parasitology, cytology, or virology, including principles, techniques, equipment and terminology used in the laboratory investigation of diseases.
2. The causes and methods of transmission and control of communicable diseases.
3. Current developments in clinical and public health laboratory sciences.
4. State and Federal laws and regulations relating to clinical and public health laboratories, biologics production, and proficiency testing services.
5. Use of available scientific information technology and available scientific resource materials.
6. Specific application of laws and regulations relating to clinical and public health laboratories, including principles and procedures involved in the investigation of violations and current developments in legislative action affecting clinical and public health laboratories and personnel.
7. General principles of effective leadership.
8. Principles and practices of organization and management as applied to a laboratory program or activity.

### **Ability to:**

1. Perform clinical laboratory tests, microbiological analysis, or other specialized technical procedures.
2. Conduct surveys and investigations of clinical and public health laboratories, blood banks, and other specialized facilities with accuracy, thoroughness, and tact.

3. Interpret and apply laws and regulations to specific cases.
4. Communicate and consult with laboratory personnel and administrators.
5. Collect and organize data for hearings.
6. Organize specialized activities or programs.
7. Prepare complex reports, guidelines, and proposed regulations.

## **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) (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: 1-888-877-537

## CONDITIONS OF EMPLOYMENT (631)

**Examination Title: Examiner II**

**WORKING TITLE: CLINICAL LABORATORY SURVEYOR**

**Name:** \_\_\_\_\_

(Print: first, middle initial, last)

### **Final Filing Dates:**

**March 15, 2018**

**June 15, 2018**

**September 17, 2018**

**December 17, 2018**

**March 15, 2019**

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) \_\_\_\_\_

Los Angeles County (1900) \_\_\_\_\_

### **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: \_\_\_\_\_