



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
CHIEF, BRANCH PUBLIC HEALTH LABORATORY  
OPEN ONLY

TE10- 8044 6H137

Bulletin Release Date: March 18, 2016

Final File Date: April 18, 2016



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 must be submitted to the address listed below 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). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>.

**By Mail or In Person:**

California Department of Public Health  
Examination Services Unit  
1501 Capitol Avenue, Suite 71.1501  
MS 1700-1702  
P.O. Box 997378  
Sacramento, CA 95899-7378

(916) 322-4460

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaHR). THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**FINAL FILING DATE:** Applications (Form STD 678) must be submitted by **April 18, 2016**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing date will not be accepted.

**TESTING PERIOD:** A candidate may be tested only once during any 12 month period.

**SALARY RANGES:** \$7,032.00 - \$8,755.00 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 description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

**POSITION DESCRIPTION:** Under administrative direction in Laboratory Services, Department of Public Health, to plan, organize, and direct the program and operations of the Branch Public Health Laboratory encompassing laboratory and field services, consultation and research in air and industrial hygiene, sanitation, and foods and drugs, and to do other related work.

Positions exist with the Department of Public Health in 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 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 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.

**Either I**

One year of experience in chemistry or a closely related specialty in the California State Department of Public Health in a class at least equivalent in level to Assistant Chief of a laboratory or Research Chemist.

**Or II**

Experience: Two years of increasingly responsible postdoctoral experience in a large laboratory in administration or supervision of work comparable or closely related to air and industrial hygiene chemistry; food and drug chemistry; or sanitation chemistry and microbiology; **and**

Education: Possession of a Doctoral Degree in Chemistry or a closely related specialty.

**Or III**

Experience: Six years of increasingly responsible experience in a large laboratory in research and in administration or supervision of work comparable or closely related field to air and industrial hygiene chemistry; food and drug chemistry; or sanitation chemistry and microbiology; **and**

Education: Possession of a Master's Degree in Chemistry or a closely related specialty.

(Under Patterns II and III, experience in one or a combination of the following may be substituting on a year-for-year basis for all except one year of the required administration or supervisory experience:

1. Independent research in chemistry in a university or research laboratory; or
2. Teaching in chemistry in a collegiate level institution with a rank at least equal to Assistant Professor.)

**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:** 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 in 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; however, competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

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.

**SCOPE:** 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. Knowledge in organic, inorganic, and analytical chemistry; chemical laboratory methods and equipment and the fundamentals of physical chemistry including instrumentation.
2. Knowledge of microbiology, chemistry, and genetics and their relation to public health.
3. Knowledge of the methods used in making chemical, biological, and physical analyses of water, sewage, industrial wastes, air pollutants, food, and drugs.
4. Knowledge of scientific research methodology and the current developments on research in the fields of microbiology, chemistry, genetics industrial hygiene, and sanitation.
5. Knowledge of Public Health principles and the principles of personnel management and supervision.
6. Knowledge of development, preparation, and quality assurance of unique diagnostic media and reagents.
7. Knowledge of development and evaluation of decontamination procedures for biohazardous material (medical waste).
8. Skills to set the laboratory developmental research priorities and projects while assigning, evaluating, and training staff.
9. Skill to confer with staff regarding problems and progress.
10. Skills to originate and develop new procedures involving difficult or unusual laboratory issues.
11. Skills to prepare and maintain the Branch's Health and Safety, Injury, and Illness Prevention, Chemical Hygiene, and Blood borne Pathogen Manuals.
12. Skills to administer the employee's HIV monitoring and immunization program by consultation with Laboratory Chiefs and the Epidemiologists in the Immunization Unit, and by contracting with providers, scheduling and record keeping of skin tests and immunizations administered to employees.

**Skill To:**

1. Skill to supervise the provision of veterinary services to implement the Department's Institutional Animal Care and Use Program as required under USDA regulations, Public Health Service Policy, and AAALAC accreditation standards.
2. Skill to provide guidance to middle and upper management on animal care, use, and compliance issues including safe use of infectious agents in animals.

**Ability to:**

1. Ability to maintain consistent and regular attendance, communicate effectively (orally and in writing), and deal with the public and/or other employees.
2. Ability to maintain knowledge and skills related to specific tasks, methodologies, materials, and equipment.
3. Ability to complete assignments in a timely and efficient manner and to adhere to departmental policies and procedures regarding attendance, leave, and conduct.
4. Ability to provide overall supervision, administrative support, and scientific research and developmental guidance for a multifaceted program while ensuring the integrity of medical and environmental samples are maintained prior to analysis.
5. Ability to maintain a Laboratory Information Management System (LIMS) to track samples received.
6. Ability to serve as the Chair of the California Department of Public Health Laboratory Practices Health and Safety Committee.
7. Ability to participate in federally mandated Clinical Laboratory Amendments, CDC Laboratory Registration, Select Agent, and other regulatory programs.
8. Ability to provide professional consultation to State, local public health and clinical labs and maintain a laboratory animal care program.
9. Ability to manage the Department's Animal Use Approval Program which is a regulatory function mandated under Title 17 of the California Code of Regulation.
10. Ability to provide first-level supervision to: Public Health Microbiologist Supervisor, Supervising Laboratory Assistant II's, Animal Technician IV, and Office Technicians.
11. Ability to direct staff and provide overall supervision, administrative guidance, and leadership in the fields of public health laboratory management, laboratory safety, hazardous sample management, select agent oversight, vivarium and participation in highly complex and sophisticated research studies/ investigations that have far ranging scientific scope to protect public health of the citizens of California.
12. Ability to conceive, plan, organize, and direct the laboratory operation of LCSB to provide centralized, professional and Technical support to the CDPH laboratories.
13. Ability to coordinate the work of the Branch with other laboratories in the Department, and with other public and private agencies.
14. Ability to consult with Federal, State, local, and non-governmental laboratories on administrative and scientific problems.
15. Ability to advise and make recommendations to the Deputy Director regarding the needs and concerns of the Media Preparation, Quality Assurance section, Specimen Receiving and Processing section and the Glassware Washing and Decontamination of Biohazardous Wastes section.

16. Ability to prepare, monitor and maximize budget including personnel, general expenses, travel, training, equipment, and supplies through review of CORE and consultation with OSPHLD office staff, by preparing Budget Change Proposals.
17. Ability to supervise clerical support for the Branch.
18. Ability to assist in the hiring process for all personnel in Branch by serving as expert consultant to the Examination Unit.
19. Ability to serve on exam and hiring panels.
20. Ability to implement Equal Employment Opportunity Policies and all other CDPH policies.
21. Ability to prepare and maintain required personnel and attendance documents.
22. Ability to develop and review Operation Recovery Plan and the Record Retention Schedule.
23. Ability to work with Facilities Management Section to ensure safe and appropriate facilities for staff by attending meetings and preparing work orders.
24. Ability to manage the federally-mandated Institutional Animal Care and Use Committee (IACUC).
25. Ability to direct the Department's regulatory activities under CCR Title 17, Chapter 2, Subchapter 1, Group 5, Care of Laboratory Animals, which requires individuals, laboratories and institutions wishing to use animals in education, research, and testing in California to apply to the Department for approval to conduct such activities.
26. Ability to speak and write effectively.
27. Ability to analyze situations accurately to take effective action.

**ELIGIBLE LIST INFORMATION:** 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 **24** 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.

**NOTE:** Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

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

California Department of Public Health  
**SECURITY INFORMATION FOR PARTICIPANTS**

Preparation, Development, Review of  
State Civil Services Examination Material

EXAMINATION TITLE: Chief Branch Public Health Laboratory

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 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 State Application STD 678.

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

**CONDITIONS OF EMPLOYMENT (631)**

**Examination Title:** Chief Branch Public Health Laboratory

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

**FFD:** Continuous

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.

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**Locations in which you are willing to work:**

Please check 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 examination title, identification number and Social Security number.

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

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