



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH LABORATORY TECHNICIAN I (MICROBIOLOGY)

Schematic Code: ST86 Classification Code: 7887 Exam Code: 8H102

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

\$3,317 - \$4,150 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

EITHER I

Education: Equivalent to two years of college including completion of college-level introductory laboratory courses in general chemistry, general biology, and microbiology.

OR II

One year of experience in the California state service performing the duties of a Senior Laboratory Assistant or Animal Technician III.

AND

Education: Equivalent to completion of the twelfth grade, and completion of college-level introductory laboratory courses in chemistry and a biological science.

OR III

Two years in the California state service performing the duties of a Laboratory Assistant, Range B, or Animal Technician II.

AND

Education: Equivalent to completion of the twelfth grade, and completion of college-level introductory laboratory courses in chemistry and a biological science.

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:

Under general supervision, to assist with laboratory work involved in making repetitive biological tests or examinations; to prepare complicated reagents and stains; and to do other related work; Processes specimens for examination by microbiologists; concentrates specimens; prepares mounts and stained slides; assists in autopsying animals; bleeds animals; prepares tissue for tissue culture; prepares cultural and biochemical setups for microbiologists; prepares complicated reagents and media for specific tests; performs quality control procedures on media and reagents; assists microbiologists in preparation of antigens and antisera; tests special media to evaluate its usage by professional staff; assists microbiologist in application of quality control standards; processes and labels reagents and solutions; discards test setups after testing is completed; checks normal tissue cultures and distributes; prepares stains and fixatives for electron microscopes; processes tissue sections for electron microscopy; performs special handling and sealing of ampules for storage in liquid nitrogen; and assists in training of subordinate laboratory personnel.

HOW TO APPLY

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

STANDARD STATE APPLICATION (FORM 678)

COPY OF EITHER OFFICIAL OR UNOFFICIAL COLLEGE TRANSCRIPTS

TRAINING AND EXPERIENCE QUESTIONNAIRE

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: 916-322-4460

EXAMINATION INFORMATION

The examination will consist entirely of training and experience evaluation weighted 100%. The Training & Experience Questionnaire (T&E) is designed to elicit a range of specific information about each candidate's knowledge, abilities, and potential to perform the duties of a Public Health Laboratory Technician I (Microbiology). The Training & Experience Questionnaire is located at the end of this bulletin.

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: In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor’s:

Knowledge of:

1. College level science, including “hands-on” laboratory courses.
2. Principles of quality control in a laboratory setting.
3. General knowledge of laboratory techniques, materials, and equipment used in microbiological analyses.

Skill to:

1. Perform repetitive work using high quality hand-eye coordination to accomplish the tasks of the job.
2. Use computer programs such as MS Word, Access, and/or Excel.
3. Prepare stain slides for analyses.
4. Prepare laboratory reagents and solutions.
5. Perform titration for analyses.

Ability to:

1. Under supervision, follow directions to successfully complete a variety of tasks in a laboratory.
2. Read and write English at college level to communicate effectively in verbal and written form.
3. Accurately enter data into a database on a computer.
4. Comply with health and safety standards in a laboratory setting.
5. Work efficiently, effectively, and cooperatively in a group.
6. Maintain a neat and orderly workspace.

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: Public Health Laboratory Technician I (Microbiologist)

Name: _____

(Print: first, middle initial, last)

Final Filing Date:

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.

Alameda County (0100) _____

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: _____

Public Health Laboratory Technician I (Microbiology)

Training and Experience Questionnaire

General Instructions:

This examination is being administered specifically for the **California Department of Public Health (CDPH) for the Public Health Laboratory Technician I (Microbiology) classification.**

In responding to each statement you may refer to your formal education, formal training courses or work experience (unpaid/volunteer or paid).

For the purpose of this exam the terms Extensive, Moderate, Limited, and Little or None are defined as follows:

Extensive:

I possess an advanced level of education, training, or experience to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.

Moderate:

I possess solid education, training, or experience at the level that would allow me to perform this action successfully.

Limited:

I have some education, training, or experience of how to perform this action successfully, but may require additional instruction to perform effectively.

Little or None:

I have little or no training, education, or experience of how to perform this action or what it may entail.

Completed T&E Questionnaires must be returned with all other supporting documents to one of the following addresses:

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, Suite 73.430

Sacramento, CA 95814

Candidate Name:

(Print, first, middle, initial, last)

Training and Experience Questionnaire

In responding to each statement, you may refer to your formal education, formal training courses or work experience (unpaid/volunteer or paid).

Respond to each of the following statements by indicating how the statement applies to you. **You should respond to every statement by marking only one box.**

1. Knowledge of college level introductory laboratory courses in general chemistry, general biology, and microbiology.

- Extensive
- Moderate
- Limited
- Little or None

2. Knowledge of techniques, materials, and equipment used in microbiological analyses.

- Extensive
- Moderate
- Limited
- Little or None

3. Concentrating samples for examination by microbiologists.

- Extensive
- Moderate
- Limited
- Little or None

4. Assisting in autopsying animals for examination by microbiologists.

- Extensive
- Moderate
- Limited
- Little or None

5. Bleeding animals for examination by microbiologists.

- Extensive
- Moderate
- Limited
- Little or None

6. Preparing tissue for tissue culture.

- Extensive
- Moderate
- Limited
- Little or None

7. Preparing cultural and/or biochemical setups for microbiologists.

- Extensive
- Moderate
- Limited
- Little or None

8. Preparing complicated reagents and media for specific tests.

- Extensive
- Moderate
- Limited
- Little or None

9. Performing quality control procedures on media and reagents.

- Extensive
- Moderate
- Limited
- Little or None

10. Assisting microbiologists in preparation of antigens and antisera.

- Extensive
- Moderate
- Limited
- Little or None

11. Testing special media to evaluate its usage by professional staff in a laboratory.

- Extensive
- Moderate
- Limited
- Little or None

12. Assisting microbiologists in application of quality control standards of a laboratory.

- Extensive
- Moderate
- Limited
- Little or None

13. Skill to use instruments and equipment normally found in a laboratory.

- Extensive
- Moderate
- Limited
- Little or None

14. Discarding test setups after testing is completed.

- Extensive
- Moderate
- Limited
- Little or None

15. Checking normal tissue cultures and distributing.

- Extensive
- Moderate
- Limited
- Little or None

16. Preparing stains and fixatives for electron microscopes.

- Extensive
- Moderate
- Limited
- Little or None

17. Processing tissue sections for electron microscopy.

- Extensive
- Moderate
- Limited
- Little or None

18. Performing special handling and sealing of ampules for storage in liquid nitrogen.

- Extensive
- Moderate
- Limited
- Little or None

19. Ability to follow directions to successfully complete a variety of tasks and comply with health and safety standards.

- Extensive
- Moderate
- Limited
- Little or None

20. Maintaining a neat and orderly workspace.

- Extensive
- Moderate
- Limited
- Little or None

21. Working efficiently, effectively, and cooperatively in a group.

- Extensive
- Moderate
- Limited
- Little or None

22. Processing samples for examination by microbiologists.

- Extensive
- Moderate
- Limited
- Little or None

23. Presenting results to laboratory staff and/or supervisors.

- Extensive
- Moderate
- Limited
- Little or None

24. Entering data into computer using Microsoft Word, Excel, and Access.

- Extensive
- Moderate
- Limited
- Little or None

25. Perform high quality hand-eye coordination to accomplish the tasks of the job.

- Extensive
- Moderate
- Limited
- Little or None

26. Performing titration for analyses.

- Extensive
- Moderate
- Limited
- Little or None

27. Preparing mounts and stained slides.

- Extensive
- Moderate
- Limited
- Little or None

28. Referring unusual problems or non-standardized results to a supervisor for evaluation.

- Extensive
- Moderate
- Limited
- Little or None

I hereby certify and understand that the information provided in this self-rated questionnaire of training and experience is an accurate assessment 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 eligibility list resulting from this examination, and if employed by the State of California, possibly dismissed from civil service.

Your Name (Printed): _____

Your Signature: _____ **Date:** _____