



## LABORATORY ASSISTANT

**Exam Code: 8MH3R**  
**Final Filing Date: Continuous**  
**Type of Examination: Open, Servicewide**  
[www.dsh.ca.gov](http://www.dsh.ca.gov)

### 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 of 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.

### DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### HOW TO APPLY

Click on the link in the “**EXAMINATION LINK**” section to take the online Training and Experience examination. The required application is contained in the online examination process. Prior to starting the examination, it is recommended to have your relevant education and employment history readily accessible.

If you have any questions regarding the online examination process, please contact:

Department of State Hospitals – Sacramento  
Selection Services Unit  
1600 9th Street, Room 121  
Sacramento, CA 95814 (916) 651-8832

**California Relay for the hearing impaired:**  
From a TDD Phone (800) 735-2929  
From a Voice Phone (800) 735-2922

**DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

**EXAMINATION ELIGIBILITY LIMITATION**

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification for all state agencies within the last 12 months, you are not eligible to compete in this examination.

**FINAL FILE DATE**

**Continuous Testing – No Final File Date.** Testing is considered continuous as dates can be set at any time.

**SPECIAL TESTING ARRANGEMENTS**

You will have an opportunity during the online application process to indicate if you have a disability and need special testing arrangements. The Department of State Hospitals, Selection Services Unit will contact you to make special testing arrangements.

**SALARY RANGE**

Range A: \$2,556 - \$3,196\*

Range B: \$2,746 - \$3,433\*

Salary information is updated as of July 1, 2018.

The salaries used in this bulletin may not reflect all pay raises or any additional bonuses. Verify the salary level(s) with the hiring department personnel office prior to making any commitments.

**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. Submission of your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

**MINIMUM QUALIFICATIONS FOR ADMITTANCE TO THE EXAMINATION****Definition of Levels****Laboratory Assistant**

This is the entry and first working level. Incumbents perform assigned, varied, standardized, and nontechnical laboratory procedures in processing or preparing laboratory specimens, materials and supplies, and in operation of specialized mechanical laboratory equipment while receiving on-the-job training.

**Either I**

Six months of experience in laboratory work similar to that described in Definition of Levels above.

**MINIMUM QUALIFICATIONS FOR ADMITTANCE TO THE EXAMINATION (CONTINUED)****Or II**

Education: Equivalent to completion of the eighth grade.

**Or III**

Satisfactory completion of a formalized laboratory work experience and training program of at least three months' duration, such as those conducted under Manpower Development and Training Act, Work Incentive Program, or similar work experience programs conducted by State agencies.

**SPECIAL PERSONAL CHARACTERISTICS**

Aptitude and liking for laboratory work; orderliness; tact; reliability; either normal color vision, or partial color blindness only. (Applicants with partial color blindness must demonstrate the ability to satisfactorily distinguish colors most frequently found in laboratory work.) Color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

**JOB DESCRIPTION**

This is the entry and first working level. Incumbents perform assigned, varied, standardized, and nontechnical laboratory procedures in processing or preparing laboratory specimens, materials and supplies, and in operation of specialized mechanical laboratory equipment while receiving on-the-job training.

**EXAMINATION INFORMATION**

A Training and Experience examination is used to evaluate each candidate's education, training, and experience related to the duties of this classification; and will account for 100% of your weighted score.

To obtain a position on the eligible list, a minimum score of 70% must be achieved.

**EXAMINATION SCOPE****Ability to:**

1. Read and write English at a level required for successful job performance.
2. Clean and care for laboratory equipment; learn elementary laboratory methods and procedures.
3. Learn elementary laboratory methods and procedures.
4. Follow directions.
5. Work efficiently and effectively in a group.

**ELIGIBLE LIST INFORMATION**

An open, MERGED eligible list will be established for use by all State agencies. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility will expire twelve (12) months after it is established.

**ELIGIBLE LIST INFORMATION (CONTINUED)**

Positions may exist in various counties throughout California. Select tenure, time base, and all locations where you are willing to be considered for employment during the online application process.

**VETERANS' PREFERENCE**

Veterans' preference will be granted in this examination.

**EXAMINATION LINK**

[CLICK HERE TO TAKE THE ONLINE TRAINING AND EXPERIENCE EXAMINATION](#)

**GENERAL INFORMATION**

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

**If a competitor's notice of oral interview** or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

**State Applications (STD. 678) are available** at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at [www.CalHR.ca.gov](http://www.CalHR.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

**The Department of State Hospitals** 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.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and 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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**GENERAL INFORMATION (CONTINUED)**

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 and 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Department of Veterans Affairs.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the State Applications (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

**DEPARTMENT OF STATE HOSPITALS**

Selection Services Unit

1600 9<sup>th</sup> Street, Room 121

Sacramento, CA 95814 (916) 651-8332

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922