



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

Public Health Laboratory Technician I (Microbiology)

Schematic Code: ST86 Classification Code: 7887 Exam Code: 2H1GH

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:

July 11, 2022

SALARY

\$3733 - \$4670 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 One:

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

Or Two:

Experience: 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 Three:

Experience: 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

TYPICAL TASKS

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 UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS

Due to COVID-19, we have limited staff working in the office. Therefore, the preferred method of application submittal at this time is via email to CDPHEExamUnit@cdph.ca.gov. Mailed and dropped off applications will still be accepted but may have delays in processing.

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:

Via Email:

CDPHEExamUnit@cdph.ca.gov

Submit via mail to:

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 (CalHR) 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: 279-217-0699

EXAMINATION INFORMATION

The examination will consist of a Qualifications Assessment and is the sole component of the Public Health Laboratory Technician I Microbiology 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's reserves the right to revise the examination plan to better meets the needs of the service in 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 by the final filing date, **July 11, 2022**. 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: 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. Laboratory bench methods and equipment and laboratory instrumentation.
2. Principles of qualitative and quantitative analyses to aid in diagnostic work.
3. Principles of quality control when handling sensitive data in the laboratory.
4. Various computer programs such as Microsoft Word, Excel, and Outlook.
5. Occupational Safety and Health Administration (OSHA) requirements, Food and Drug Administration (FDA) Guidelines, as well as any other regulations/requirements as they pertain to the laboratory safety.
6. The use of chemicals and their interactions, danger signs, production techniques, and disposal methods.
7. Fundamentals of biology, chemistry, and elementary mathematics.

Skills to:

1. Maintain a neat and orderly workspace to maintain health and safety standards.
2. Prepare laboratory reagents and solutions for analysis.
3. Perform high quality hand-eye coordination to accomplish the tasks of the job.
4. Identify and communicate results that require further investigation or discussion with Department Manager/Supervisor.
5. Use scientific rules and methods to solve problems.
6. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
7. Analyze information and use logic to address work-related issues and problems.
8. Perform complete, detailed, and thorough work tasks.
9. Solve problems and troubleshoot to effectively deal with issues in the laboratory.

Ability to:

1. Follow all department policies and procedures to ensure product integrity and quality control.

2. Operate a computer and other office productivity machinery (e.g. calculator, copy machine, and computer printer).
3. Accurately record data in Microsoft Word, Excel, and Access.
4. Communicate effectively in verbal and written form.
5. Follow directions to successfully complete a variety of tasks and comply with health and safety standards.
6. Perform repetitive work in the laboratory to carry out job duties.
7. Work with minimal supervision when performing daily work duties.
8. Perform titration for analyses for pH buffers, media making, and quality control organisms.
9. Work efficiently, effectively, and cooperatively in a group, independently, and in a team-based environment.
10. Proactively maintain and document records in accordance with established procedures.
11. Write identification onto plates so that client and sample number can be tracked.
12. Properly practice safety and sterilization procedures to minimize the risk of any hazardous accidents.
13. Analyze situations accurately, take effective action, and work cooperatively with others.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirement does not assure a place on the eligible list. 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

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 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 (Microbiology)

Name: _____

(Print: first, middle initial, last)

Final Filing Dates:

July 11, 2022

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: _____