



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH MICROBIOLOGIST (Specialist)

Schematic Code: SW36 Classification Code: 7940 Exam Code: 6H1AF

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:

January 10, 2018

March 12, 2018

May 10, 2018

July 10, 2018

September 10, 2018

November 12, 2018

January 10, 2019

SALARY

\$5829-\$7852 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 Public Health Microbiologist's certificate issued by the California State Department of Health Services (California Department of Public Health). (Applicants who do not possess the required certificate but who are eligible for the examination for certification will be admitted to the examination, but they must secure the certificate before they will be considered eligible for appointment.) **AND**

Either One

Two years performing the duties of a Public Health Microbiologist II in the California State Department of Health Services (California Department of Public Health).

Or Two

Four years of increasingly responsible experience performing a specialty area of microbiology (i.e., Bacteriology, Virology, Mycology, Parasitology, or Immunology) analyses in a public health or comparable laboratory. [A Master's or higher Degree in Medical Microbiology or Public Health with emphasis in microbiology or allied disciplines (e.g., epidemiology, administration, biostatistics) may be substituted for one year of experience.]

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 technical expert of the series. Under general direction, organizes and performs the more advanced, complex, or innovative virologic analyses requiring independence of action and judgment. With the use of sophisticated laboratory instrumentation and/or advanced techniques, solves unusual scientific problems referred to a reference laboratory, develops innovative methods; originates and evaluates experimental methods; makes interpretive analyses of data obtained; serves as the expert in his/her specialty area of virology (immunoserology, viral isolation and identification, AIDS virology, electron microscopy, and viral pathogenesis, zoonotic and vector-borne diseases) and provides highly technical consultations and expert testimony in the area of speciality; and does other related work.

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

SUPPLEMENTAL RESPONSES

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 (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: 916-552-8959

EXAMINATION INFORMATION

The examination will consist of a Supplemental Application that is weighted 100%. Applicants are required to respond to the following **five** supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Public Health Microbiologist Supervisor level. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

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.

SUPPLEMENTAL APPLICATION INSTRUCTIONS

Applications received without responses to the supplemental items will be rejected.

Each applicant for this examination **must** complete and submit responses to the **five** supplemental items that follow. Answer questions independently and completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the supplemental application. YOUR RESPONSES ARE SUBJECT TO VERIFICATION and should be an accurate reflection of your personal experience.

INSTRUCTIONS: When responding to the supplemental items, please follow these guidelines:

1. Your responses must be typewritten or generated by word processing on 8½" X 11" paper.
2. Your font should be typed in 12 pt., Arial font.
3. Your responses must be limited to one page per item.
4. Identify each page with your full name.
5. Make sure your responses are complete, specific, clear, and concise.
6. Answer each numbered item separately, indicating the corresponding item number for each response. (You may include multiple responses on a single page.)
7. Include place of employment, pertinent dates, duties performed, examples, etc., when responding to items.
8. In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.
9. Please return your state application (678), two copies of the Supplemental Items and the Conditions of Employment (631) to the address listed on the front of the bulletin.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.

SUPPLEMENTAL APPLICATION ITEMS

1. Describe your knowledge of and experience with working at different biosafety levels.
2. Describe your personal knowledge of and experience with validating a new assay for diagnostic testing.
3. It has come to your attention that in the last few weeks the positive control for an assay has been reacting with increasing weakness compared to its normal range. Describe how you should determine if there is a problem with this assay.
4. Describe your personal knowledge of and experience with investigating a proficiency test sample result that does not match the intended response.
5. Describe your knowledge and experience using the polymerase chain reaction (PCR) molecular technique in a microbiological laboratory.

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 unofficial transcripts along with the application when using education to meet the entrance requirements for this examination.

SCOPE OF EXAMINATION: 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. Bacteriological, mycological, parasitological, serological, virological and molecular identification and characterization methods and how to perform them in order to conduct laboratory analysis for the detection of disease agents.
2. Microbiological pathogens and common non-pathogens with public health, clinical or environmental significance for the detection and identification of disease causing and environmentally important agents.
3. Methods of disease transmission, progression and epidemiological principles to select proper specimens for testing and to differentiate between disease causing agents and harmless organisms.
4. Basic mathematical and statistical methods for data analysis of testing results
5. Scientific terminology and notation, as well as the metric system to apply quantitative methods and communicate with other scientists and physicians.
6. Quality control and quality assurance principles and regulations, as well as their application to laboratory operations and record keeping in accordance with federal regulations.
7. The use, maintenance and principles of operation of laboratory equipment used for analytical testing and to assure proper operation and valid laboratory results.
8. Laboratory safety regulations, principles and procedures for the identification and control of biological and chemical hazards routinely encountered in the public health laboratory.
9. Common computer programs (e.g. Microsoft Office) used for data management, manuscript and presentation preparation
10. Laboratory resource materials, including current literature, scientific research methods and principles of project management to maintain and improve laboratory operations as well as for preparation of manuscripts for publication.
11. Standard operating methods and procedures for detection and identification of microbiological disease agents.
12. Patient confidentiality principles and information security practices as required by laboratory policy, state and federal regulations.
13. Basic chemistry, microscopy, immunology and molecular principles in order to understand and perform standardized laboratory assays and develop new testing methods.

Ability to:

1. Maintain appropriate priorities while working under timeline pressures.
2. Communicate effectively both verbally and in writing with departmental staff, the public, state and local agencies.
3. Interact and collaborate with staff of various job descriptions and backgrounds in order to foster team building and cooperation.
4. Perform varied microbiological laboratory tests efficiently and safely.
5. Maintain, organize and keep laboratory records
6. Problem solves and troubleshoots when problems occur in the laboratory using established management policies.
7. Evaluate effectiveness of training and recommend appropriate improvements.
8. Follow written or verbal directions to complete laboratory tasks, assignments, ensure safety, accomplish laboratory goals and policies
9. Maintain confidentiality of sensitive issues, including patient and employee information
10. Critically review scientific literature and assess its potential applications.
11. Represent the department in a professional manner in interaction with the public, scientific community and legal proceedings.
12. Work in a lead capacity or as part of a team, remaining attentive to ideas, recognizing responsibilities and actively participating with others to accomplish assignments.
13. Work independently, adjust priorities and meet deadlines to complete laboratory work
14. Operate and adapt to complex office and laboratory equipment such as computers, office business machines, microscopes, centrifuges and balances.
15. Organize, design and provide effective training curriculum for participants with varied skills and knowledge levels.

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: 1-888-877-5379

CONDCTIONS OF EMPLOYMENT (631)

Examination Title: Public Health Microbiologist (Specialist)

Name: _____ (Print: first, middle initial, last)

Final Filing Dates:

January 10, 2018

March 12, 2018

May 10, 2018

July 10, 2018

September 10, 2018

November 12, 2018

January 10, 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.

Locations in which you are willing to work:

Please check 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: _____