



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH MICROBIOLOGIST SPECIALIST (Virology)

Schematic Code: SW34 Classification Code: 7939 Exam Code: 6H1AH

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 19, 2024

March 8, 2024

May 10, 2024

July 8, 2024

September 9, 2024

November 8, 2024

SALARY

\$6,916 - \$9,318 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 of experience performing the duties of a Public Health Microbiologist II (Virology) in the 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 including at least two years of virologic experience. [A Master's Degree or higher degree in Medical Microbiology or Public Health with emphasis in virology or allied disciplines (e.g., microbiology, 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 specialty; 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

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

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) 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:

EMAIL: CDPHEExamUnit@cdph.ca.gov

EXAMINATION INFORMATION

The examination will consist of a Qualifications Assessment and is the sole component of the Public Health Microbiologist Specialist (Virology) 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 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 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. Principles and practices of bacteriological, virological, mycological, parasitological, serological and other microbiology to perform daily duties.
2. Techniques, equipment, and terminology used in the laboratory for the detection and identification of disease agents.
3. Virological and rickettsia pathogens with clinical and public health significance for the detection and identification of human, zoonotic, and vector-borne pathogens.
4. Methods of disease transmission and epidemiological principles to select proper specimens for testing.
5. Personal protective equipment and laboratory safety devices required to prevent accidental exposure to biological materials, infectious agents, chemicals, toxins, etc.
6. Quality control and assurance principles and regulations, as well as their application to laboratory operations and record keeping in accordance with state and federal regulations.
7. The use and maintenance of laboratory equipment to ensure accuracy and safety.
8. Laboratory safety regulations, principles, and procedures for the identification and control of chemical and biological hazards.
9. Disease progression in the human host for the selection and timing of proper specimen collection and testing.
10. Patient confidentiality principles and information security practices as required by laboratory policy, State, and Federal regulation.
11. Basic chemistry, microscopy, immunological, and molecular principles in order to understand and perform standardized laboratory assays and develop new testing methods.
12. Principles, techniques, and terminology used in immunology to carry out daily duties.
13. The common causes of diseases and methods of transmission and control of communicable diseases.
14. Laboratory equipment and its care to effectively and accurately perform daily duties.
15. The preparation of chemical reagents, culture media, stains, compounds, and solutions required in scientific testing.
16. Principles and methods of scientific research, scientific theories, and new, innovative test methodologies.

Skills to:

1. Make minor modifications or adaptations to established methods, procedures, and/or techniques to solve problems in the work environment.
2. Work cooperatively and effectively with staff and management to maintain a healthy working environment.
3. Maintain detailed workbooks/documentation and ensure all documentation fulfills generally accepted professional/industry standards.
4. Maintain a neat and orderly workspace to maintain health and safety standards.
5. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Prepare and maintain individual records of daily activities and complete detailed and thorough work tasks to achieve departmental goals.

Ability to:

1. Perform virological laboratory tests in order to diagnose infections and guide treatment decisions.
2. Provide technical guidance to lower level staff on various laboratory activities.
3. Keep organized records and make detailed reports regarding virological testing.
4. Analyze situations accurately and take effective action to meet program needs.
5. Observe and practice proper safety precautions and procedures during daily activities.
6. Search scientific literature for new methods and procedures that may be considered for application or modification for experiments and/or procedures.
7. Elect the appropriate methodology and procedures to meet the experimental or testing objectives.
8. Follow all department policies and procedures to ensure product integrity and quality control.
9. Operate a computer and other office productivity machinery (e.g. calculator, copy machine, and computer printer).
10. Effectively and accurately communicate both orally and in writing, with staff, the public, and local agencies to provide information and direction.
11. Work efficiently, effectively, and cooperatively in a group, independently, and in a team based environment.
12. Properly practice safety and sterilization procedures to minimize the risk of any hazardous accidents.
13. Identify microbiological agents utilizing different testing platforms.
14. Develop new or modify existing methods and procedures to stay in compliance with changing rules and regulations.
15. Plan, direct, and conduct highly technical, difficult, and complex microbiological analyses of data.

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 (Virology)

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

Final Filing Dates:

January 19, 2024

March 8, 2024

May 10, 2024

July 8, 2024

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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: _____