



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH MICROBIOLOGIST SUPERVISOR (Virology)

Schematic Code: SW85 Classification Code: 7952 Exam Code: 6H1AJ

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 20, 2024

March 8, 2024

May 10, 2024

July 8, 2024

September 9, 2024

November 8, 2024

SALARY

\$7,203 - \$9,702 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 Department of Health Services (California Department of Public Health).

Or Two

Four years of experience in microbiology in public health or comparable laboratory, including at least two years of virologic experience, and two years of which must have involved one or a combination of the following:

Supervisory experience involving supervision of professional laboratory personnel.

Independent research in medical virology or a closely related field (i.e., Bacteriology, Mycology, Parasitology, or Immunology).

Teaching experience at the level of a full-time instructorship with responsibility for a course in medical microbiology (i.e., Bacteriology, Virology, Mycology, Parasitology, or Immunology).

Field consultation experience in the medical laboratory discipline.

(Possession of a Doctorate in Microbiology or Public Health with emphasis in virology or allied disciplines, e.g., microbiology, epidemiology, administration, biostatistics, may be substituted for the two years of general 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 full supervisory level of the series. Under general direction, plans, organizes, and directs the activities of a laboratory unit; assists in other administrative duties of the laboratory including budgeting and program planning; coordinates training activities, recruitment, and placement of personnel; gives technical and administrative consultation to other laboratories and services programs; performs virologic examinations which involve complex, nonstandardized, innovative procedures; develops and evaluates methods for use in other laboratories; organizes and conducts classes or workshops sponsored by the Department or in cooperation with colleges or universities as

well as Federal, State, and local agencies; provides expert testimony on analyses conducted in the unit; 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:

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 (CaIHR)
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:

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 Supervisor (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, practices, and techniques of public health administration and personnel management to carry out daily supervisory duties.
2. Leadership principles and methods to motivate and maintain the productivity of employees in accomplishing program objectives.
3. Quality control policies and procedures applicable microbiological testing performed.
4. Microbiological and serological principles in order to perform and oversee daily duties.
5. Techniques, equipment, and terminology used in the laboratory for the detection and identification of infectious disease agents.
6. Virological and rickettsia pathogens with clinical and public health significance for the detection and identification of human, zoonotic, and vector-borne pathogens.
7. Methods of disease transmission and epidemiological principles to select proper specimens for testing.
8. Personal protective equipment and laboratory safety devices required to prevent accidental exposure to biological materials, infectious agents, chemicals, toxins, etc.
9. 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.
10. The use, maintenance, and principle of operations of laboratory equipment used for analytical testing and environmental control to assure proper operation and valid laboratory results.
11. Laboratory safety regulations, principles, and procedures for the identification and control of

chemical and biological hazards.

12. Disease progression in the human host for the selection and timing of proper specimen collection and testing.
13. Patient confidentiality principles and information security practices as required by laboratory policy, State, and Federal regulation.
14. Basic chemistry, microscopy, immunological, and molecular principles in order to understand and perform standardized laboratory assays and develop new testing methods.
15. Principles, techniques, and terminology used in immunology to assure proper implementation and interpretation of serological tests.
16. The common causes of diseases and methods of transmission and control of communicable diseases.
17. Laboratory equipment and its care to ensure safety and accuracy for daily duties.
18. Principles and methods of scientific research, scientific theories, and new, innovative test methodologies.

Skills to:

1. Effectively lead a team in a professional manner to achieve departmental goals.
2. Safely perform laboratory operations including work with cultures, diagnostic specimens, pathogenic organisms, and laboratory equipment (i.e., biological safety cabinets, sharps and autoclaves), to ensure the safety of the laboratory environment and staff.
3. Recognize and solve problems in performance of test assays, equipment, and data that significantly impact the quality of results to assure high quality laboratory results.
4. Effectively and accurately communicate both orally and in writing, with staff, the public, and local agencies to provide information and direction.
5. Read and comprehend scientific literature, directives, manuals, reports, and other job related documents to maintain a suitable knowledge base and enable performance of complex laboratory tasks.
6. Effectively lead a group, including coaching and mentoring, to improve performance, productivity and expertise.
7. Identify project resources and deadlines in order to prioritize work assignments, establish timelines for completion, and to assure that project goals are met.
8. Provide expert advice and assistance to staff and external constituents concerning implementation or application of new and existing policies and procedures.

Ability to:

1. Coordinate and supervise complex microbiological projects to achieve departmental goals.
2. Effectively contribute to the Department's affirmative action objectives to meet program goals.
3. Work on multiple projects and assignments simultaneously to meet deadlines.
4. Adapt to changes and priorities of work assignments and policies which may impact courses of action for completion of projects and assignments.
5. Communicate verbally in a clear and effective manner with staff, state, and local agencies when providing consultation and technical guidance.
6. Interact and collaborate with staff of various job descriptions and backgrounds in order to foster team building and cooperation.
7. Perform virological laboratory tests in order to diagnose infections and guide treatment decisions.
8. Maintain, organize, and keep records for laboratory audit purposes.
9. Clearly communicate complex concepts to other scientists for consultation or training.
10. Independently troubleshoot and solve problems that occur in the laboratory.
11. Evaluate effectiveness of training, analyze problems, and take appropriate action according to established management policies.
12. Maintain confidentiality of sensitive issues, including patient and employee information to comply with departmental policies.
13. Represent the department in a professional manner in interaction with the public, scientific

community, and legal proceedings regarding laboratory issues.

14. Work in supervisory capacity being attentive to ideas, recognizing responsibilities, and actively communicating with staff to accomplish program goals.
15. Work independently to complete laboratory work, adjust priorities and meet deadlines to carry out job duties.
16. Operate and adapt to complex office and laboratory equipment (i.e., Computers, office machines, microscopes, centrifuges, and balances).
17. Organize, design, and provide effective training curriculum for staff to meet departmental policies.
18. Provide technical guidance to staff regarding laboratory policies and procedures.
19. Analyze situations accurately and take effective action to carry out job duties.
20. Identify microbiological agents utilizing a variety of testing methods to achieve departmental goals.

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). Additional information is also available at the [Department of Veterans Affairs website](#) (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

CONDITONS OF EMPLOYMENT (631)

Examination Title: Public Health Microbiologist Supervisor (Virology)

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

Final Filing Dates:

January 20, 2024

March 8, 2024

May 10, 2024

July 8, 2024

September 9, 2024

November 8, 2024

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: _____