



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

## **EXAMINER III, LABORATORY FIELD SERVICES**

**WORKING TITLE: CLINICAL LABORATORY SURVEYOR**

**Schematic Code: SW30 Classification Code: 7947 Exam Code: 6H1CH**

**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:**

**March 15, 2023**

**June 16, 2023**

**September 15, 2023**

**December 15, 2023**

### **SALARY**

**\$8,572 - \$10,673 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 license as a clinical laboratory bioanalyst or technologist (general or specialized), or certification as a public health microbiologist issued by the California State Department of Public Health. **AND**

### Either One

Two years of experience performing the duties of an Examiner II, Laboratory Field Services, in California state service.

### OR Two

**Experience:** Broad and extensive professional experience in a large clinical or public health laboratory in administration or supervision.

### AND

**Education:** Possession of a doctoral degree in one of the clinical or public health laboratory sciences.

The required degree must have been obtained from a recognized U.S. university or from a foreign university approved by the Bureau of Private Postsecondary and Vocational Education under the provision of California Education Code Chapter 3, Part 59, Division 10.

## 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 staff specialist level of the Examiner series. Under general direction, the incumbent develops and administers a complex area of Laboratory Field Services, such as evaluation of licensing personnel, biologics licensing, and evaluation and approval of clinical laboratory training facilities; provides guidance in his/her area of specialization to Examiners I, Laboratory Field Services; and performs other related duties.

## 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](mailto: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](mailto: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 (CaHR),  
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](mailto:CDPHEExamUnit@cdph.ca.gov)

## **EXAMINATION INFORMATION**

This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

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.

## **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:** 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. State and Federal laws and regulations relating to clinical and public health laboratories, biologics production, tissue banks, blood banks, and laboratory personnel licensure requirements.
2. Principles and procedures involved in the investigation of violations and current developments in legislative action affecting clinical and public health laboratories and personnel.
3. General principles of effective supervision.
4. Principles and practices of organization and management as applied to a laboratory program or activity.
5. Technical areas of clinical or public health laboratory sciences (i.e., clinical chemistry, toxicology, bacteriology, immunology, mycology, hematology, parasitology, cytology, or virology) used in the laboratory investigation of diseases.
6. Principles, techniques, equipment and terminology used in the laboratory investigation of diseases.
7. Current developments in clinical and public health laboratory sciences.
8. State and Federal laws and regulations related to clinical and public health laboratories, biologics production, and proficiency testing services.
9. Clinical Laboratory Improvement Amendments (CLIA) to ensure compliance with State and federal clinical laboratory laws and regulations.
10. Clinical microbiology bacteriology, virology, parasitology, immunology, and mycology.
11. Bacterial, fungal, parasitic, viral, and other microbial organisms required to perform daily duties.
12. Techniques, equipment, and terminology used in the laboratory for the detection and identification of disease agents.
13. Principles, techniques, and terminology used in immunology.
14. The common causes of diseases and methods of transmission and control of communicable diseases.
15. Scientific resources to support daily duties in the laboratory.
16. General clinical and public health laboratory operational functions (e.g. confidentiality of patient information, HIPAA, specimen identification and integrity, handling complaints, communication of information, and personnel competency).
17. Categories of licenses/certification/registration issued under the clinical and public health laboratory laws and regulations.
18. The manager’s role in the Affirmative Action Program and the processes available to meet

affirmative action objectives.

19. Leadership principles and methods to motivate and maintain the productivity of employees in accomplishing program objectives.
20. Equal Employment Opportunity (EEO) when hiring, promoting, and maintaining a work environment that is free of discrimination and harassment.
21. Principles, practices and techniques of public health administration and personnel management, and supervision of the work of others.

**Skill to:**

1. Communicate effectively with local, State, and Federal agencies regarding laboratory facilities.
2. Objectively identify all facts and implications related to a situation before drawing a conclusion.
3. Provide expert advice and assistance to staff and external constituents concerning implementation or application of new and existing policies and procedures.
4. Prepare clear and comprehensive inspection or investigation reports.
5. Analyze and interpret laboratory survey and investigation findings.
6. Review and interpret scientific data, reports, graphs, charts, and tables (e.g., mean, mode, median, standard deviation).
7. Maintain confidentiality of clinical and public health laboratory records and operations.

**Ability to:**

1. Supervise subordinate staff during daily activities to ensure departmental goals are being met.
2. Organize specialized activities or programs regarding the licensing and surveillance of public health and clinical laboratories.
3. Collect and organize data for hearings regarding facility violations.
4. Draft complex reports, guidelines, and proposed regulations regarding public health facilities and laboratories.
5. Perform clinical laboratory tests, microbiological analyses, or other specialized technical procedures.
6. Conduct surveys of clinical and public health laboratories, blood banks and other specialized facilities with accuracy, thoroughness and tact.
7. Interpret and apply State and Federal laws and regulations to specific cases regarding laboratory facilities.
8. Consult with laboratory personnel and administrators regarding laboratory surveys and investigations.
9. Keep organized records and make detailed reports regarding surveys and investigations.
10. Analyze situations accurately and take effective action to carry out daily duties.
11. Observe and practice proper safety precautions and procedures during daily activities.
12. Operate a computer and other office productivity machinery (e.g. calculator, copy machine, and computer printer).
13. Communicate effectively in verbal and written form, following departmental correspondence and procedures and other style guidelines and manuals.
14. Work effectively and efficiently, independently or in a group/team based environment.
15. Establish and maintain cooperative relationships with employees, management, staff personnel from other agencies, consultants, and/or the public.
16. Think critically using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
17. Organize specialized activities or programs regarding the licensing and surveillance of public health and clinical laboratories.
18. Collect and organize data for hearings regarding facility violations.
19. Draft complex reports, guidelines, and proposed regulations regarding public health facilities and laboratories.

## 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](http://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: Examiner III, Laboratory Field Services**

**WORKING TITLE: CLINICAL LABORATORY SURVEYOR**

Name: \_\_\_\_\_

(Print: first, middle initial, last)

### Final Filing Dates:

**March 15, 2023**

**June 16, 2023**

**September 15, 2023**

**December 15, 2023**

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) \_\_\_\_\_

Los Angeles County (1900) \_\_\_\_\_

Sacramento County (3400) \_\_\_\_\_

### 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: \_\_\_\_\_