



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH MICROBIOLOGIST II

Schematic Code: SW40 Classification Code: 7948 Exam Code: 8H1AG

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

\$6,333 - \$8,521 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

One year performing the duties of a Public Health Microbiologist I, Range B, in the California State Department of Health Services (California Department of Public Health)..

Or Two

Three years of experience performing a wide variety of microbiological (i.e., Bacteriology, Virology, Mycology, Parasitology, or Immunology) analyses in a public health or comparable laboratory. [A Master's Degree in Medical Microbiology or Public Health with emphasis in microbiology or allied disciplines (e.g., epidemiology, administration, and Biostatistics) may be substituted for one-year 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 advanced journey or lead level. Under general direction, provides technical leadership and assists in the planning and direction of laboratory work of a specified unit; uses specialized techniques, develops and applies complex, non-standardized analyses, requiring initiative and independent judgment; develops quality assurance procedures; performs functions typical of a State reference laboratory such as technical consultation to local public health and clinical laboratorians, directors, physicians and officials of other State, local, and private agencies; trains postdoctoral microbiologists, pathologists, and related medical personnel in standardized and specialized microbiological methods and interpretation of test results; plans and conducts evaluations of performance of local public health and clinical laboratory work; and assists in preparing data for publication.

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

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 II 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. Operation and care of laboratory equipment such as autoclaves and bacteriological tools.
2. Concepts and theories of microbiology, immunology, and molecular biology.
3. Principles and policies governing professional ethics and rules of conduct.
4. Quality control techniques for laboratory test.
5. Common causes of disease methods of transmission and control of communicable diseases.
6. Laws, regulations and standards as applicable to County, State and Federal public health laboratories.
7. Bacteriological and microbiological equipment used in the laboratory for the detection of pathogens.
8. Bacteriological principles, techniques and terminology used in immunology and in the examination of food and water.
9. The scientific process and an understanding of bacteria, fungi and other microorganisms that may be pathogenic.
10. Procedures for microbiological testing in a laboratory setting.

Skills to:

1. Use strong oral and written communication.
2. Draw a logical conclusion of the meaning and importance of laboratory finding.
3. Convey findings in a clear and complete report for supervisor review.
4. Analyze situations accurately and take effective action when needed.
5. Establish and maintain effective working relationships.
6. Use aseptic techniques and procedures when analyzing samples.
7. Handle and pipets and glassware safely and efficient manipulations, inoculations, etc.

Ability to:

1. Perform microbiological laboratory tests for the detection of pathogens.
2. Complete varied and difficult laboratory work to meet program objectives.
3. Prepare clear, concise and complete reports and maintain records.
4. Work cooperatively and effectively with others in a laboratory setting.

5. Observe proper safety precautions and procedures to ensure minimum errors and incidents.
6. Perform calculations, measurements and unit conversion calculations.
7. Give oral and written instructions in a precise and understandable manner.
8. Set up and operate technical laboratory equipment and perform accurate tests and analyses.
9. Detect equipment malfunction and consult with the Supervisor for alternative testing methods.
10. Research regulations, procedures, and/or technical reference materials.

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 **18** 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

CONDTIONS OF EMPLOYMENT (631)

Examination Title: Public Health Microbiologist II

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

Final Filing Dates:

January 19, 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) _____

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: _____