



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

## **PUBLIC HEALTH MICROBIOLOGIST II (Virology)**

Schematic Code: SW90 Classification Code: 7950 Exam Code: 8H1AH

### **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, 2023**

**March 9, 2023**

**May 10, 2023**

**July 7, 2023**

**September 8, 2023**

**November 8, 2023**

#### **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**

Two years of experience performing duties of a Public Health Microbiologist I, Range B, including at least one year of experience in virology, in the California State Department of Health Services (California Department of Public Health).

### **Or Two**

Three years of experience performing a wide variety of microbiologic (i.e., Bacteriology, Virology, Mycology, Parasitology, or Immunology) analyses in a public health or comparable laboratory, including at least one year performing virologic analysis. [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 advanced journey or lead person level. Under general direction, provides technical leadership and assists in the planning and direction of the work of a specified unit; uses specialized techniques, develops and applies complex, nonstandardized virologic analyses, requiring initiative and independent judgment; develops quality assurance procedures; performs functions typical of a reference laboratory such as: technical consultation from the State Reference Laboratory to local public health and clinical laboratorians, directors, physicians, and officials of other State, local, and private agencies; plans and conducts evaluations of performance of local public health and clinical virology laboratory work; trains postdoctoral microbiologists, pathologists, and related medical personnel in standardized and specialized microbiological methods and interpretation of test results; assists in preparing data for publication; 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](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:

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 (CaHR)**  
**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](mailto: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, 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. Bacterial, fungal, parasitic, viral, and other microbial organisms required to perform daily duties.
2. Techniques, equipment, and terminology used in the laboratory for the detection and identification of disease agents.
3. Quality control procedures applicable to the general field of microbiology.
4. Principles, techniques, and terminology used in immunology.
5. The common causes of diseases and methods of transmission and control of communicable diseases.
6. Scientific resources to support daily duties in the laboratory.
7. Laboratory equipment and its care to effectively and accurately perform daily duties.
8. The preparation of chemical reagents, culture media, stains, compounds, and solutions required in microbial testing.
9. The scientific process and an understanding of various microorganisms that may harm the public.
10. Laws and standards related to Public Health laboratory programs.
11. Personal protective equipment and laboratory safety devices required to prevent accidental exposure to biological materials, infectious agents, chemicals, toxins, etc.

### **Skills to:**

1. Make minor modifications or adaptations to established methods, procedures, and/or techniques to solve problems in the work.
2. Work cooperatively and effectively with staff and management.
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, experience, and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

6. Perform complete, detailed and thorough work tasks.
7. Prepare and maintain individual records of daily activities.
8. Perform repetitive hand eye coordination with office and laboratory equipment.

### **Ability to:**

1. Perform virological laboratory tests in order to diagnose infections and guide treatment decisions.
2. Provide technical guidance to assistants 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 diagnostic needs.
5. Observe and practice proper safety precautions and procedures during daily activities.
6. Conduct the appropriate methodology and procedures to meet the experimental objectives.
7. Follow all department policies and procedures to ensure product integrity and quality control.
8. Operate a computer and other office productivity machinery (e.g. calculator, copy machine, and computer printer).
9. Communicate effectively in verbal and written form.
10. Work effectively and efficiently, independently or in a group/team based environment.
11. Properly practice safety and sterilization procedures to minimize the risk of any hazardous accidents.
12. Identify bacteria, parasites, fungi, viruses, and other infectious agents.
13. Make qualitative and/or quantitative determinations from microbiological analyses.
14. Collaborate with fellow public health microbiologists or other essential community participants to carry out program objectives.

## **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

## CONDITIONS OF EMPLOYMENT (631)

### Examination Title: Public Health Microbiologist II (Virology)

Name: \_\_\_\_\_ (Print: first, middle initial, last)

#### Final Filing Dates:

**January 20, 2023**

**March 9, 2023**

**May 10, 2023**

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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: \_\_\_\_\_