



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
PUBLIC HEALTH MICROBIOLOGIST II  
OPEN EXAMINATION  
CONTINUOUS TESTING**



SW40 / 7948 8H1AG

Bulletin Release Date: July 21, 2016

This bulletin supersedes the bulletin released on January 29, 2016

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 SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:** Applications must be submitted to the address listed below 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). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>.

**By Mail or In Person:**

<p><b>California Department of Public Health Examination Services Unit 1615 Capitol Ave., 4<sup>th</sup> floor, Suite 73-430 P.O. Box 997378 MS 1700-1702 Sacramento, CA 95899-7378</b></p>	<p><b>(916) 650-0436</b></p>
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**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

**CROSS-FILING INFORMATION:** If you meet the entrance requirements for this class and for Public Health Microbiologist I, you may file for both examinations on a single application. Indicate the class title(s) for which you are applying on the application Form STD. 678.

**FINAL FILING DATE:** Testing is continuous as dates can be set at any time.

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:

<b>March 10, 2016</b>	<b>June 10, 2016</b>	<b>September 12, 2016</b>	<b>November 12, 2016</b>
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**TESTING INFORMATION:** A candidate may be tested only once during any testing period. The testing period for this classification is 12 months.

**SALARY RANGES:** \$4841 - \$6513 per month

**EMPLOYEE BENEFITS:**

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- Health, Dental, and Vision
- Cash Benefit Programs
- Disability Insurance
- Work, Home, and Family
- Beneficiary and Survivor Benefits
- Awards
- Retirement and Separation Benefits
- Flexible Schedules
- Public Transit Reimbursement (limits apply)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

**POSITION DESCRIPTION:** 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.

Positions exist with the Department of Public Health in Alameda, Contra Costa and Sacramento Counties.

**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 official transcripts along with the application when using education to meet the entrance requirements for this examination.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

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 I**

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 II**

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:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**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 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.

**SCOPE:** 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. Bacteriological, virological, mycological, parasitological, serological and other microbiological principles, techniques, equipment, and terminology used in the laboratory for the detection and identification of disease agents.
2. Quality control procedures applicable to general field of microbiology.
3. Principles, techniques, and terminology used in immunology and in the examination of food and water.
4. Common causes of disease and methods of transmission and control of communicable diseases.
5. Available laboratory scientific resource materials.
6. Working knowledge of laboratory equipment and its care.
7. Principles and methods of scientific research and relevant scientific theories.
8. New, Innovative test methodologies.

**Ability to:**

1. Perform microbiological laboratory tests.

2. Do varied and difficult laboratory work.
3. Provide technical guidance to assistants.
  
4. Maintain records and make reports.
5. Analyze situations accurately and take effective action.
6. Work cooperatively and effectively with others in a laboratory setting.
7. Observe proper safety precautions and procedures.
8. Develop new or modify existing methods and procedures.
9. Plan, direct, and do highly technical, difficult, and complex analyses.
10. Prepare technical reports and papers for publication.
11. Plan and review work of others.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into a departmental open 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. All candidates meeting the minimum qualifications will be placed on the eligible list.

NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

Eligible Lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS' PREFERENCE:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at [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

California Department of Public Health  
**SECURITY INFORMATION FOR PARTICIPANTS**

Preparation, Development, Review of  
State Civil Services Examination Material

EXAMINATION TITLE: Public Health Microbiologist II

State law requires that civil service examinations are confidential and impartial. We ask that you assume a personal responsibility in maintaining the competitive aspects and confidential nature of this examination. The personal information that you provide on this form is required for documentation purposes. All information will remain confidential.

As a candidate, you must comply with the following test security standards:

1. DO NOT REVEAL the fact that you are participating in the examination process to anyone.
2. DO NOT DISCUSS any aspect of the examination with anyone. This includes supervisors, peers and co-workers. This security limitation includes information on all questions and answers.

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I certify that:

1. I will not reveal to anyone that I am participating in this examination.
2. I will not discuss any aspect of this material with anyone.
3. I will adhere to all the established security measures.

**I hereby certify and understand that the information provided by me in this application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsification. I further understand that this information may be verified and that, if it is discovered I have made any false representations, I will be removed from the promotional list resulting from this examination, and possibly dismissed from civil service.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Return this page with your original signature along with your State Application STD 678.

Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

**CONDITIONS OF EMPLOYMENT (631)**

**Examination Title:** Public Health Microbiologist II

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

**FFD:** Continuous

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.

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**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 examination title, identification number and Social Security number.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_