



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

## **PUBLIC HEALTH MICROBIOLOGIST (Supervisor)**

**Schematic Code: SW35 Classification Code: 7951 Exam Code: 6H1AG**

### **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 7, 2022**

**March 9, 2022**

**May 10, 2022**

**July 8, 2022**

**September 9, 2022**

**November 8, 2022**

#### **SALARY**

**\$7,027 - \$9,465 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 performing the duties of a Public Health Microbiologist II in the California State Department of Health Services (California Department of Public Health).

### **Or Two**

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

1. Supervisory experience involving supervision of professional laboratory personnel. or
2. Independent research in medical microbiology (i.e., Bacteriology, Virology, Mycology, Parasitology or Immunology). or
3. 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). or
4. Field consultation experience in a medical laboratory discipline.

(Possession of a Doctorate in Microbiology or Public Health with emphasis in microbiology or allied disciplines, e.g., 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. 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 service programs; performs microbiological examinations which involve complex, non-standardized, 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 with 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](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)

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)  
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 Supervisor 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. Microbiological principles, techniques, equipment, and terminology used in the laboratory for the detection and identification of disease agents.
2. Principles and practices of public health administration to carry out duties.
3. Principles and techniques of personnel management, and supervision to carry out duties.
4. The manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.
5. Leadership principles and methods to motivate and maintain the productivity of employees in accomplishing program objectives.
6. Equal Employment Opportunity (EEO) when hiring, promoting, and maintaining a work environment that is free of discrimination and harassment.
7. Quality control procedures applicable to the general field of microbiology.
8. Bacteriological and Immunological principles, techniques, and terminology to carry out laboratory assignments.
9. Common causes of diseases and methods of transmission and control of communicable diseases.
10. Scientific references and information materials to carry out laboratory assignments.
11. Microbiological pathogens and common non-pathogens with clinical, environmental, or public health significance.
12. Basic mathematical and statistical methods for data analysis.
13. Scientific terminology and notation to communicate with other scientists and physicians in a common language.
14. Quality control and quality assurance principles and regulations, as well as its application to laboratory operations and record keeping in accordance with federal regulations.
15. Use, maintenance, and principle of operations of laboratory equipment used for analytical testing and environmental control to assure proper operation and valid laboratory results.
16. Laboratory safety regulations, principles and procedures for the identification and control of chemical and biological hazards routinely encountered in the public health laboratory.
17. Common computer programs, (e.g. Microsoft Word, Excel, and Outlook), to meet program objectives.

18. Laboratory resource materials including current literature to improve laboratory operations and for preparation of materials for publication.
19. Disease progression in the human host for the selection and timing of proper specimen collection and testing.
20. Patient confidentiality principles and information security practices as required by laboratory policy and federal regulations.
21. Basic chemistry, microscopy, immunological, and molecular principles in order to understand and perform standardized laboratory assays and develop new testing methods.

**Skills to:**

1. 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.
2. 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.
3. Effectively and accurately communicate both orally and in writing, with staff the public, and local agencies to provide information and direction.
4. 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.
5. Effectively lead a group, including coaching and mentoring, to improve performance, productivity and expertise.
6. Identify project resources and deadlines in order to prioritize work assignments, establish timelines for completion, and to assure that project goals are met.
7. Devise an effective and innovative research protocol for the purpose of evaluating new methods.
8. Design training presentations and/or programs to maximize the effectiveness of employee knowledge and participation.
9. Provide expert advice and assistance to staff and external constituents concerning implementation or application of new and existing policies and procedures.

**Ability to:**

1. Effectively communicate with employees, staff, and the public during the course of work.
2. Plan and organize varied complex projects to carry out departmental goals.
3. Coordinate and supervise varied complex project to carry out departmental goals.
4. Consult with laboratory personnel and administrators including local health officers and private laboratory directors on problems arising from medical laboratory administration.
5. Work on multiple projects and assignments simultaneously to meet deadlines.
6. Adapt to changes and priorities of work assignments and policies which may impact courses of action for completion of projects and assignments.
7. Communicate verbally in a clear and effective manner with staff, state, and local agencies when providing consultation and technical guidance.
8. Interact and collaborate with staff of various job descriptions and backgrounds in order to foster team building and cooperation.
9. Perform varied microbiological laboratory tests efficiently and safely to carry out departmental objectives.
10. Maintain, organize, and keep records for laboratory audit purposes.
11. Clearly communicate complex concepts to other scientists for consultation or training.
12. Problem solve and troubleshoot when problems occur in the laboratory.
13. Evaluate effectiveness of training, analyze problems, and take appropriate action according to established management policies.
14. Follow written or verbal direction to complete laboratory tasks and assignments, ensure safety, and accomplish laboratory goals and policies.
15. Maintain confidentiality of sensitive issues, including patient and employee information to comply with departmental policies.
16. Critically review scientific literature and assess its potential applications.
17. Represent the department in a professional manner in interaction with the public, scientific

- community, and legal proceedings regarding laboratory issues.
18. Present effectively to various audiences regarding laboratory findings.
  19. Work in a lead capacity or as part of a team, remaining attentive to ideas, recognizing responsibilities, and actively participating with others to accomplish assignments.
  20. Work independently to complete laboratory work, adjust priorities and meet deadlines to carry out job duties.
  21. Operate and adapt to complex office and laboratory equipment (ie. Computers, office machines, microscopes, centrifuges, and balances).
  22. Organize, design, and provide effective training curriculum for staff to meet departmental policies.
  23. Provide technical guidance to staff regarding laboratory policies and procedures.
  24. Retain records and compare reports regarding laboratory assignments.
  25. Analyze situations accurately and take effective action to carry out job duties.

## 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: 1-888-877-5379

## CONDITIONS OF EMPLOYMENT (631)

### Examination Title: Public Health Microbiologist(Supervisor)

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

Final Filing Dates:

**January 7, 2022**

**March 9, 2022**

**May 10, 2022**

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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) \_\_\_\_\_

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