



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

## **PUBLIC HEALTH MICROBIOLOGIST I**

**Schematic Code: SW50 Classification Code: 7954 Exam Code: 8H1AF**

### **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**

**\$5,598 - \$6,536 per month**

**\$5,560 - \$7,456 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.

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 Public Health (Formerly the Department of Health Services.) (Possession of a Baccalaureate Degree with a major in Medical or Public Health Microbiology or equivalent subjects and six months' training in a public health laboratory or the equivalent are required for certification. 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.)

## **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 entry and first journey level. Under direction, performs, interprets, and reports appropriate tests on diagnostic and reference specimens; conducts and reviews quality control procedures; assists in training technical and professional personnel, in developing procedures, in evaluating work of clinical and public health laboratories, and in preparing data for publication; and directs work of laboratory assistants and technicians; 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**

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 (CalHR)**  
**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 I 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. Bacteriological and microbiological equipment used in the laboratory for the detection of disease agents.
2. Quality control procedures, applicable to general field of microbiology.
3. The scientific process and an understanding of bacteria, fungi and other microorganisms that may harm the public community.
4. Procedures for microbiological and chemical testing in a laboratory setting.
5. Common causes of disease and methods of transmission and control of communicable diseases and its care.
6. Sterile techniques and standard precautions for working for potentially infectious clinical specimens.
7. The fundamentals of bacteriology, parasitology, serology, mycology, mycobacteriology, virology, and other microbiological principles used in the laboratory for the detection and identification of disease agents in clinical specimens as well as in food and water samples.

### **Skills to:**

1. Draw a logical conclusion of the meaning and importance of laboratory finding.
2. Use laboratory techniques and sterile procedures when analyzing samples.
3. Convey findings and complete a clear report for supervisor review.
4. Analyze situations accurately and take effective action when needed.

### **Ability to:**

1. Perform microbiological laboratory tests for the detection of disease agents.
2. Complete varied and difficult laboratory work to meet program objectives.
3. Work cooperatively and effectively with others in a laboratory setting.
4. Observe proper safety precautions and procedures to ensure minimum errors and incidents.
5. Maintain accurate records and make reports.
6. Set up and operate technical laboratory equipment and perform accurate tests and analyses.

## **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](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 I

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

Final Filing Dates:

**January 7, 2022**

**March 9, 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.

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: \_\_\_\_\_