



COUNTY OF LOS ANGELES
invites applications for the position of:

PUBLIC HEALTH MICROBIOLOGIST I

SALARY: \$6,543.74 - \$8,129.36 Monthly
\$78,524.88 - \$97,552.32 Annually

OPENING DATE: 11/27/18

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



EXAM NUMBER:

PH4999C

FIRST DAY OF FILING:

11/29/18

**Beginning Thursday, November 29, 2018, at 8:00 a.m., Pacific Standard Time (PST)
Until the needs of the service are met and is subject to closure without prior notice.**

TYPE OF RECRUITMENT

Open Competitive Job Opportunity

DEFINITION:

Performs a variety of standardized public health laboratory tests within a specialized area (such as bacteriology, virology, serology, or parasitology) or across specialty lines.

CLASSIFICATION STANDARDS:

Positions allocable to this class work under the supervision of supervisory public health laboratory personnel in a general or a specialized public health laboratory unit. Incumbents are responsible for the accurate performance on a volume basis of a group of standardized tests assigned to a laboratory unit and/or an individual workstation. Although varying in their complexity, the tests conducted by Public Health Microbiologists are standardized with the procedures prescribed by laboratory management. These procedures are available to Public Health Microbiologists I in written form either in a procedures manual, a textbook, or other document. Public Health Microbiologists are specifically trained in the performance of each test and are not permitted to function independently until they have satisfactorily demonstrated not only that they can correctly perform the test but also that they understand the scientific principles on which the test is based. Public Health Microbiologists are accountable for the validity and reliability of all tests results obtained. Such accountability extends not only to their following exact procedures in test performance, but in the calibration of all instruments used and the quality control of other variables which might affect the results, such as reagents or other solutions or materials. Incumbents use judgment in the conduct of the laboratory tests assigned them; they not only measure quantities of specimen and other solutions or materials used and perform mathematical calculations, they must also evaluate or interpret their findings at each step in the test process and determine that such finding are consistent with overall clinical symptoms indicated by the attending physician. When findings do not appear to be consistent with the clinical symptoms indicated by physician, Public Health Microbiologists I may communicate with the physician directly or through their

supervisors in an effort to resolve apparent discrepancies. Public Health Microbiologists instruct approved trainees and newly hired microbiologists in all aspects of their work.

ESSENTIAL JOB FUNCTIONS:

Conducts specialized parasitology examinations to identify ova, worms, and protozoa present in fecal specimens. Performs microbiological examinations for the detection and identification of viral agents utilizing live host systems such as tissue cultures, embryonated eggs, and suckling and adult white mice; examines brain material from various animals for suspected rabies. Isolates and identifies fungi of medical significance by correlating information derived from stained smears, wet mounts, biochemical patterns, and colony morphology. Makes microbiological examinations of body fluids, discharges, secretions and blood specimens to determine the presence of mycobacteria, gonorrhea, typhoid, salmonella, shigella, and related organisms, and of foods suspected of causing food poisoning. Performs serological laboratory examinations including agglutination, precipitation, absorption, immunofluorescence and complement fixation tests in connection with the detection and control of syphilis and other diseases. Conducts specific biochemical tests on blood, blood plasma, urine and other body fluids to determine the presence and quantity of specific metabolic substances, and performs such hematological procedures as electrophoresis, complete blood counts, blood sedimentation rates, hemoglobin determinations, and hematocrits. Calibrates laboratory instruments following prescribed methods and performs other quality control procedures to assure the operational accuracy of equipment and test reproducibility; performs first-line maintenance on such equipment. Gives bench-level instruction on the detailed aspects of assignments to approved trainees, newly hired microbiologists, and professional personnel from medical laboratories in the community who have been referred or seek assistance in the proper conduct of test procedures.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

A current Public Health Microbiologist's certificate* issued by the California State Department of Public Health.**

SPECIAL REQUIREMENT INFORMATION:

*For information on how to obtain the letter/certificate from the California State Department of Public Health verifying eligibility to work as a Public Health Microbiologist, click on the link below: <https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/PublicHealth.aspx>

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation to perform job-related essential functions may be required.

PHYSICAL CLASS:

2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending stooping or squatting. Considerable walking may be involved.

DESIRABLE QUALIFICATIONS:

The experience listed below must be full-time work experience beyond the Minimum Requirements.

- Experience utilizing software programs such as Microsoft Office (word, excel, power point or access) to create documents, reports, databases, flow charts, etc.
- Experience in a research, clinical or public health laboratory.
- Experience with laboratory techniques including microscopy, gel electrophoresis, nucleic acid extraction, polymerase chain reaction (PCR), DNA sequencing, etc.
- Experience using diagnostic testing methodologies to include limitations of testing, reference methods, appropriate test utilization, and test interpretation.
- Experience using diagnostic testing methodologies for bacterial serotyping, water, and dairy sample testing.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

This examination will consist of an Evaluation of Training and Experience based upon application information, desirable qualifications, and supplemental questionnaire at the time of filing, **weighted**

100%.

Candidates must achieve a passing score of 70% or higher on the examination in order to be added to the Eligible Register.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing score in the examination will be added to the Eligible Register in the order of their score group for a period of twelve (12) months following the date of eligibility.

Complete applications will be processed on an as-received basis. No person may compete for this examination more than once in a twelve (12) month period.

VACANCY INFORMATION

The resulting Eligible Register for this examination will be used to fill vacancies in the Department of Public Health as they occur.

AVAILABLE SHIFT

Any

APPLICATION AND FILING INFORMATION

Applications must be filed **ONLINE ONLY**. Applications submitted by mail, fax, or in person will **NOT** be accepted. Any required documents and/or additional information, if any, must be submitted with your application online or within fifteen (15) calendar days from application submission to bretamoza@ph.lacounty.gov

Apply online by clicking on the green "**Apply**" button at the top right of this posting. You can also track the status of your application using this website. Applicants must submit their completed applications by 5:00 p.m., PST, on the last day of filing.

The acceptance of your application depends on whether you have **clearly** shown that you meet the **MINIMUM REQUIREMENTS**. Fill out the application and supplemental questionnaire completely and correctly to receive full credit for any relevant education and/or job experience you include. In the space provided on the application for education, include names and addresses of schools attended, dates attended, degree(s) received, and degree major. For each job held, give the name and address of your employer, your job/position title, beginning and ending dates, number of hours worked per week, and description of work and duties performed. If your application and/or supplemental questionnaire is/are incomplete, the application will be **REJECTED**.

****In order to receive credit for any required certifications, you must attach a legible copy of the certificate/letter with your application online at the time of filing or within fifteen (15) calendar days from application submission to bretamoza@ph.lacounty.gov**

Failure to provide complete, accurate information will impact the assessment of your qualifications and the acceptance of your application into the examination process.

IMPORTANT NOTES:

- Please note that **ALL** information supplied by applicants and included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- Applications may be rejected at any stage of the examination and selection process.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION** or **RESCISSION OF APPOINTMENT**.
- Utilizing **VERBIAGE** from Class Specification and/or Selection Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you meet the requirements. In doing so, your application will be dispositioned as incomplete and will be **REJECTED**.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

SOCIAL SECURITY NUMBER:

Please include your Social Security Number for record control purposes in the format XXX-XX-XXXX. Federal law requires that all employed persons have a Social Security Number.

California Relay Services Phone: (800) 735-2922

ADA Coordinator Phone: (323) 914-8488

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Exam Analyst

Department Contact Phone: (323) 914-8488

Department Contact E-mail: HRExams@ph.lacounty.gov

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below

Your Responsibilities:**1. Completing Your Application:**

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. List each payroll title separately for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive credit, include a copy of your diploma, transcript, certificate, or license as directed on the job posting. The document should be in English; if it is in a foreign language, it must be translated and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements are listed in the job posting.

- a. Your application will only be accepted if it clearly shows you meet the requirements. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile on www.governmentjobs.com and make the necessary change. This can be done at any time.

5. Promotional Examinations:

If indicated on the job posting, permanent employees who have

7. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

COUNTY OF LOS ANGELES Employment Information

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COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Out of Class:

Some of your experience may have been in a position in which such work is not typically performed. If indicated on the job posting that such experience is permitted, a signed Verification of Experience Letter (VOEL) or a document showing you received an additional responsibility bonus, out-of-class bonus, or temporary assignment bonus from your department's Human Resources Office may be required to be attached to your application.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit. More information available at: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Background Check: The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child,

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employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense (s), and age at the time of the offense(s). ***If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.***

Career Planning: Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <http://career-pathfinder.hr.lacounty.gov>.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Updated October 2019

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #PH4999C
PUBLIC HEALTH MICROBIOLOGIST I
BR

Los Angeles, CA 90010

PUBLIC HEALTH MICROBIOLOGIST I Supplemental Questionnaire

- * 1. This Supplemental Questionnaire (SQ) is to be completed by all applicants for the Public Health Microbiologist I examination. The information you provide on this Supplemental Questionnaire will be evaluated and used to determine your eligibility on the certification list. Read each question carefully and be specific on your answers including all the information as requested; please do not **COPY AND PASTE** all your Duties in the application under the Work Experience section, from your resume, and/or from the Class Specification(s). In doing so, your application will be dispositioned as incomplete and will be **REJECTED**. It is the applicant's sole responsibility to complete this questionnaire completely, correctly, and accurately. **THE EXPERIENCE YOU CLAIM IN THIS SUPPLEMENTAL QUESTIONNAIRE MUST BE CONSISTENT WITH THE EXPERIENCE LISTED IN YOUR APPLICATION.** Comments such as "SEE RESUME" or "SEE APPLICATION" will not be considered as a response; therefore, using such statement will result in your application being dispositioned as incomplete and will be **REJECTED**. You certify that the information provided is accurate and you are aware that the information on the application and Supplemental Questionnaire is subject to verification at any time during the examination, selection and hiring process. You also understand that any false statements may result in disqualification or dismissal.

Yes, I understand the above and agree.

* 2. **Minimum Requirements**

Do you have a Public Health Microbiologist's certificate issued by the California State Department of Health.

Failure to submit the required document at the time of filing or within 15 days of filing will result in your application being **REJECTED as INCOMPLETE**.

- Yes, I do have a PHM certificate issued by the California State Department of Health and I've attached it to my application.
- No, I don't have a PHM certificate issued by the California State Department of Health.

* 3. **Desirable Qualifications**

Do you have experience in one of the following laboratories?

- Research Laboratory
- Clinical Laboratory
- Public Health Laboratory
- Not Applicable

* 4. **DESIRABLE QUALIFICATIONS**

For the following questions (4 to 7), please describe your experience (IF ANY). If you do not have the specified experience, please type *NO EXPERIENCE*.

Describe in detail your experience utilizing software programs such as Microsoft Office. List the specific program(s) and how they were utilized.

NOTE: For each experience please indicate the following information:

- **a)** Name and Address of Employer
- **b)** Position/Title held
- **c)** Date From: (MM/DD/YYYY), Date To: (MM/DD/YYYY) (specifically, when you performed the duties)
- **d)** Hours Worked per Week
- **e)** **Detail your experience**

Note: *If any of the requested information is missing or if a response of "see resume" is provided, no credit will be awarded.*

- * 5. **Describe in detail** your experience with laboratory techniques including microscopy, methods for conventional identification of bacterial pathogens, viruses, and parasites, gel electrophoresis, nucleic acid extraction methods, polymerase chain reaction (PCR), DNA sequencing, etc.

NOTE: For each experience please indicate the following information:

- **a)** Name and Address of Employer
- **b)** Position/Title held
- **c)** Date From: (MM/DD/YYYY), Date To: (MM/DD/YYYY) (specifically, when you performed the duties)
- **d)** Hours Worked per Week
- **e)** **Detail your experience**

Note: *If any of the requested information is missing or if a response of "see resume" is provided, no credit will be awarded.*

- * 6. **Describe in detail** your experience using diagnostic testing methodologies to include limitations of testing, reference methods, appropriate test utilization and test interpretation.

NOTE: For each experience please indicate the following information:

- **a)** Name and Address of Employer
- **b)** Position/Title held
- **c)** Date From: (MM/DD/YYYY), Date To: (MM/DD/YYYY) (specifically, when you performed the duties)

- **d) Hours Worked per Week**
- **e) Detail your experience**

Note: *If any of the requested information is missing or if a response of "see resume" is provided, no credit will be awarded.*

- * 7. **Describe in detail** your experience using diagnostic testing methodologies for bacterial serotyping, water, and dairy sample testing.

NOTE: For each experience please indicate the following information:

- **a) Name and Address of Employer**
- **b) Position/Title held**
- **c) Date From: (MM/DD/YYYY), Date To: (MM/DD/YYYY) (specifically, when you performed the duties)**
- **d) Hours Worked per Week**
- **e) Detail your experience**

Note: *If any of the requested information is missing or if a response of "see resume" is provided, no credit will be awarded.*

- * 8. *I have reviewed my responses on this Supplemental Questionnaire and all responses are complete, correct and accurate.*

Yes, I have reviewed my responses before submitting my application.

- * Required Question