



The County of San Bernardino
invites application for the position of

Supervising Public Health Microbiologist
Job Number: 19-16384-01

SALARY

\$31.70 - \$43.65 Hourly \$5,494.67 - \$7,566.00 Monthly \$65,936.00 - \$90,792.00 Annually

APPLY BY: 07/12/19 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION



The **Department of Public Health** is recruiting for a **Supervising Public Health Microbiologist** who supervises laboratory staff and provides expert technical assistance and training of personnel performing microbiological, serological and chemical examinations in a laboratory setting. Duties include planning, scheduling, assigning, reviewing, and evaluating the work of microbiologists and support staff; reviewing laboratory policies and procedures and making recommendations; reviewing and maintaining quality assurance records; monitoring the quality assurance program; monitoring and coordinating laboratory safety; organizing, consolidating, and requisitioning supplies and equipment; and overseeing verification and validation of new test procedures.

For more detailed information, refer to the [Supervising Public Health Microbiologist](#) job description.

EXCELLENT BENEFITS PACKAGE

| Paid Time Off | Health Benefits | Retirement | Additional Benefits |
|--|---|---|--|
| <ul style="list-style-type: none"> • Up to 4 weeks accruable Vacation • 40 hours Annual Leave • 40 hours Administrative Leave with cash-out option • 11 days accruable Sick Leave • 14 Paid Holidays • 16 hours Perfect Attendance Leave | <ul style="list-style-type: none"> • Medical and Dental – family coverage • Premium subsidies up to \$12,802 annually • Employer paid vision coverage – employee only • Flexible Spending Account | <ul style="list-style-type: none"> • Generous Pension • 457(b) with .5-for-1 County match up to .5% of biweekly salary after 1 year • Retirement Medical Trust Fund – County contribution of up to 1.5% of biweekly salary • Retirement Reciprocity | <ul style="list-style-type: none"> • Education/Membership Reimbursement up to \$600 annually • Dependent Care Assistance Plan • Life Insurance \$35,000 • Short Term Disability • Commuter Services |
| For additional benefits and details click this image. | | | |

MINIMUM REQUIREMENTS

CERTIFICATION: *Must* possess and maintain a valid Public Health Microbiologist (PHM) certificate issued by the California Department of Public Health. **A legible copy of the PHM certificate must be submitted within 24 hours of the application filing deadline.** You may attach an electronic copy to your online application -OR- email an electronic copy to employment@hr.sbcounty.gov with the Subject Line: Supervising PHM/Certificate Attachment.

-AND-

EDUCATION AND EXPERIENCE: In addition to the **certification** requirements listed above, applicants must also qualify under **Option A, Option B, -or- Option C:**

Option A: A Bachelor's degree **and** four (4) years of experience as a certified Public Health Microbiologist in a state or local government Public Health laboratory.

-OR-

Option B: A Master's degree **and** two (2) years of experience as a certified Public Health Microbiologist in a state or local government Public Health Laboratory.

-OR-

Option C: A Doctoral degree **and** one (1) year of experience as a certified Public Health Microbiologist in a state or local government Public Health Laboratory.

DESIRED QUALIFICATIONS

Supervisory or lead worker experience in a laboratory is highly desirable.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based on a review of the Application and Supplemental Questionnaire. It is to your advantage to be explicit in your responses on the Application and Supplemental Questionnaire.

Please complete and submit the online employment application and supplemental questionnaire **by 5 pm, Friday, July 12, 2019**. *Resumes will not be accepted in lieu of the application and/or supplemental questionnaires.*

To ensure timely and successful submission of your online application, please allow ample time to complete and submit your application before the posted filing deadline. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. Once your application has been successfully submitted you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records. *Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.*

If you require **technical assistance**, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application.

[Please click HERE for important Applicant Information and the County Employment Process.](#)

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>
(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 6/29/19 AK

Supervising Public Health Microbiologist Supplemental Questionnaire

- * 1. **Competitive Evaluation:** The information from the Application and the Supplemental Questions below will be reviewed to determine your qualifications and will provide the basis for a competitive evaluation with other candidates in the selection process. It is to your

advantage to provide complete, organized, and detailed responses to each question. **ALL work experience indicated on the Supplemental Questionnaire MUST also be listed on the Application in order to be reviewed and evaluated.**

I have read and understand the above statements.

- * 2. **Certification:** Provide the number and expiration date of your Public Health Microbiologist (PHM) certificate issued by the California Department of Public Health. *Indicate "N/A" in the field below, if you do not possess a PHM certificate.*

- * 3. **Qualifying Options:** Indicate the **option** under which you qualify: **Note:** *Experience must also be clearly detailed in the Work Experience section of your Application.*

Option A: A Bachelor's degree and four (4) years of experience as a certified Public Health Microbiologist in a state or local government Public Health laboratory.

Option B: A Master's degree and two (2) years of experience as a certified Public Health Microbiologist in a state or local government Public Health Laboratory.

Option C: A Doctoral degree and one (1) year of experience as a certified Public Health Microbiologist in a state or local government Public Health Laboratory.

I do not qualify under any of the options listed above.

- * 4. **Degree:** Indicate the highest type of degree conferred.

A Doctoral degree

A Master's degree

A Bachelor's degree

I do not possess any of the above-listed degrees.

- * 5. **Applicant Acknowledgement - Notification via email:** As part of our efforts to increase efficiency and promote conservation of resources, human resources uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. Each applicant needs their own email address. We strongly encourage you, as an applicant, to ensure that the email address you have provided us with your application is current, secure, confidential, and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. *We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).*

I acknowledge that I have read, understood, and agree to the above.

- * 6. ****ATTENTION GMAIL USERS****

We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox.

For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to [download the PDF file](#). Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources.

Note: If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your www.governmentjobs.com (Neogov) account inbox. All notifications will appear there.

I understand.

- * 7. **Applicant Acknowledgement - Application Complete:** Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history

section or responding to the supplemental questions; they will not be reviewed or considered.

Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these for your records. *Please note: if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application, we have not received your application.*

I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

* Required Question