



LABORATORY ASSISTANT (CORRECTIONAL FACILITY)

SV06/9265 – Exam Code: 9RC40

OPEN – STATEWIDE

CONTINUOUS INTERNET EXAMINATION,
FILING, AND JOB VACANCIES

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

EXAMINATION BASE

DEPARTMENTAL OPEN FOR:

California Prison Health Care Services (CPHCS)

Positions exist statewide with the CPHCS.

POSITION DESCRIPTION

A **Laboratory Assistant (Correctional Facility)**, is the entry and first working level. Incumbents, under direct supervision, performs assigned, varied, standardized, and nontechnical laboratory procedures; collects, processes or prepares laboratory specimens, materials and supplies; operates specialized laboratory equipment; maintains order and supervises the conduct of inmates; and maintains the safety of persons and property; prevents escapes of and injury by persons committed to the Department of Corrections and Rehabilitation to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs, and does other related work.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

HOW TO APPLY

The application and Training and Experience Assessment are available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Laboratory Assistant, (Correctional Facility) is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Evaluation Assessment on the Internet by connecting to the following on-line instructions:

http://cphcs.hodesiq.com/bl_joblist.asp

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA also has internet terminals that are available for public use at no cost. For more information, contact the Service Center at 1-866-844-8671.

APPLICATION DEADLINE/

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time they file their application.

TESTING PERIOD

The testing period for this examination is six (6) months. Once you have taken the Training and Experience Assessment examination, you may not retest for six (6) months.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

SALARY RANGE

Currently, as of July 1, 2007:

\$2,153 – \$2,807 Monthly – This salary range applies to incumbents appointed to all Adult Institutions and Division of Correctional Health Care Services.

BENEFITS

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Six months of experience in laboratory work performing assigned, varied, standardized, and nontechnical laboratory procedures in collecting, processing or preparing laboratory specimens, materials and supplies, and in operating specialized laboratory equipment.

Or II

Education: Equivalent to completion of the eight grade.

Or III

Satisfactory completion of a formalized laboratory work experience and training program of at least three months' duration, such as those conducted under Manpower Development and Training Act, Work Incentive Program or similar work experience programs conducted by State agencies.

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; alertness; keenness of observation; aptitude and liking of laboratory work; orderliness; tact; reliability; color vision adequate to successfully perform the essential functions of the job.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.

Assignments may include sole responsibility for the supervision of inmates/youthful offenders and/or the protection of personal and real property.

EXAMINATION PLAN

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%

A. Ability to:

1. Communicate effectively at a level required for successful job performance.
2. Clean and care for laboratory equipment.
3. Learn elementary laboratory methods and procedures.
4. Keep accurate records.
5. Follow directions.
6. Work efficiently and effectively in a group.

ELIGIBLE LIST INFORMATION

An open merged eligible list will be established for CPHCS. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career Credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at the State Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and at the California Prison Health Care Services.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

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

The California Prison Health Care Services 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors 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. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open, Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038
www.cphcs.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

Laboratory Assistant, CF

NAME _____

CONDITIONS OF EMPLOYMENT - CDCR ADULT LISTING ONLY

PLEASE MARK THE APPROPRIATE BOX (ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED. If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. **After three such waivers**, your name will be made inactive. ON OPEN EMPLOYMENT LISTS, **once your name is placed inactive, it cannot be reactivated.** Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

NOTE: California State Prison has been abbreviated to "CSP."

LOCATION(S) YOU ARE WILLING TO WORK

(5) ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.

7238 **UPPER NORTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

0802 **Pelican Bay State Prison** 1802 **California Correctional Center** 1805 **High Desert State Prison**
Crescent City, Del Norte County Susanville, Lassen County Susanville, Lassen County

7231 **NORTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

0309 **Mule Creek State Prison** 3417 **Richard A. McGee Correctional Training Center,**
Ione, Amador County Galt, Sacramento County
 3423 **CSP, Sacramento**
Represa, Sacramento County 3901 **Deuel Vocational Institution**
 4804 **California Medical Facility** Tracy, San Joaquin County
Vacaville, Solano County 4811 **CSP, Solano**
 2102 **CSP, San Quentin** Vacaville, Solano County
San Quentin, Marin County 5505 **Sierra Conservation Center**
 3400 **Headquarters** Conservation Camp Facility
Sacramento, Sacramento County Jamestown, Tuolumne County
 3404 **Folsom State Prison**
Represa, Sacramento County

7232 **CENTRAL REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

1015 **Pleasant Valley State Prison** 2003 **Central California Women's Facility**
Coalinga, Fresno County Chowchilla, Madera County
 1513 **Wasco State Prison** 2004 **Valley State Prison for Women**
Reception Center, Wasco, Kern County Chowchilla, Madera County
 1514 **North Kern State Prison** 2701 **Correctional Training Facility**
Delano, Kern County Soledad, Monterey County
 1522 **Kern Valley State Prison** 2708 **Salinas Valley State Prison**
Delano, Kern County Soledad, Monterey County
 1605 **Avenal State Prison** 4005 **California Men's Colony**
Avenal, Kings County San Luis Obispo, San Luis Obispo County
 1606 **CSP, Corcoran** 1608 **California Substance Abuse Treatment Facility,**
Corcoran, Kings County Corcoran, Kings County

7233 **SOUTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

1307 **Calipatria State Prison** 3313 **Chuckawalla Valley State Prison**
Calipatria, Imperial County (North) Blythe, Riverside County
 1308 **Centinela State Prison** 3329 **Ironwood State Prison**
Imperial, Imperial County (South) Blythe, Riverside County
 1503 **California Correctional Institution** 3612 **California Institution for Men**
Tehachapi, Kern County Chino, San Bernardino County
 1995 **CSP, Los Angeles** 3613 **California Institution for Women**
Lancaster, Los Angeles County Corona, San Bernardino County
 3310 **California Rehabilitation Center** 3715 **R. J. Donovan Correctional Facility**
Norco, Riverside County at Rock Mountain
San Diego, San Diego County

Please notify CPHCS promptly of any address changes or availability for employment at the following address: CPHCS, Human Resources, Selection Services Section, P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038.