



**Senior Laboratory Assistant,
Correctional Facility**
SV09/9266– Exam Code: 0RC07

PROMOTIONAL – SPOT EXAMINATION

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 PROMOTIONAL FOR:**
California Prison Health Care Services (CPHCS) employees only
(excluding California Department of Corrections and Rehabilitation)

DEPARTMENTAL SPOT FOR:
High Desert State Prison

WHO CAN APPLY Applicants must have a permanent civil service appointment with the California Prison Health Care Services (CDCR - Plata) OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, OR 3) a person retired from the United States military, honorably discharged from active duty with a service-connected disability, or honorably discharged from active duty as defined in GC, Section 18991, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

<u>By mail with:</u>	or	<u>In person with:</u>
California Prison Health Care Services Selection Services Section P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038		California Prison Health Care Services Selection Services Section 501 J Street, Suite 350 Sacramento, CA 95814

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

Note: Only applications with an original signature will be accepted.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

APPLICATION DEADLINE/ TESTING PERIOD **July 9, 2010** is the final filing date. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

SALARY RANGE **As of July 1, 2007:**
\$2,495 - \$3,031 Monthly

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.

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.

**MINIMUM
QUALIFICATIONS
CONTINUED**

Either I

Two years of experience in the California state service performing laboratory work, including one year performing the duties of a Laboratory Assistant, Correctional Facility, Range B.

Or II

Completion of two years of college including at least twelve semester hours in college laboratory courses such as chemistry, physics, biology, or bacteriology. (Two years of experience performing technical laboratory work may be substituted for the required education on a year-for-year basis.)

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 for 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.

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

EXAMINATION PLAN

EDUCATION AND EXPERIENCE - WEIGHTED 100%

All applicants must meet the education and/or experience requirements for this examination at the time they file their applications.

This examination will consist solely of an evaluation of each candidate's experience and/or education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete his or her application. List all experience(s) relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining evaluation will be on measuring competitiveness, relative to job demands, each competitor's:

Scope:

A. Knowledge of:

1. Laboratory methods and procedures.
2. Fundamentals of biology, chemistry, and elementary mathematics.
3. Uses and care of laboratory equipment.

B. 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.
7. Learn and apply specialized techniques accurately and rapidly.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional spot eligible list will be established to fill vacancies at High Desert State Prison in Lassen County. The list will be abolished **12** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION
DESCRIPTIONS
AND LOCATION(S)**

The Senior Laboratory Assistant, CF, under general supervision, and following established procedures, collects and processes biological specimens for analysis; performs biological, chemical or related procedures and operates specialized laboratory equipment; performs assigned analytical tests or procedures which require limited independent judgment; and assists with training and direction of subordinates and performs other duties as required.

**POSITION
DESCRIPTIONS
AND LOCATION(S)
CONTINUED**

A position exists with High Desert State Prison located in Lassen County.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. 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 and Open, Nonpromotional 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. 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. Career credits will not be granted in this examination.

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