



# CONTRA COSTA COUNTY

## HEALTH SERVICES DEPARTMENT

Personnel Services • 1320 Arnold Drive • Martinez, CA 94553-6537  
(925) 957 - 5240 • TTY or TDD (800) 735 - 2929  
24-hour Job Hotline (925) 335 - 1700  
[www.cchealth.org/jobs](http://www.cchealth.org/jobs)

**CLOSING DATE: Open Until Filled**

### STERILE PROCESSING AND DISTRIBUTION TECHNICIAN

Monthly Salary Range: \$3,489 - \$4,241  
Bargaining Unit: Local 856 – LVN/Aide Unit

#### THE POSITION

The Contra Costa County Health Services Department is seeking to fill one (1) Permanent Intermittent and one (1) Permanent Full-Time Sterile Processing and Distribution Technician positions assigned to the Contra Costa Regional Medical Center located in Martinez, CA.

As a Sterile Processing and Distribution Technician, the incumbent(s) will be responsible for the cleaning, decontamination, inspection, packaging, and sterilization of surgical instruments and medical devices. Duties include receiving, sorting, cleaning, inspecting and preparing instruments and medical devices for patient care use; operating various types of processing equipment including sterilizers; maintaining records associated with quality assurance; and distributing patient care products to areas within the medical treatment facility.

The incumbent(s) will receive supervision from the Sterile Processing Supervisor or the Nursing Manager of assigned Health Center.

**The ideal candidate will have a proven track record demonstrating the following:**

- Attention to detail
- Works independently
- Good judgement and decision making skills

**Characteristics of the ideal candidate:**

- Works well with others
- Dependable
- Punctual

To read the complete job description, please visit the website: <https://www.cccounty.us/hr>. The eligible list may remain in effect for twelve (12) months.

#### TENTATIVE EXAM DATE

**Training and Experience:** Periodically Until Filled

#### MINIMUM QUALIFICATIONS

**License Required:** Possession of a valid California Motor Vehicle Operator's License. Out-of-state valid motor vehicle operator's license will be accepted during the application process.

**Education:** Possession of a high school diploma, a G.E.D. equivalency, or a high school proficiency certificate and proof of successful completion of a formal sterile processing training program.

**Substitution:** Two (2) years recent full-time or its equivalent experience in a Sterile Processing unit of an acute care hospital performing sterile processing and distribution functions may be substituted for completion of a formal sterile processing training program.

**Other Requirements:** A background investigation/fingerprint and/or physical exam may be required prior to the start of employment.

**Applicants must attach a copy of their Sterile Processing Training Program certificate. Applications submitted without the required certificate will be considered incomplete and will therefore be disqualified.**

#### SELECTION PROCESS

1. **Application Filing:** All applicants must apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr) and submit the information as indicated on the job announcement by the final filing date. A completed Supplemental Questionnaire is required at the time of applying.
2. **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
3. **Training and Experience Evaluation:** Consists of an evaluation of each candidate's relevant education, training and/or experience as presented on the application and supplemental questionnaire. (Weighted 100%)
4. Candidates must receive a score of at least 70, which may be an adjusted score in order to be ranked on the eligible list.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

**DATE OPENED: July 15, 2019 LJ**

**Exam Number: 1EWA-2019A**

**THE COUNTY OF CONTRA COSTA IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF THE ORGANIZATION**

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

# BENEFITS & APPLICANT INFO

## CONTRA COSTA COUNTY

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area and covers approximately 733 square miles. The County has one of the State's most heterogeneous populations, rich in ethnic, cultural and socioeconomic diversity. With a current population slightly in excess of 1,000,000, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat of Contra Costa County and the location of the County's administrative offices.

Contra Costa County includes varied urban, suburban, industrial, agricultural and port areas and contains 19 incorporated cities. A large part of the County is served by the San Francisco Bay Area Rapid Transit District (BART) which has helped to enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses, are within driving distance from the County seat of Martinez.

Contra Costa County employs more than 9,000 individuals and provides a full range of services through 25 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and Authorities. Our employees are what make Contra Costa County a great place to work and we invite your interest in joining our team!

## EMPLOYMENT INFORMATION

**WHO MAY APPLY:** Applicants must clearly demonstrate that they meet the minimum requirements provided on the front of the job announcement by submitting a complete employment application by the final filing date. The job announcement may require that a supplemental questionnaire be filed along with the employment application. The job announcement may also require the presentation of an official college transcript or copy of a license. United States citizenship is not required unless specifically listed under the minimum qualifications. Individuals offered employment by Contra Costa County will be required to show documentation as proof of identity and eligibility to work in the United States as a condition of employment.

**HOW TO APPLY:** All applicants, including County employees, are to apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr) and submit the required information as indicated on the job announcement. Resumes are encouraged but may not be substituted for the official application. It is the applicant's responsibility to meet final filing deadlines noted on the job announcement and late applications will be disqualified. If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, or to reserve a computer with a library card, please contact the Contra Costa County Library at 1(800) 984-4636 or <http://libonline.ccclib.org/mainpageNew.htm>, or the Richmond Public Library at 1(510) 620-6561.

**REASONABLE ACCOMMODATIONS:** Contra Costa County is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Contra Costa County requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA or other applicable statute. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process may contact the Human Resources Department prior to the final filing date. The California Relay Service (CRS) is available for individuals with hearing and/or speech impairments. To relay a message from a Text Telephone (TTY) or Telecommunications Device for the Deaf (TDD), please call 711 or 1(800)735-2929.

**VETERANS' PREFERENCE CREDITS:** Veterans participating in open examinations who have received an honorable discharge and/or are disabled may be allowed an additional 5% of their total earned score (provided the exam is otherwise successfully completed). To obtain this credit, veterans must provide a DD214, which indicates honorable discharge, and if applicable, proof of disability, with each application before the final filing date.

**SENIORITY CREDITS:** Employees participating in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

**HIRING PROCEDURES:** Appointment to positions in the Merit System shall be by competitive examination. The Human Resources Department is responsible for administering and coordinating recruitment, developing examinations, administering and scoring examinations, and generating eligible lists for use by hiring departments throughout the County.

**PRE-EMPLOYMENT PROCESS:** Candidates under final consideration for employment with the County may be required to undergo an employment background / reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, may require a criminal background investigation, including fingerprinting, a credit check, and a pre-employment physical exam, including a drug/alcohol test.

## EMPLOYEE BENEFITS

**BENEFITS:** Contra Costa County offers a wide range of competitive benefit options to meet the needs of our diverse workforce and their families. These benefits include but are not limited to:

### For your Health & Welfare Benefits:

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care Spending Account
- Dependent Care Assistance Program
- Long Term Care Insurance
- Employee Assistance Program

### For your Financial Future:

- Short-term Disability Insurance
- Long-Term Disability Insurance
- Retirement Plan – (Defined Benefit Pension Plan and Social Security)
- Deferred Compensation Plan
- Contra Costa Federal Credit Union

### For your Work/Life Balance:

- Paid Holidays
- Vacation Accrual
- Sick Leave Accrual
- Management Paid Leave
- Employee Assistance Program
- Drug/Smoke Free Workplace

This information is intended to provide a general summary of benefits available to employees, is subject to change, and is not legally binding. Eligibility is determined by Contra Costa County and offerings may vary by Memoranda of Understanding (MOU) between the County and the employee organization/union representing the employee's job classification or Management Resolutions.

CONTRA COSTA COUNTY  
HUMAN RESOURCES DEPARTMENT  
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Martinez, CA 94553-1292

