



ANNOUNCEMENT FOR OPEN TESTING CHEMIST

Final Filing Date: **January 29, 2008**
Bulletin Release Date: December 18, 2007

TG05 - 8060 7H121



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. 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.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available through the <http://www.spb.ca.gov/jobs/stateapp.htm>. Applications may be filed in person or by mail with:

DEPARTMENT OF PUBLIC HEALTH (916) 552-8344
SELECTION AND CERTIFICATION SECTION
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1701-1702
P.O. BOX 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **January 29, 2008** the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

WRITTEN TEST DATE: March 15, 2008. Written tests will be scheduled in such locations throughout the State as the number of candidates and conditions warrant. It is the candidate's responsibility to contact the Department of Public Health three days prior to the written test date if he/she has not received his/her notice.

SALARY RANGES: Rg A \$3293 - \$3848 per month
Rg B \$3986 - \$4890 per month
Rg C \$4560 - \$5605 per month

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: The Chemist class is the entry, intermediate, and full journey level of the series.

Range A is the entry and first working level of the class. Under close supervision, incumbents perform a variety of the less difficult and responsible professional chemistry work within a laboratory, office, or field setting. Following detailed instructions and specific procedures, incumbents perform chemical, physical, or biological analyses; prepare standard and reagent solutions and samples for analysis; conduct less difficult surveys, investigations, inspections, and studies; draft preliminary reports and routine correspondence; perform basic maintenance of equipment and laboratory instrumentation; answer questions from the public of a routine nature; perform quality control and assurance checks; serve as a technical witness; and do other related work. Work at this level is characterized by a reliance on detailed instructions and assistance from lead persons and supervisors in the application of proven techniques and methodologies to assigned work.

Range B is the intermediate working level of the class. Under general supervision, incumbents perform a variety of responsible professional chemistry work of average difficulty within a laboratory, office, or field setting. Incumbents perform chemical, physical, or biological analyses, research, surveys, investigations, inspections, and studies of average difficulty; prepare standard and reagent solutions and samples for analysis; maintain equipment and laboratory instrumentation; troubleshoot equipment problems; write preliminary reports and routine correspondence; answer

questions from the public of a routine nature; prepare regulatory and compliance documents; perform quality control and assurance checks; serve as a technical witness; and do other related work. Work at this level is characterized by a reliance on proven techniques and methodologies.

Range C is the full journey level. Under direction, incumbents perform a variety of responsible professional and complex chemistry work within a laboratory, office, or field setting. Incumbents independently perform complex chemical, physical, or biological analyses, research, surveys, investigations, inspections, and studies; prepare standard and reagent solutions and samples for analysis; write final reports; prepare regulatory and compliance documents; operate and maintain equipment and laboratory instrumentation including the more complex laboratory equipment; prepare nonroutine correspondence; answer routine or difficult questions from the public; perform quality control and assurance checks; serve as a technical witness; and do other related work. Incumbents allocated to this level perform a variety of tasks, including the more responsible, varied, and complex assignments; consult and advise public and private entities. Incumbents at this level often independently develop and implement new and advanced techniques and methodologies. Incumbents may be assigned lead responsibility for a specific project or assignment.

Positions exist with the Department of Public Health in Richmond and Los Angeles.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **March 15, 2008** the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

Education: Possession of a Bachelor's or advanced degree with a major in chemistry, biochemistry, toxicology, or a closely related chemistry discipline from a recognized institution. (Admission to a master's or a doctoral degree program in chemistry, biochemistry, toxicology, or a closely related scientific discipline shall be considered to meet these education qualifications.)

Or II

Education: Possession of a Bachelor's or advanced degree with a major in a scientific discipline from a recognized institution with a total of 18 semester units in general chemistry, quantitative analysis, and organic chemistry with related laboratories. (Two years professional experience performing duties as a chemist, as defined in the scope of this specification, may be substituted for the required coursework.)

Education as indicated above. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of a degree before they can be considered eligible for appointment.)

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates 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.

EXAMINATION INFORMATION: The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process.

The Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

WRITTEN TEST SCOPE:

Knowledge of:

1. Research methods and procedures as required to perform analyses determining the presence/absence or the concentration of substances in a variety of sample matrices following laboratory-specific standard operating procedures or analysis methods approved by regulatory agencies.
2. Basic principles, procedures, instruments, and equipment used in quantitative and qualitative analyses.
3. Basic safety principles and practices to perform assigned work or safety checks, or identify potential safety issues.
4. Personal computers and related office software to analyze and summarize data.

5. Fundamentals of organic, inorganic, analytical, and physical chemistry and biochemistry as required to perform analyses determining the presence/absence or the concentration of substances in a variety of sample matrices following laboratory-specific standard operating procedures or analysis methods approved by regulatory agencies.
6. Toxic effects and chemical and physical properties of compounds and substances.
7. Time management techniques to provide for efficient prioritization and completion of assignments.
8. Basic statistics as required to perform basic interpretation of the results of laboratory analyses to assure that they accurately reflect the state and/or the chemical content of the samples analyzed.
9. Principles of quality control and assurance as required to perform analyses determining the presence/absence or the concentration of substances in a variety of sample matrices following laboratory-specific standard operating procedures or analysis methods approved by regulatory agencies.
10. Library and internet research and data gathering techniques to compile information for assignments.

Skill to

1. Read and comprehend a variety of technical information related to departmental or work unit policies, procedures, standards, and state or federal statutes or regulations, such as departmental manuals and laboratory standard operating procedures.
2. Accurately document methods and results of analyses in a laboratory notebook or other media, as required.
3. Perform basic interpretation of analytical data to ensure that the data is meaningful and accurate.
4. Use a personal computer and related office software to efficiently analyze and summarize data, prepare reports and record results from analyses.

Ability to:

1. Set up, adjust, calibrate, maintain and trouble-shoot instruments.
2. Analyze situations accurately and take effective action.
3. Write complete and accurate reports.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application, which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922
Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379