



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CHIEF, FOOD AND DRUG UNIT**

Final File Date: **JUNE 10, 2009**
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OPEN ONLY

VW55 -9236 9H12901



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.

EXAMINATION TYPE	This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.
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 job and testing arrangements, contact the testing office shown below. Applications are available at http://www.spb.ca.gov/jobs/stateapp.htm . Applications may be filed in person or by mail with: <p align="center">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 324-0286 SELECTION AND CERTIFICATION SECTION</p> <p>In Person: 1501 CAPITOL AVENUE, SUITE 1501 By Mail: MS 1700-1702 P.O. BOX 997378 SACRAMENTO, CA 95899-7378</p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
CROSS FILING INFORMATION	If you meet the entrance requirements for this classification and for CHIEF, FOOD AND DRUG SECTION scheduled at the same time, you may file for both examinations on a single application. You must indicate the class title(s) corresponding to each examination for which you are applying on the application Form STD. 678.
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by JUNE 9, 2009 , 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.
ORAL INTERVIEW DATE	It is anticipated that oral interviews will be scheduled during JULY , and in such locations throughout the state as the number of candidates and conditions warrant.
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.
SALARY RANGE(S)	\$6729 - \$8548 per month.
EMPLOYEE BENEFITS	In addition to the salary above the California Department of Public Health offers benefits in the following areas: <ul style="list-style-type: none"> Health, Dental, and Vision Cash Benefit Programs Disability Insurance Work, Home, and Family Beneficiary and Survivor Benefits Awards Retirement and Separation Benefits Flexible Schedules Public Transit Reimbursement (limits apply) <p>A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm</p>
POSITION DESCRIPTION	Under general direction of a Chief, Food and Drug Section, incumbents are responsible for planning, organizing, directing, and determining the effectiveness of a complex and sensitive statewide subprogram of a major statewide consumer protection program. Incumbents oversee all scientific,

	<p>legal, investigative, educational, and enforcement activities of a subprogram to ensure the safety and effectiveness of consumer products manufactured, processed, distributed, advertised, or sold in California; and do other related work.</p> <p>Positions exist with the California Department of Public Health in Sacramento.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by June 9, 2009, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>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, semester or quarter units, name of institution, completion dates, and degree (if applicable).</p> <p>Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>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.</p> <p style="text-align: center;">Either I</p> <p>Experience: One year of experience in the Food and Drug Branch with the California Department of Health Services performing the duties equivalent to a Supervising Food and Drug Scientist(Foods); Supervising Food and Drug Scientist (Drugs); or Supervising Food and Drug Scientist (Medical Devices)</p> <p style="text-align: center;">Or II</p> <p>Experience: Two years of experience in the Food and Drug Branch with the California Department of Health Services performing the duties equivalent to a Food and Drug Scientist (Foods); Food and Drug Scientist (Drugs); Food and Drug Scientist (Medical Devices), Range B; Food and Drug Regional Administrator; Food and Drug Program Specialist; or Staff Toxicologist (Specialist).</p> <p style="text-align: center;">Or III</p> <p>Experience: Three years of experience in the Food and Drug Branch with the California Department of Health Services performing the duties of a Supervising Food and Drug Investigator.</p> <p style="text-align: center;">Or IV</p> <p>Education: Possession of a Doctorate Degree from a recognized college in Food Technology, Food Microbiology, Food Chemistry, Pharmacology, Pharmacy, Pharmaceutical Chemistry, Biomedical Engineering, Bioengineering, Toxicology, or a closely related field relevant to Food and Drug control work. AND</p> <p>Experience: Broad and extensive experience (more than four years) gained after the doctoral degree in scientific research , evaluation, and development of a new production technologies or safety and efficacy testing in the area of food technology, food microbiology, food chemistry, pharmacology, pharmacy, pharmaceutical chemistry, biomedical engineering, bioengineering, toxicology, or a closely related field relevant to Food and Drug control work.</p> <p style="text-align: center;">Or V</p> <p>Education: Equivalent to graduation from college with at least 30 semester units of college courses in one or a combination of bacteriology, biology, chemistry, food technology, pharmacology, environmental health, biomedical engineering, or other biological or chemical science. (Up to 15 semester units in criminal justice may be credited toward 15 of the 30 total units required above.)AND</p> <p>Experience: Broad and extensive experience (more than six years) in progressively responsible food, drug, or medical devices regulatory work. (Possession of a Master's Degree from a recognized college in Bacteriology, Biology, Chemistry, Food Technology, Pharmacology, Environmental Health, Biomedical Engineering, or other biological or chemical science may be substituted for one year for the required regulatory experience.)</p>
GENERAL QUALIFICATIONS	<p>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.</p>
EXAMINATION INFORMATION	<p>The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.</p> <p>The California 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.</p>

INTERVIEW SCOPE	<p>In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor’s:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Current principles and procedures of research planning, design, methodology, analysis, and evaluation.2. Methods of preparation of research reports.3. Statistical methods and procedures.4. Laboratory procedures commonly used with commodities regulated by the Food and Drug Branch.5. State and federal statutes and regulations pertaining to the manufacture, labeling, advertising, distribution, and sale of commodities regulated by the Food and Drug Branch, including good manufacturing practices and principles in food safety, drug safety (prescription and over the counter), and/or medical device safety and consumer products.6. Current trends in public health safety problems.7. Methods commonly used in the manufacture, labeling, distribution, and sale of commodities regulated by the Food and Drug Branch.8. Rules of evidence and investigative and enforcement procedures and techniques.9. Concepts of civil, criminal, and case law applicable to commodities regulated by the Food and Drug Branch.10. Enforcement agencies’ policies related to the manufacture, labeling, advertising, distribution, and sale of consumer products regulated by the Food and Drug Branch.11. Legislative processes.12. Principles and practices of professional leadership and guidance.13. Principles and practices of administrative organization, program budgeting, public administration, business management, personnel management, training and recruitment.14. A supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment. <p>Ability to:</p> <ol style="list-style-type: none">1. Plan, organize, direct, and coordinate the work of interdisciplinary teams that perform scientifically-based research, inspections, investigations, and enforcement.2. Develop and recommend new programs, policies, and procedures for implementation.3. Effectively utilize available resources.4. Work effectively with officials of Federal, State, and local government, and with consumers, industry, and the Legislature in regulating food safety, drug safety (prescription and over the counter), and/or medical device safety and consumer products.5. Evaluate the adequacy of design and techniques used in scientific and other research projects.6. Communicate effectively.7. Translate technical and scientific information into layperson terms.8. Evaluate the activities of interdisciplinary teams for timelines, effectiveness, reasonableness, and statewide uniformity.9. Interpret and reasonably apply statutes and regulations.10. Supervise the preparation of scientific and other reports and articles for publication.11. Tactfully persuade and elicit cooperative compliance with statutes and regulations.12. Analyze situations accurately and thoroughly in order to implement an effective course of action.13. Train and evaluate personnel in the various phases of inspection and investigation work.14. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
ELIGIBLE LIST INFORMATION	<p>Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a place 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.</p> <p>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</p>

	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	Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>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</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>