



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
CHIEF, FOOD & DRUG BRANCH  
Departmental - Open**



**Final Filing Date: August 30, 2013  
Bulletin Release Date: July 31, 2013**

VW40-9030 3H184

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:** Standard State Applications (STD. 678) must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit hard copies to:

**Mailing Address:**  
California Department of Public Health  
Selection & Certification Unit  
MS 1700-1702  
P.O. Box 997378  
Sacramento, CA 95899-7378

**File in Person Address:**  
California Department of Public Health  
Selection & Certification Unit  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814  
Telephone: (916) 445-0983

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**FINAL FILING DATE:** Applications (STD. 678) must be submitted by **August 30, 2013**, the final filing date. Applications postmarked or personally delivered 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.

**MODIFIED QUALIFICATION APPRAISAL PANEL (QAP) EXAMINATION DATE:** It is anticipated that the examination will be scheduled during SEPTEMBER/OCTOBER, in Sacramento.

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

**SALARY RANGES:** \$8,525 - \$10,165 per month.

**EMPLOYEE BENEFITS:** In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- 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)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

**POSITION DESCRIPTION:** Under the direction of the Chief, Division of Food, Drug and Radiation Safety, the Chief, Food and Drug Branch is responsible for the statewide food, drug and medical device safety and security programs, which conduct inspections for over 5,000 food processors, and 800 medical device manufacturers. The program also provides

investigation and emergency response support to local agencies in enforcement actions associated with the regulation or removal of unsafe consumer products from commerce. The chief plans, organizes, and supervises the program activities associated with the production of safe foods, drugs, and medical devices in California. The Chief develops and implements innovative solutions to difficult problems involving violations of laws, rules, and regulations governing the safe production of foods, drugs, medical devices, and other consumer products regulated under statute by the California Department of Public Health. The Chief provides leadership in investigations and product removal actions for unsafe consumer products regulated. The Chief reviews legislation and legislative analysis prepared by staff and advises the Division Chief regarding the impact of legislation. The Chief also assists in the development of the branch budget; and does other related work.

Positions exist with the California Department of Public Health in Sacramento.

**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 **August 30, 2013**, the final filing 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, and name of institution, completion dates, and degree (if applicable).

**Applications/resumes received without this information will be rejected. Please submit a copy of your unofficial transcripts as it relates to meeting the education requirements for this examination.**

**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**

**Experience:** Two years of experience performing the duties equivalent to Chief, Food and Drug Section in the California State Department of Health Services (CDPH).

**Or II**

**Experience:** Three years of experience performing the duties equivalent to Chief, Food and Drug Unit, in the Food and Drug Branch of the California State Department of Health Services (CDPH).

**Or III**

**Experience:** Four years of experience performing the duties equivalent to Food and Drug Regional Administrator or Food and Drug Program Specialist in the Food and Drug Branch of the California State Department of Health Services (CDPH).

**Or IV**

**Experience:** Five years of experience in the California state service performing the duties of a Supervising Food and Drug Investigator.

**Or V**

**Experience:** Extensive administrative experience (more than five years) in food or drug regulatory work. (Administrative or supervisory experience in food and drug laboratory work or graduate training in chemistry, biology, or related fields may be substituted for a maximum of two years of the required regulatory experience on a year-for-year basis.) **AND**

**Education:** Equivalent to graduation from college with at least 30 semester hours of courses in bacteriology, biology, chemistry, food technology, pharmacology, environmental health, engineering, or other biological or chemical sciences. (Up to 15 semester hours in criminal justice may be credited toward 15 of the 30 total required above.)

**Or VI**

**Experience:** Broad and extensive (more than five years) experience in either one or a combination of the following:

1. Administrative responsibility for planning and directing research activities in Food Technology, Pharmacology, Biomedical Engineering, Toxicology, or other fields related to technology in Food and Drug control work. The required experience must have included at least four years of supervising professional and technical research personnel as well as fiscal responsibility for research program implementation.
2. Postdoctoral experience in teaching and research with academic appointment. The required experience must have included at least four years of supervising professional and technical research personnel as well as fiscal responsibility for research program implementation. **AND**

**Education:** Possession of a Doctoral Degree in Food Technology, Food Microbiology, Food Chemistry, Pharmacology, Pharmacy, Pharmaceutical Chemistry, Biomedical Engineering, Bioengineering, Toxicology, or other closely related fields.

**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.

**SPECIAL PERSONAL CHARACTERISTICS:** Requires a minimum age of 18 years for appointment; good moral character as determined by a thorough background investigation which includes fingerprinting; possession of a valid driver license; aptitude for investigative and law enforcement work; color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; ability to hear within the speech range with or without an aid; tact; patience; substantial self-reliance; ability to work independently; capacity for development of skills and abilities; and a willingness to travel.

**COMMISSION REQUIREMENTS:** Eligibility for the United States Food and Drug Administration (FDA) Commission to receive and review FDA documents (all articles) as required for appointment to the position.

**PEACE OFFICER STANDARDS:** Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a California Department of Public Health background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Drug Testing Requirement: Applicants for positions in the California Department of Public Health are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

**EXAMINATION INFORMATION:** The examination will consist of a Modified Qualification Appraisal Panel (QAP). Accepted candidates will participate in the **examination using a computer to type their responses**. The examination will consist of **patterned questions with set responses**, **not multiple choice questions**.

This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

The California Department of Public Health 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 revision will be in accordance with civil service law and rules and all competitors will be notified.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

1. State and Federal laws and regulations pertaining to the canning of foods, health fraud, product safety, and manufacture, distribution, and sale of foods, drugs, medical devices, cosmetics, and hazardous substances.

2. Methods commonly used in the manufacture, preparation, compounding, packaging, and selling of products subject to State and Federal laws and regulation.
3. Sanitation of foods, drugs, and related manufacturing plants.
4. Principles of the sterilization of food products, biologics, and parenteral solutions.
5. Standards established for food, drug, and related products, medical devices, cosmetics, hazardous substances, and product safety.
6. Scientific research methodology and protocols.
7. Rules of evidence and investigative and enforcement procedures and techniques.
8. Principles, practices, and trends of administrative organization, program budgeting and public administration.
9. Business management, principles of personnel management, training, and supervision.
10. Public health administrative policies and procedures.
11. Program development and evaluation.
12. Epidemiology.
13. Pharmaceutical chemistry.
14. Bacteriology.
15. Food technology and vector control.
16. Technical changes and advances in regulated industries.
17. Laboratory and field testing procedures.
18. Purposes and organization of the Department of Health Services, the Legislature, and the Executive Branch.
19. Civil and case laws related to food and drug regulatory work.
20. Policies of related enforcement agencies.
21. Legislative processes.
22. Adulterants used in the food and drug industries.
23. Food chemistry.
24. Biochemical analysis.
25. Vitamin assays and engineering principles.
26. A Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintain a work environment that is free of discrimination and harassment.

Ability to:

1. Evaluate and interpret food, drug, and medical device analyses and scientific research studies.
2. Plan, organize, direct, and coordinate the work of multidisciplinary professional, scientific, administrative, and investigative staff.
3. Analyze administrative policies, organization, procedures, and practices.
4. Integrate the activities of a diverse program to attain common goals.
5. Gain the confidence and support of top level administrators and advise them on a wide range of program, scientific, and administrative matters.
6. Analyze complex problems and recommend effective courses of action.
7. Develop cooperative working relationships with representatives of all levels of government, the public, the Legislature, and Executive Branch.
8. Interpret and apply State laws, rules, and regulations.
9. Evaluate programs as to their effectiveness.
10. Develop and implement programs, administrative policies, and procedures.
11. Establish and maintain cooperative relations with agencies and individuals contacted in the course of work.
12. Train personnel in the various phases of inspection, investigation, and scientific work.

13. Communication effectively.
14. Conduct hearings.
15. Analyze situations accurately and take effective action.
16. Prepare clear and comprehensive reports.
17. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
18. Physically perform the duties of the class.

**ELIGIBLE LIST INFORMATION:** 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.

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:** Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance examinations.

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