



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
SUPERVISING FOOD AND DRUG INVESTIGATOR
OPEN EXAMINATION**



VW70/ 9036 6H171

Bulletin Release Date: May 24, 2016

Final File Date: **June 23, 2016**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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: Applications must be submitted to the address listed below 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>.

By Mail or In Person:

**California Department of Public Health
Examination Services Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378**

(916) 650-0436

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **June 23, 2016**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

TESTING PERIOD: A candidate may be tested only once during any 12 month period.

SALARY RANGES: \$5,613 - \$7,325 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: This is the full supervisory level of the series. Incumbents plan, organize, and direct the activities of the personnel assigned to a geographical area in a region. They supervise the conduct of the investigation and inspection work carried out in development of policies and procedures affecting their area of assignment. Incumbents select, train, and evaluate all staff in their district in all program functions.

Incumbents in this series generally work in all program areas; investigate and inspect physical facilities, operational procedures, and products to ensure that all materials, processes, and conditions of manufacture, distribution, and the like comply with required standards; collect and evaluate evidence; offer consultative services to public and industry regarding

product and process; levy embargoes on violative products to prevent sale or distribution; supervise the destruction or reconditioning of embargoed or restrained products; investigate, evaluate, and take appropriate action on consumer complaints and illegal or fraudulent practices in the advertisement, manufacture, or sale of products; issue citations when violations are committed in their presence; receive appropriate peace officer training consistent with functions and POST certification requirements; make arrests and testify in civil and criminal accusations; provide instruction and evaluation of other public and private food and drug protection programs. Positions at the Senior level may be allocated to the headquarters office performing special projects associated with new program development and implementation as well as coordination and liaison activities with other enforcement agencies and consumer advocate groups.

Positions exist with the Department of Public Health in the following counties: Alameda, Fresno, Los Angeles, Orange, and 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 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 and 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

Two years of experience performing the duties of an Investigator, Range C, in the California state service.

Or II

Four years of experience performing the duties of an Investigator, Range B, in the California state service.

Or III

Experience: Six years of professional food and drug experience including at least three years of administrative or supervisory responsibilities performing the duties of a registered sanitarian, food and drug inspector, or food or drug technologist in public agencies or private industry responsible for the application of Good Manufacturing Practice.

AND

Education: Equivalent to graduation from college with at least 30 semester hours 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 hours in criminal justice may be credited toward 15 of the 30 total required above.)

SPECIAL PERSONAL QUALIFICATIONS: Require a minimum age of 18 years for appointment; United States citizenship; good moral character as determined by thorough background investigation, which includes fingerprinting; possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles; aptitude for investigative and law enforcement work; normal 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 willingness to travel.

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.

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 position.

PEACE OFFICER STANDARDS

CITIZENSHIP REQUIREMENT: Existing law provides peace officers must be either a U.S. citizen or be a permanent resident alien pursuant to Government Code Section 1031(a). 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, any position in this classification.

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.

FIREARMS REQUIREMENT: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to 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 (formerly California Department of Health Services) background investigation may be required to undergo an additional background investigation.

MEDICAL REQUIREMENT: Pursuant to Government Code Section 1031, a person 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.

PSYCHOLOGICAL REQUIREMENT: Pursuant to POST Regulations 1002(a)(7), psychological screening of applicants for peace officer classifications is required.

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 REQUIREMENT: 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.

SCOPE: 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:

Knowledge of:

1. Basic scientific principles and methods.
2. General trends in current public health and safety problems related to the food, drug, and medical device fields.
3. 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, hazardous substances, and youth tobacco enforcement.
4. Methods commonly used in the manufacturing, preparation, testing, compounding, packaging and selling of food and drug products subject to State and Federal laws and regulations.
5. Sanitation of foods, drugs, medical devices, cosmetics and related manufacturing plants.
6. Epidemiology, pharmaceutical chemistry, bacteriology, food technology, and vector control.
7. Engineering principles, investigative and enforcement procedures and techniques.
8. Rules of evidence.

9. General concepts of civil and case law related to food and drug regulatory work.
10. General organization and purposes of the Department of Public Health.
11. Adulterants found in the food and drug field.
12. Standards established for food, drug, medical devices, cosmetics and related products.
13. Policies of related enforcement agencies.
14. Technical changes and advances in regulated industries.
15. Administrative policies and procedures.
16. The Department's Equal Employment Opportunity objectives, non-discrimination policies, harassment policies, and workplace violence policies.
17. A supervisor's role in the Equal Employment Opportunity program.
18. Effective time management techniques to provide for efficient prioritization and completion of work assignments.

Ability to:

1. Make routine inspections and investigations.
2. Interpret and apply State laws, rules and regulations.
3. Analyze data and field situations.
4. Present ideas and information both orally and in writing.
5. Develop and maintain effective working relationships with the public and those contacted during the course of business.
6. Work independently.
7. Draw valid conclusions.
8. Make quick and accurate decisions.
9. Take effective action and prepare clear and comprehensive reports.
10. Physically perform duties of the class.
11. Plan, organize, direct and coordinate food, drug, medical devices, cosmetics, health fraud, product safety, hazardous substances, food canning inspection and investigation work, and youth tobacco enforcement.
12. Testify in court.
13. Interpret the analysis of regulated products, devices, and substances.
14. Effectively supervise subordinate personnel.
15. Train and evaluate personnel in the various phases of inspection and investigation work.
16. Develop, implement, and evaluate programs.
17. Effectively contribute to the Department's Equal Employment Opportunity objectives.
18. Make arrests, serve warrants, and serve process.

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: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

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

California Department of Public Health
SECURITY INFORMATION FOR PARTICIPANTS

Preparation, Development, Review of
State Civil Services Examination Material

EXAMINATION TITLE: Supervising Food and Drug Investigator

State law requires that civil service examinations are confidential and impartial. We ask that you assume a personal responsibility in maintaining the competitive aspects and confidential nature of this examination. The personal information that you provide on this form is required for documentation purposes. All information will remain confidential.

As a candidate, you must comply with the following test security standards:

1. DO NOT REVEAL the fact that you are participating in the examination process to anyone.
2. DO NOT DISCUSS any aspect of the examination with anyone. This includes supervisors, peers and co-workers. This security limitation includes information on all questions and answers.

I certify that:

1. I will not reveal to anyone that I am participating in this examination.
2. I will not discuss any aspect of this material with anyone.
3. I will adhere to all the established security measures.

I hereby certify and understand that the information provided by me in this application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsification. I further understand that this information may be verified and that, if it is discovered I have made any false representations, I will be removed from the promotional list resulting from this examination, and possibly dismissed from civil service.

Signature

Date

Printed Name

Return this page with your original signature along with your State Application STD 678.

Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Supervising Food and Drug Investigator

Name: _____
(Print: first, middle initial, last)

FFD: June 23, 2016

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Alameda County (0100) _____

Fresno County (1000) _____

Los Angeles (1900) _____

Orange County (3000) _____

Sacramento County (3400) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)

_____ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)

_____ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your examination title, identification number and Social Security number.

Signature: _____

Date: _____