



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
Food and Drug Branch Program Specialist**

Final File Date: **March 16, 2012**
Bulletin Release Date: February 24, 2012

PROMOTIONAL ONLY

VW60 -9028 2H194



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 a promotional examination for the California Department of Public Health.
WHO SHOULD APPLY	Persons who have permanent civil service appointment with the California Department of Public Health and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department <u>OR</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; <u>OR</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992; <u>OR</u> persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
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) 445-0983 SELECTION AND CERTIFICATION UNIT</p> <p align="center">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>
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by March 16, 2012 , 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.
SALARY RANGE(S)	\$5753 - \$7293 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	This is the program specialist level in this series. Under general direction, incumbents are responsible for: reviewing and evaluating monthly activity reports from the regional offices to determine patterns of deficiency in industry which would necessitate the need for additional specialized training; ensuring overall statewide program goals are being met; making recommendations to management on change in investigation/inspection procedures or policies; developing or revising policy statements

	<p>to clarify and improve investigation/inspection processes and systems and ensuring they are carried out consistently throughout the regions; assisting with and overseeing investigations that cross regional lines; conducting hearings on sensitive issues; serving as liaison with the Food and Drug Science Section staff; ensuring that scientific surveys developed by the Food and Drug Science Section are properly assigned and administered by the appropriate laboratory; keeping abreast of changes in the laws that govern the program and recommending appropriate changes to maintain compliance; analyzing, evaluating, and assisting in the development of regulations and legislation; assisting the development and/or monitoring of the program budget; assisting in the development of the annual program plan; preparing educational materials; and assisting in the training of staff.</p> <p>Positions exist with the California Department of Public Health statewide.</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 March 16, 2012, 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>Either I Two years of experience performing the duties of a Supervising Food and Drug Investigator in the California state service.</p> <p>Or II Four years of experience performing the duties of a Senior Food and Drug Investigator or Food Technology Specialist in the California state service.*</p> <p>*Investigator, Range C is equivalent to Senior Food and Drug Investigator *</p> <p>Or III Experience: Eight years of professional food and drug experience including at least five years of administrative or supervisory experience 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 regulations.</p> <p>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.)</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>
SPECIAL PERSONAL CHARACTERISTICS:	<p>Require a minimum age of 18 years for appointment; good moral character as determined by thorough background investigation, which includes fingerprinting; possession of a valid California Drivers 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 willingness to travel.</p>
COMMISSION REQUIREMENTS:	<p>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.</p>
CITIZENSHIP REQUIREMENT:	<p>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).</p>

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.
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.
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	<p>This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.</p> <p>Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.</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 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.</p>
SCOPE	<p>Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Basic scientific principles and methods 2. General trends in current public health and safety problems related to the food and drug field 3. State and Federal laws and regulations pertaining to the canning of foods, health fraud, product safety and the manufacture, distribution and sale of foods, drugs, medical devices, cosmetics, and hazardous substances 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, and related manufacturing plants; epidemiology, pharmaceutical chemistry, bacteriology, food technology, vector control 6. Engineering principles, investigative and enforcement procedures and techniques 7. Rules of evidence 8. General concepts of civil and case law related to food and drug regulatory work 9. General organization and purposes of the Department of Health Services; Adulterants used in the food and drug field 10. Standards established for food, drug and related products 11. Policies of related enforcement agencies 12. Technical changes and advances in regulated industries 13. Administrative policies and procedures 14. The Department's Equal Employment Objectives

	<ol style="list-style-type: none"> 15. A supervisor's role in the Equal Employment Objectives and the processes available to meet Equal Employment Objectives 16. Principles of personnel management 17. Public and business administration 18. Program budgeting 19. Legislative processes <p>Ability to:</p> <ol style="list-style-type: none"> 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 relationship 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 and food canning inspection and investigation work 12. Conduct hearings 13. Interpret the analysis of regulated products, devices, and substances; effectively supervise subordinate personnel 14. Train and evaluate personnel in the various phases of inspection and investigation work 15. Develop, implement, and evaluate programs 16. Effectively contribute to the Department's Equal Employment Objectives
ELIGIBLE LIST INFORMATION	<p>A departmental promotional list will be established for use by the California Department of Public Health. 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. All candidates meeting the requirements for admittance to the exam will be placed on the eligible list in one of three ranks.</p> <p>NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.</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 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.</p>
VETERANS PREFERENCE	Veterans' preference credits are not granted in promotional examinations.
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<p>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</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>