



ANNOUNCEMENT FOR OPEN TESTING SUPERVISING CHEMIST

Final Filing Date: **3/3/2008**
Bulletin Release Date: 2/1/2008

TG15-8070 8H10402



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 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:

DEPARTMENT OF PUBLIC HEALTH (916) 552-8344
SELECTION UNIT
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

CROSS FILING INFORMATION: If you meet the entrance requirements for this classification and for Staff Chemist 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 **March 3, 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.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during **APRIL/MAY**, and in such locations throughout the state as the number of candidates and conditions warrant.

SALARY RANGES: \$4997.00 - \$6145.00 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: Under general direction, incumbents plan, organize, supervise, and direct the work of a small to medium group of professional chemists and technical staff in a laboratory or program unit. Incumbents research, evaluate, and implement new analytical methods and procedures, oversee and perform complex chemical and physical analyses, and prepare related reports; ensure quality assurance and laboratory safety; select and train staff; evaluate and make recommendations on staff performance; oversee the purchase laboratory supplies; prepare equipment specifications; assist in budget preparation; prepare or make recommendations on operational plans; and perform other related work.

Positions exist with the Department of Public Health Statewide 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 3, 2008**, 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, 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.)

And

Either I

Experience: Two years of experience in the California state service performing duties comparable to those of a Chemist, Range C.

Or II

Experience: Five years of increasingly responsible professional experience as a chemist in laboratory analysis, research, management, planning, regulation, or investigation, including responsibility for the development or implementation of analytical methods using complex instrumentation or research projects; or for the direction of the work of a chemical or analytical laboratory staff. (Two years of this experience must be at a level of responsibility equivalent to that of a Chemist, Range C, in the California state service. Possession of a Master's Degree in chemistry, biochemistry, toxicology, or a closely related scientific discipline from a recognized institution may be substituted for one year of the required general experience; possession of a Doctorate in the above-named disciplines from a recognized institution may be substituted for two years of the general experience.)

GENERAL QUALIFICATIONS: 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 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.

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.

INTERVIEW 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. Fundamentals of organic, inorganic, analytical and physical chemistry and biochemistry.
2. Principles, procedures, instruments, and equipment used in quantitative and qualitative analyses.
3. Quality control and assurance.
4. Toxic and physical effects of compounds and substances.
5. Applicable laws, rules, or regulations.
6. Statistics, report writing, and research methods and procedures.
7. Personal computer and related office and instrument software.
8. Characteristics, properties, and uses of a wide variety of agricultural, industrial, and consumer chemicals and products.
9. Hazardous materials.
10. Most complex instrument methodology and analyses.
11. Research, development, and alternate test methods.
12. Principles and practices of effective supervision.
13. Budgeting process and techniques.
14. Operational planning.

15. Supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Communicate effectively.
2. Perform accurate chemical analyses following standard to complex methods.
3. Set up, adjust, calibrate, trouble-shoot, and maintain instruments.
4. Analyze and interpret test information and take effective action.
5. Use, modify, or develop analytical procedures for specific needs.
6. Prepare and present evidence in court.
7. Participate in research studies.
8. Prepare reports and papers for presentation or publication.
9. Maintain accurate records.
10. Inspect laboratories on site and make recommendations.
11. Use a personal computer and related office and instrument software.
12. Learn, interpret, and apply applicable laws, rules, and regulations.
13. Select and modify the most complex instruments and other equipment.
14. Develop new and modify existing analytical methods and procedures.
15. Coordinate quality control and assurance programs.
16. Plan, conduct, and direct research studies.
17. Perform difficult and complex chemical and related physical analyses.
18. Prepare reports and papers for internal distribution and official publication.
19. Provide information to assist with investigations and prosecutions of violations of State and Federal laws and regulations.
20. Act as an expert witness.
21. Act as a lead chemist.
22. Plan, organize, supervise, and direct the work of a staff of professional chemists and technical assistants.
23. Select and train staff.
24. Analyze complex situations accurately and adopt effective courses of action.
25. Ensure quality assurance and laboratory safety.
26. Establish and maintain cooperative relationships with departmental representative and other agency representatives.
27. Oversee the purchase of laboratory supplies.
28. Prepare equipment specifications.
29. Assist in budget preparation.
30. Prepare or make recommendations on operational plans.
31. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

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: Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

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