



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
CHEMIST EXAMINATION  
DEPARTMENTAL - OPEN  
Final Filing Date: July 30, 2015  
Bulletin Release Date: June 30, 2015  
SPOT Location: Richmond**



TG05 – 8060 5H171

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.

**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>. Submit Standard State Application to:

**Mailing Address:**

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

**File in Person Address:**

**California Department of Public Health  
Examination Services Unit  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814  
Telephone: (916) 552-9212**

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

**FINAL FILING DATE:** Applications (Form STD. 678) must be submitted by **July 30, 2015**, 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.

**WRITTEN TEST DATE:** The written test is anticipated to be administered in September 2015, in Richmond. It is the candidate's responsibility to contact the California Department of Public Health three days prior to the written test date if he/she has not received his/her notice.

**SALARY RANGES:** Range A \$3293 - \$3963 per month  
Range B \$3986 - \$5037 per month  
Range C \$4560 - \$5773 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:** The Chemist class is the entry, intermediate and full journey level of the series.

**Range A:** The entry and first working level of the class. Under close supervision, incumbents perform a variety of the less difficult and responsible professional chemistry work within a laboratory, office, or field setting. Following detailed

instructions and specific procedures, incumbents perform chemical, physical, or biological analyses; prepare standard and reagent solutions and samples for analysis; conduct less difficult surveys, investigations, inspections, and studies; draft preliminary reports and routine correspondence; perform basic maintenance of equipment and laboratory instrumentation; answer questions from the public of a routine nature; perform quality control and assurance checks; serve as a technical witness; and do other related work. Work at this level is characterized by a reliance on detailed instructions and assistance from lead persons and supervisors in the application of proven techniques and methodologies to assigned work.

**Range B:** The intermediate working level of the class. Under general supervision, incumbents perform a variety of responsible professional chemistry work of average difficulty within a laboratory, office, or field setting. Incumbents perform chemical, physical, or biological analyses, research, surveys, investigations, inspections, and studies of average difficulty; prepare standard and reagent solutions and samples for analysis; maintain equipment and laboratory instrumentation; troubleshoot equipment problems; write preliminary reports and routine correspondence; answer questions from the public of a routine nature; prepare regulatory and compliance documents; perform quality control and assurance checks; serve as a technical witness; and do other related work. Work at this level is characterized by a reliance on proven techniques and methodologies.

**Range C:** The full journey level. Under direction, incumbents perform a variety of responsible professional and complex chemistry work within a laboratory, office, or field setting. Incumbents independently perform complex chemical, physical, or biological analyses, research, surveys, investigations, inspections, and studies; prepare standard and reagent solutions and samples for analysis; write final reports; prepare regulatory and compliance documents; operate and maintain equipment and laboratory instrumentation including the more complex laboratory equipment; prepare nonroutine correspondence; answer routine or difficult questions from the public; perform quality control and assurance checks; serve as a technical witness; and do other related work. Incumbents allocated to this level perform a variety of tasks, including the more responsible, varied, and complex assignments; consult and advise public and private entities. Incumbents at this level often independently develop and implement new and advanced techniques and methodologies. Incumbents may be assigned lead responsibility for a specific project or assignment.

Positions exist with the Department of Public Health in Alameda and Contra Costa Counties.

**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 on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications **must** include "to" and "from" dates (month/day/year), time base, job titles and/or 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. **Applications received without this information will be rejected. Applicants must submit a copy of unofficial transcripts along with the application when using education to meet the entrance 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**

**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.)

Education as indicated above. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of a degree before they can be considered eligible for appointment.)

**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.

**EXAMINATION INFORMATION:** The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test 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.

**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. Knowledge of fundamentals of organic, inorganic, analytical, and physical chemistry and biochemistry as required to perform analysis determining the presence/absence or the concentration of substances in a variety of sample matrices following laboratory-specific standard operating procedures of analysis methods approved by regulatory agencies.
2. Knowledge of basic principles, procedures, instruments, and equipment used in quantitative and qualitative analysis.
3. Knowledge of the principles of quality control and assurance as required in performing analysis determining the presence/absence or the concentration of substances in a variety of sample matrices following laboratory-specific standard operating procedures or analysis methods approved by regulatory agencies.
4. Knowledge of toxic effects of chemical physical compounds and substances at a collegiate level.
5. Knowledge of applicable laws, rules, or regulations as they relate to standard operating procedures or analysis methods approved by regulatory agencies.
6. Knowledge of basic statistics, report writing, and research methods and procedures as required to perform basic interpretation of the results of laboratory analysis to assure that they accurately reflect the state and/or chemical content of the samples analyzed.
7. Knowledge of personal computers and related office software to analyze and summarize data.
8. Knowledge of library and internet research and data gathering techniques to compile information for assignments.
9. Knowledge of time management techniques to provide for efficient prioritization and completion of assignments.
10. Knowledge of research methods and procedures as required to perform analysis determining the presence/absence or the concentration of substances in a variety of sample matrices following laboratory-specific standard operating procedures or analysis methods approved by regulatory agencies.
11. Knowledge of basic safety principles and practices to perform assigned work or safety checks, or identify potential safety issues.

**Skill to:**

1. Skill to read and comprehend a variety of technical information related to policies, procedures, standards, and regulations, such as manuals and laboratory standard operating procedures.
2. Skill to accurately document methods and results of analysis in a laboratory notebook or other media, as required.
3. Skill to perform basic interpretation of analytical data to ensure that the data is meaningful and accurate.
4. Skill to use a personal computer and related office software to efficiently analyze and summarize data, prepare reports and record results from analysis.
5. Skill to apply technical principles and standards in the completion of work assignments.
6. Skill to conduct library research to compile information and data from academic journals and other research publications.

**Ability to:**

1. Ability to set up, adjust, calibrate, maintain and trouble-shoot instruments.
2. Ability to analyze situations accurately and take effective action.
3. Ability to write complete and accurate reports.
4. Ability to perform accurate laboratory analysis following standard methods.
5. Ability to use, modify, or develop analytical procedures for specific needs.
6. Ability to prepare evidence and testify as a technical witness.
7. Ability to participate in research studies, prepare reports and papers for presentation or publication.
8. Ability to maintain accurate records and inspect laboratories and make recommendations.
9. Ability to complete assignments timely and efficiently.
10. Ability to communicate effectively with co-workers, management, vendors, and the general public.
11. Ability to learn, interpret, and apply applicable laws, rules, and regulations.
12. Ability to learn and develop skills related to specific tasks, methodologies, materials, tools, and equipment to stay current with regulatory and scientific developments.

**ELIGIBLE LIST INFORMATION:** The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process.

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:** 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](http://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](http://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: 1-888-877-5379

**CONDITIONS OF EMPLOYMENT (631)**

**Examination Title:** Chemist

**FFD:** July 30, 2015

**Name:** \_\_\_\_\_  
(Print: first, middle initial, last)

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.

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**Locations in which you are willing to work:**

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

\_\_\_\_\_ 0100 Alameda

\_\_\_\_\_ 0700 Contra Costa

**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: \_\_\_\_\_