



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
FOOD AND DRUG PROGRAM SPECIALIST  
OPEN EXAMINATION**



VW60/ 9028 6H170  
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:** \$5,926 - \$7,662 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 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 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.

Positions may exist with the California Department of Public Health in the following counties: Contra Costa, Sacramento, San Bernardino, and Santa Clara.

**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 **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, name of institution, completion dates, and degree. **Applications received without this information will be rejected. Applicants must submit a copy of official transcripts along with the application when using education to qualify 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 a Supervising Food and Drug Investigator in the California state service.

**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.

**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.

**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 Supplemental Application that is weighted 100%. The Supplemental Application is designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the Food and Drug Program Specialist level. The Supplemental Application instructions will be distributed in October/November to applicants who pass the minimum qualifications screening process.

The 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:** 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:

### 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 the manufacture, distribution and sale of foods, drugs, medical devices, cosmetics, and 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, 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 used 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. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining an environment that is free of discrimination and harassment.
17. Public and business administration.
18. Program budgeting.
19. Legislative processes.

**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 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, and youth tobacco enforcement.
12. Make arrests, serve warrants, and serve process.
13. Testify in court hearings.
14. Interpret the analysis of regulated products, devices, and substances.
15. Effectively lead subordinate personnel.
16. Train and evaluate personnel in the various phases of inspection and investigation work.
17. Develop, implement, and evaluate programs.
18. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

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**SUPPLEMENTAL APPLICATION:** Each applicant for this examination **must** complete and submit responses to the **four** supplemental items that follow. Answer questions independently and completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the supplemental application. **YOUR RESPONSES ARE SUBJECT TO VERIFICATION** and should be an accurate reflection of your personal experience.

**Applications received without responses to the supplemental items will be rejected.**

**INSTRUCTIONS:** When responding to the supplemental items, please follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8½" X 11" paper.
- Your font should be typed in 12 pt., Arial font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately, indicating the corresponding item number for each response. (You may include multiple responses on a single page.)
- Include place of employment, pertinent dates, duties performed, examples, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.

- Please return your state application (678), two copies of the Supplemental Items and the Conditions of Employment (631) to the address listed on the front of the bulletin.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.

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### SUPPLEMENTAL APPLICATION ITEMS

1. As the Program Specialist, you periodically review Notice of Violations issued by field staff throughout the State. You have noted that there are significant inconsistencies in how violations are being cited. What steps would you take and/or what recommendations would you make to insure violations are cited accurately and uniformly by all staff?
2. As a Program Specialist, part of your responsibilities are to understand and be familiar with laws and regulations, enforcement strategies and/or the development and delivery of educational materials for internal and external customers. Please describe any experiences or responsibilities you have had in developing and presenting information to stakeholders on program actions and responsibilities with current or past positions, or if you don't have a similar experience then describe how you would complete this task.
3. As a Program Specialist, you have been tasked to conduct periodic assessments of investigators' field inspections, inspection reports and sampling reports to ensure conformity with section procedures and quality standards, and identify needs for specialized training, program development, and/or policy augmentation. What steps would you take as a Program Specialist to accomplish this task?
4. Legislation was recently signed by the Governor that would authorize the Department to require a food, drug, or medical device manufacturer to initiate a recall when the regulated commodity is found to be adulterated. As a Program Specialist, you have been asked by the Branch chief to take lead on implementing the provisions of the bill. What action would you take and what materials would you consider developing?

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**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:** 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

California Department of Public Health  
**SECURITY INFORMATION FOR PARTICIPANTS**

Preparation, Development, Review of  
State Civil Services Examination Material

EXAMINATION TITLE: Food and Drug Program Specialist

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:** Food and Drug Program Specialist

**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.

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

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

Contra Costa County (0700) \_\_\_\_\_

Sacramento County (3400) \_\_\_\_\_

Santa Clara County (4300) \_\_\_\_\_

San Bernardino County (3600) \_\_\_\_\_

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