



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CHIEF, FOOD & DRUG SECTION
Departmental - Open**

**Final Filing Date: August 30, 2013
Bulletin Release Date: July 31, 2013**

VW55-9235 3H183



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: Standard State Applications (STD. 678) must be submitted 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 hard copies to:

Mailing Address:
California Department of Public Health
Selection & Certification Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378

File in Person Address:
California Department of Public Health
Selection & Certification Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Telephone: (916) 445-0983

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

CROSS FILING INFORMATION: If you meet the entrance requirements for this classification and for CHIEF, FOOD AND DRUG UNIT 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 (STD. 678) must be submitted by **August 30, 2013**, the final filing date. Applications postmarked or personally delivered 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.

MODIFIED QUALIFICATION APPRAISAL PANEL (QAP) EXAMINATION DATE: It is anticipated that the examination will be scheduled during SEPTEMBER/OCTOBER, in Sacramento.

IDENTIFICATION REQUIREMENTS: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGES: \$7,399 - \$9,681 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: Under general direction of a Chief, Food and Drug Branch, incumbents are responsible for planning, organizing, directing, and determining the effectiveness of a major statewide consumer protection program. Incumbents oversee all scientific, legal, educational, investigative, and enforcement activities of a major program to ensure the safety and effectiveness of consumer products manufactured, processed, distributed, advertised, or sold in California; and do other related work.

Positions exist with the California Department of Public Health in 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 **August 30, 2013**, 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/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

One year of experience in the California Department of Health Services (CDPH) performing the duties of a Chief, Food and Drug Unit.

Or II

Experience: Two years of experience in the Food and Drug Branch with the California Department of Health Services (CDPH) performing the duties equivalent to a Supervising Food and Drug Scientist (Foods); Supervising Food and Drug Scientist (Drugs); or Supervising Food and Drug Scientist (Medical Devices).

Or III

Experience: Three years of experience in the Food and Drug Branch with the Department of Health Services (CDPH) performing the duties equivalent to a Food and Drug Scientist (Foods); Food and Drug Scientist (Drugs); Food and Drug Scientist (Medical Devices), Range B; Food and Drug Regional Administrator; Food and Drug Program Specialist; or Staff Toxicologist (Specialist).

Or IV

Experience: Four years of experience in the Food and Drug Branch with the Department of Health Care Services (CDPH) performing the duties of a Supervising Food and Drug Investigator.

Or V

Education: Possession of a Doctorate Degree from a recognized college in Food Technology, Food Microbiology, Food Chemistry, Pharmacology, Pharmacy, Pharmaceutical Chemistry, Biomedical Engineering, Bioengineering, Toxicology, or a closely related field relevant to Food and Drug control work. **AND**

Experience: Broad and extensive experience (more than five years) gained after the doctoral degree in scientific research, evaluation, and development of new production technologies or safety and efficacy testing in the area of Food Technology, Food Microbiology, Food Chemistry, Pharmacology, Pharmacy, Pharmaceutical Chemistry, Biomedical Engineering, Bioengineering, Toxicology, or a closely related field relevant to Food and Drug control work.

Or VI

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

Experience: Broad and extensive experience (more than seven years) in progressively responsible food, drug, or medical devices regulatory work. (Possession of a Master's Degree from a recognized college in Bacteriology, Biology, Chemistry, Food Technology, Pharmacology, Environmental Health, Biomedical Engineering, or other biological or chemical science may be substituted for one year of the required regulatory experience.)

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.

SPECIAL PERSONAL CHARACTERISTICS: Requires a minimum age of 18 years for appointment; good moral character as determined by a thorough background investigation which includes fingerprinting; possession of a valid driver 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 a willingness to travel.

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 the position.

PEACE OFFICER STANDARDS: Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. 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, positions in this class.

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 background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons 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: 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.

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Current principles and procedures of research planning, design, methodology, analysis, and evaluation.
2. Methods of preparation of research reports.
3. Statistical methods and procedures.
4. Laboratory procedures commonly used with commodities regulated by the Food and Drug Branch.
5. State and Federal statutes and regulations pertaining to the manufacture, labeling, advertising, distribution, and sale of commodities regulated by the Food and Drug Branch, including good manufacturing practices and principles.

6. Current trends in public health safety problems.
7. Methods commonly used in the manufacture, labeling, distribution, and sale of commodities regulated by the Food and Drug Branch.
8. Rules of evidence and investigative and enforcement procedures and techniques.
9. Concepts of civil, criminal, and case law applicable to commodities regulated by the Food and Drug Branch.
10. Enforcement agencies' policies related to the manufacture, labeling, advertising, distribution, and sale of consumer products regulated by the Food and Drug
11. Legislative processes.
12. Principles and practices of professional leadership and guidance.
13. Principles and practices of administrative organization, program budgeting, public administration, business management, personnel management, training, and recruitment.
14. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Plan, organize, direct, and coordinate the work of interdisciplinary teams that perform scientifically-based research, inspections, investigations, and enforcement.
2. Develop and implement the most sensitive programs, policies, and procedures.
3. Develop short-range and long-term plans and schedules to coordinate the operational goals and objectives of the Food and Drug Branch.
4. Effectively utilize available resources.
5. Work effectively with officials of Federal, State, and local government, and with consumers, industry, and the Legislature in regulating consumer products.
6. Evaluate the adequacy of design and techniques used in scientific and other research projects.
7. Communicate effectively.
8. Translate technical and scientific information into layperson terms.
9. Evaluate the activities of interdisciplinary teams for timelines, effectiveness, reasonableness, and statewide uniformity.
10. Interpret and reasonably apply statutes and regulations.
11. Supervise the preparation of or personally prepare scientific and other reports and articles for publication.
12. Tactfully persuade and elicit cooperative compliance with statutes and regulations.
13. Analyze situations accurately and thoroughly in order to implement an effective course of action.
14. Assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex health and consumer product activities.
15. Serve as a technical program expert to higher level management and represent the Department's position before legislative committees, governmental agencies, consumers, and industry.

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: Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance examinations.

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