

**QUALIFICATIONS ASSESSMENT
for
RESEARCH SCIENTIST I (EPIDEMIOLOGY/BIOSTATISTICS)**

GENERAL INSTRUCTIONS

1. It is your responsibility to make sure you meet the education and/or experience requirements (minimum qualifications) stated on the bulletin for the specialty for which you want to apply. NOTE: Both “Core” and “Specialty” Qualifications Assessments constitute the entire examination. You must complete the “Core” and the “Specialty” Qualifications Assessments.
2. Your responses to the Core questions and the Specialty questions must be provided on the Qualifications Assessment documents. Answer all questions.
3. You must submit a complete examination package. Missing information will delay the processing of your examination. The following documents comprise a complete examination application package for one Research Scientist I examination:
 - Completed Employment Application (STD. 678) which can be found at <http://jobs.ca.gov/pdf/std678.pdf>
 - Affirmation
 - Conditions of Employment (Form 631)
 - “Core” Qualifications Assessment
 - “Specialty” Qualifications Assessment
 - A copy of your official degree and transcripts may assist in the evaluation of your qualifications
4. Before you mail the completed examination package, please keep a photocopy your records. In the event that you are called for a hiring interview, you may be requested to provide a copy of your examination package.
5. Upon receipt of your completed examination package, documents become confidential information and are the property of the California Department of Public Health, Selection and Certification Section. Due to its confidential nature, such information cannot be returned.
6. Test results will be mailed to you within six to ten weeks after the date your completed application examination package is received. The complete examination package may be filed in person or by mail to:

California Department of Public Health
Selection Unit
1501 Capitol Avenue, Suite 1501, MS 1701
P.O. Box 997378,
Sacramento, CA 95899-7378
7. If you have any questions regarding this examination, please contact the Department of Public Health, Selection and Certification Section at (916) 319-9759.
8. It is your responsibility to notify the California Department of Public Health, Selection and Certification Section, of any changes in your address. All correspondence must include the examination title, your identification number, and your social security number.
9. Additional instructions are provided within the Qualifications Assessment.

RESEARCH SCIENTIST I (EPIDEMIOLOGY/BIOSTATISTICS)

AFFIRMATION

Provide your name and address below:

- _____
- _____
- _____

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Research Scientist I (Epidemiology/Biostatistics) examination will consist of the Core Qualifications Assessment and of a Specialty Qualifications Assessment. Both assessments will be used to evaluate your knowledge, experience, training, and familiarity or understanding of a particular subject or issue. This is a scored test and will account for 100% of your rating. It is important that you fill the questionnaire out completely and accurately.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION. Your responses should be an accurate reflection of your personal experience and training. Candidates who fail to follow the instructions may be eliminated from this examination.

THIS AFFIRMATION MUST BE COMPLETED: I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information will be verified and may be discussed in a hiring interview. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, or dismissed from civil service status.		
_____ Signature	_____ Print name	_____ Date

The complete examination package may be filed in person or by mail to:
California Department of Public Health
Selection Unit
1501 Capitol Avenue, Suite 1501, MS 1701
P.O. Box 997378
Sacramento, CA 95899-7378

IMPORTANT NOTE: Please ensure that the envelope has adequate postage. Facsimiles (FAX) or Email will NOT be accepted under any circumstances.

CONDITIONS OF EMPLOYMENT (631)

Examination Title: RESEARCH SCIENTIST I (EPIDEMIOLOGY/BIOSTATISTICS)

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.

Counties in which you are willing to work:

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

- _____ 0100 Alameda
- _____ 0700 Contra Costa
- _____ 3400 Sacramento
- _____ 3800 San Francisco
- _____ 1900 Los Angeles
- _____ 3700 San Diego

Type of employment desired:

(Please check the type of appointment(s) you will accept.)

- _____ Permanent _____ Limited Term _____ Full Time
- _____ Part Time (regular hours less than 40)
- _____ Intermittent (on call)

Signature: _____ Date: _____

NOTE: If you wish to make any changes in your availability for employment marked above, please submit in writing your request to the following address: California Department of Public Health, Selection Unit, 1501 Capitol Avenue, Suite 1501, MS 1701, P.O. Box 997378, Sacramento, CA 95899-7378.

SECTION I: KNOWLEDGE AND TRAINING

IN YOUR RESPONSES YOU MAY INCLUDE WORK RELATED TO COLLEGE COURSES AND ANY PAID OR VOLUNTARY WORK EXPERIENCE.

Using the following ratings, mark the box that applies to your knowledge and training.

- A. I have taken college-level or other advanced coursework or training in the subject and have applied that coursework or training.
- B. I have taken college-level or other advanced coursework or training in the subject, but have not had the opportunity to apply the coursework or training.
- C. I have had little or no training in the subject area.

Not providing a response to an item will result in that item being assessed as a “C” response.

- 1. Study design
A B C
- 2. Data collection methods
A B C
- 3. Analysis and interpretation of scientific data
A B C
- 4. Quality control methods on collected data
A B C

SECTION II: EXPERIENCE AND ABILITIES

IN YOUR RESPONSES YOU MAY INCLUDE WORK RELATED TO COLLEGE COURSES AND ANY PAID OR VOLUNTARY WORK EXPERIENCE.

Using the following ratings, mark the box that applies to your experience and abilities.

- A. I am sufficiently experienced such that I can be considered technically proficient without additional training; I am immediately ready to perform this task.
- B. I have experience and/or training in performing this task and, with minimal guidance or training, would be able to perform the task well right away.
- C. I have little or no experience or training in performing this task.

Not providing a response to an item will result in that item being assessed as a “C” response.

- 1. Analyze and interpret scientific literature
A B C
- 2. Assess the quality and validity of scientific information
A B C
- 3. Maintain accurate and complete records and logs
A B C
- 4. Apply statistical methods of analysis
A B C

SECTION II: EXPERIENCE AND ABILITIES (cont.)

- 5. Prepare tables and graphs
A B C
- 6. Perform quality assurance to maintain the integrity of the data
A B C
- 7. Work as part of a team
A B C
- 8. Interpret the findings of data analysis
A B C
- 9. Prepare clear, complete, and technically accurate report(s)
A B C
- 10. Work independently on specific tasks
A B C
- 11. Develop appropriate recommendations/solutions based on an analysis of a problem
A B C
- 12. Presentation of scientific papers, reports, and manuscripts
A B C
- 13. Communicating scientific information to a lay audience in writing or orally
A B C

SECTION III: COMPUTER SKILLS

IN YOUR RESPONSES YOU MAY INCLUDE WORK RELATED TO COLLEGE COURSES AND ANY PAID OR VOLUNTARY WORK EXPERIENCE.

Using the following ratings, mark the box that applies to your computer skills.

- A. I am extensively skilled and proficient.
- B. I am moderately skilled and proficient.
- C. I have little or no skill and proficiency.

Not providing a response to an item will result in that item being assessed as a “C” response.

- 1. Spreadsheet software
A B C
 - 2. Database software
A B C
 - 3. Word processing software
A B C
 - 4. Statistical software
A B C
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RESEARCH SCIENTIST I (EPIDEMIOLOGY/BIOSTATISTICS)

SECTION IV: KNOWLEDGE AND TRAINING

IN YOUR RESPONSES YOU MAY INCLUDE WORK RELATED TO COLLEGE COURSES AND ANY PAID OR VOLUNTARY WORK EXPERIENCE.

Using the following ratings, mark the box that applies to your knowledge and training.

- A. I have taken college-level or other advanced coursework or training in the subject and have applied that coursework or training.
- B. I have taken college-level or other advanced coursework or training in the subject, but have not had the opportunity to apply the coursework or training.
- C. I have had little or no training in the subject area.

Not providing a response to an item will result in that item being assessed as a “C” response.

- 1. Interpret data with respect to indices of environmental health or epidemiology
A B C
- 2. Calculate and interpret standard effect measures (e.g., standardized morbidity ratio, odds ratio or LD50)
A B C
- 3. Identify potential sources of bias and means for their control in study design and analysis
A B C
- 4. Describe and assess assumptions underlying standard statistical analyses
A B C
- 5. Knowledge of a study design or sampling method for a research project
A B C

SECTION V: EXPERIENCE AND ABILITIES

IN YOUR RESPONSES YOU MAY INCLUDE WORK RELATED TO COLLEGE COURSES AND ANY PAID OR VOLUNTARY WORK EXPERIENCE.

Using the following ratings, mark the box that applies to your experience and abilities.

- A. I am sufficiently experienced such that I can be considered technically proficient without additional training; I am immediately ready to perform this task.
- B. I have experience and/or training in performing this task and, with minimal guidance or training, would be able to perform the task well right away.
- C. I have little or no experience or training in performing this task.

Not providing a response to an item will result in that item being assessed as a “C” response.

- 1. Create and implement collection processes for epidemiology or biostatistics data
A B C

SECTION V: EXPERIENCE AND ABILITIES (cont.)

2. Apply statistical analysis techniques to epidemiology or biostatistics data
A B C
3. Perform literature reviews on epidemiology, biostatistics or environmental health topics
A B C
4. Develop a strategy of analysis appropriate for a given data set
A B C
5. Experience in graphic display of data, findings or research pertaining to epidemiology or biostatistics
A B C
6. Experience in presenting analyses, findings or research to various audiences
A B C
7. Perform critical reviews of scientific literature that assess variations among studies in study design, sampling, statistical significance, validity and reliability
A B C

END
