



**OPEN EXAMINATION
RESEARCH SCIENTIST SUPERVISOR I
(CHEMICAL SCIENCES)
DEPARTMENT OF TOXIC SUBSTANCES CONTROL**



CALIFORNIA STATE GOVERNMENT-AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, 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 STATE WORKPLACE. 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.

FINAL FILING DATE: JUNE 6, 2008

WHO SHOULD APPLY: Persons who meet the minimum qualifications as stated below. **This examination is open to all qualified scientists, without regard to state employment status.**

NO WRITTEN TEST IS REQUIRED: This entire examination will consist of a structured qualifications appraisal interview.

HOW AND WHERE TO APPLY: Applications are available at the address below or on the State Personnel Board web site at <http://spb.ca.gov>. To learn more about the testing arrangement, contact the testing office shown below. Applications personally delivered **MUST** be received by DTSC's Examination Unit no later than **CLOSE OF BUSINESS 5:00 p.m.** on the final filing date. Mailed applications must be post marked **no later** than final filing date. Applications may be filed in person or by mail with:

Department of Toxic Substances Control
8800 Cal Center Drive
Sacramento, CA 95826
(916) 255-3545
TDD (800) 735-2929

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

QUALIFICATIONS APPRAISAL: It is anticipated that interviews will be held in July 2008. Ordinarily, these interviews are scheduled in Berkeley and Chatsworth. However, locations of interviews may be changed as conditions warrant.

SALARY RANGE: \$6409 - \$7753

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

THE POSITION: Under general direction, the Research Scientist Supervisor I is responsible for the supervision of Research Scientists I, II, and III and other lower-level staff and serves as the first supervisory level in the Research Scientist series. Positions allocated to this class will be considered as working level supervisors responsible for a small unit of scientific and nonscientific staff, typically totaling from three to eight professional State and/or contract employees. Incumbents produce administrative guidance and direction to subordinates and plan, organize, and direct major scientific research studies or public health investigations of a broad scientific scope and complexity; make independent decisions in their specific scientific field; may serve as advisors or consultants to other lower-level scientists conducting studies in their specific scientific field of expertise. Incumbents adapt methods, techniques, and procedures to carry out assignments. Work and conclusions are accepted as technically authoritative and are reviewed only for meeting the assignment's objectives. Incumbents may also conduct highly specialized phases of a major scientific project or investigation of sufficient scope to require coordination with professional staff from other State, local, or Federal agencies; publish or present scientific research or investigations conducted to other public health experts and the community; provide interpretations of scientific research findings for use by others; prepare required budgetary and staffing patterns for special scientific research projects; recruit, train, and supervise appropriate research personnel; may represent the department in promoting, explaining, and coordinating scientific research affecting public health; and perform other related work.

DEFINITION OF SPECIALTIES: Incumbents in this parenthetical are distinguished from other Research Scientists by being required to analyze and draw conclusions from research studies of chemistry as related to public and environmental health. This work requires broad knowledge of chemistry in the areas of analytical chemistry, physical chemistry, organic chemistry, and biochemistry. Scientific research and investigation can also be conducted in pharmacology, toxicology, drug chemistry, food chemistry, biochemistry, environmental chemistry, clinical chemistry, immunochemistry, and molecular biology. Research study conclusions are used to improve detection and identification of chemicals and biochemicals including toxic chemicals, metabolites nutrients, pharmaceuticals, and enzymes; assess environmental fate and transport of chemical pollutants; assess exposure pathways and body burdens of chemical pollutants in humans and biological receptors; assess relationships between body burdens and resultant health or ecological effects; to evaluate environmental or human exposures, effects, or risks; and investigate methods and technologies that have the potential to prevent adverse public and environmental health effects of chemical exposures.

Position(s) exist with the Department of Toxic Substances Control.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure that you meet the education and/or experience requirements stated below.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidate's possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS:

EDUCATION: The required degree must have been obtained from a recognized U.S. university or from a foreign university approved by the Bureau of Private Postsecondary and Vocational Education under the provision of California Education Code Chapter 3, Part 59, Division 10.

EITHER I

Experience: Three years of experience in the California state service performing scientific research duties comparable to those of a Research Scientist II in the stated specialty or a closely related field. Research involved in the completion of the dissertation required for the doctoral degree may be substituted for one year of the required education.

AND

Education: Possession of a master's degree in the stated specialty or a closely related field.

OR II

Experience: One year of experience in the California state service performing scientific research duties comparable to those of a Research Scientist III in the stated specialty or a closely related field.

AND

Education: Possession of a master's degree in the stated specialty or a closely related field.

OR III

Experience: Two years of progressively responsible research in the stated specialty or a closely related field. This experience must have included either: (1) Experience with major responsibility for the design and execution of a complex, highly specialized research project; or (2) Experience in the coordination and direction of a complex and difficult research effort. At least one year of this experience must be at a level of responsibility equivalent to that of a Research Scientist III.

AND

Education: Possession of a doctoral degree in the stated specialty or a closely related field.

ADDITIONAL DESIRABLE QUALIFICATIONS: In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training, experience, and research accomplishments for the designated specialty over and above that required under "Minimum Qualifications".

EXAMINATION INFORMATION: This examination will consist of a structured qualifications appraisal interview. Candidates will be allowed time prior to the interview to prepare a response to a problem(s) which will be presented to the interviewing panel. The interview will also include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

QUALIFICATIONS APPRAISAL - WEIGHTED 100.00%

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. KNOWLEDGE OF:

1. Current scientific research literature and trends applicable to the scientific research area.
2. Principles and procedures of scientific research planning, design, methodology and analysis.
3. Methods of preparation of scientific research reports.
4. Scientific statistical methods and procedures.
5. Data processing techniques.
6. Bibliographic survey or previous related scientific research techniques.
7. Determination and qualification of variables and mechanization of compilation of scientific data.
8. Principles and practices of effective supervision.
9. A manager's/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.

B. ABILITY TO:

1. Evaluate the adequacy of proposed scientific research designs and techniques.
2. Think independently and creatively.
3. Establish and maintain cooperative relations with professional staff and with officials of Federal, State, local, university and private research organizations.
4. Communicate effectively, prepare scientific articles for publication.
5. Prepare scientific reports.
6. Provide persuasive and skilled leadership to other staff in scientific research, principles and methods.
7. Apply professional scientific knowledge and administrative ability to resolve a variety of situations.
8. Analyze situations accurately and take effective action.
9. Participate as a team member of public research or scientific investigation projects.
10. Make independent decisions in a very limited area of a scientific field.
11. Provide information to higher-level scientists in support of decisions on scientific research.
12. Interpret scientific findings and present to higher-level scientists.
13. Apply established guidelines and scientific techniques.
14. Serve as team leaders on small scientific projects.
15. Make independent, difficult decisions in a specific scientific field.
16. Plan, organize, and direct scientific research studies of a highly developed scientific scope and complexity.
17. Serve as a team leader for complex public health research or scientific investigation projects.
18. Serve as a consultant to other environmental research scientists.
19. Make health-based scientific decisions within the project scope.
20. Serve as a direct supervisor and team leader for complex scientific projects.
21. Supervise and direct a work unit of professional classes.
22. Make health-based scientific decisions within the project scope that may affect department policies.

VETERANS PREFERENCE CREDIT: Is not granted in this examination.

ELIGIBLE LIST INFORMATION: An eligible list will be established for the Department of Toxic Substances Control. The list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrants a change in this period.

GENERAL INFORMATION

It is the candidate's responsibility to contact the _____ N/A _____, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Toxic Substances Control at (916) 255-3545 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices and local office of the Employment Development Department.

If you meet the requirements stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board 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.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Berkeley, Cypress, Chatsworth and Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-735-2929 From Voice Telephones: 1-800-342-2922 P (Rev. 3/89)