



**Open Departmental Examination
Staff Chemist
California Department of Toxic Substances Control**



The mission of DTSC is to protect California's people and environment from harmful effects of toxic substances through the restoration of contaminated resources, enforcement, regulation and pollution prevention.

EEO: 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.

DRUG FREE STATEMENT: It is an objective of the State of California to achieve a drug-free state 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" as stated below.

FINAL FILING DATE: Continuous

HOW TO APPLY:

Step 1. Visit www.jobs.ca.gov. Create your State application by establishing a profile or by navigating directly to the PDF application. Make sure you meet the minimum qualifications listed below. If you do not meet these requirements, your application will be rejected.

Step 2. Print the application and mail it to:

Department of Toxic Substances Control
PO Box 806
Attn: Human Resources, Chhing Chau
Sacramento, CA 95812

Step 3: When DTSC needs warrant, the link to the online examination will be mailed to applicants admitted into the examination. The examination results in an eligibility list of qualified applicants that DTSC uses as vacancies are created.

For questions, contact Chhing Chau in the Examination Unit at (916) 322-8669. TDD (916) 323-3418 or CALNET 8-473-3418

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

SALARY RANGE: \$5,143 - \$6,515 per month

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

ELIGIBLE LIST INFORMATION: A departmental eligible list will be established for the Department of Toxic

Substances Control. Names of successful competitors are merged into the open list established for use by the Department of Toxic Substances Control in order of final scores regardless of testing date. Eligibility expires 12 months after it is established. Competitors must then retake the examination to reestablish eligibility.

POSITION DESCRIPTION:

The Staff Chemist is the specialist level of the series requiring scientific expertise above the full journey level. Under direction, incumbents independently identify problems, develop courses of action, and conduct the most complex and innovative chemistry work, including investigations, inspections, and studies on issues of major importance to the employer, and do other related work. Incumbents operate and maintain the most complex equipment and laboratory instrumentations; plan and conduct research; originate and evaluate experimental methods; make interpretative analyses of data; prepare reports and papers for internal use and external publication; represent the department at public meetings and conferences; and serve as an expert witness as necessary. Incumbents may be assigned lead responsibility for a specific project, program, function, or area of expertise.

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.

MINIMUM QUALIFICATIONS:

EDUCATION

EITHER I

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

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.)

AND

EXPERIENCE

EITHER I

Two years of experience in the California state service performing duties comparable to those of a Chemist, Range C.

OR II

Five years of increasingly responsible professional experience as a chemist in laboratory analysis, research, management, planning, regulation, or investigation, including responsibility for the development or implementation of analytical methods using complex instrumentation or research projects; or for the direction of the work of a chemical or analytical laboratory staff. (Two years of this experience must be at a level of responsibility equivalent to that of a Chemist, Range C, in the California state service. Possession of a Master's

Degree in chemistry, biochemistry, toxicology, or a closely related scientific discipline from a recognized institution may be substituted for one year of the required general experience; possession of a Doctorate in the above-named disciplines from a recognized institution may be substituted for two years of the general experience.)

EXAMINATION INFORMATION: This examination will consist of an online Written Situational Judgement section weighted 70% and a Qualifications Assessment questionnaire weighted 30%. When the needs arise for the department, the link to the assessment will be mailed to applicants admitted into the exam. To obtain a position on the eligible list, a minimum combined score of 70% must be received. Results of examination will be mailed to candidates.

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

A. KNOWLEDGE OF:

1. Fundamentals of organic, inorganic, analytical and physical chemistry and biochemistry.
2. Principles, procedures, instruments, and equipment used in quantitative and qualitative analyses.
3. Quality control and assurance.
4. Toxic and physical effects of compounds and substances.
5. Applicable laws, rules, or regulations.
6. Statistics, report writing, and research methods and procedures.
7. Personal computer and related office and instrument software.
8. Characteristics, properties, and uses of a wide variety of agricultural, industrial, and consumer chemicals and products.
9. Hazardous materials.
10. Most complex instrument methodology and analyses.
11. Research, development, and alternate test methods.

B. ABILITY TO:

1. Communicate effectively.
2. Perform accurate chemical analyses following standard to complex methods.
3. Set up, adjust, calibrate, trouble-shoot, and maintain instruments.
4. Analyze and interpret test information.
5. Use, modify, or develop analytical procedures for specific needs.
6. Prepare and present evidence in court.
7. Testify as a witness.
8. Participate in research studies.
9. Prepare reports and papers for presentation or publication.
10. Analyze situations accurately and take effective action.
11. Maintain accurate records.
12. Inspect laboratories and make recommendations.
13. Use a personal computer and related office and instrument software.
14. Learn, interpret, and apply applicable laws, rules, and regulations.
15. Select and modify the most complex instruments and other equipment.
16. Develop new and modify existing analytical methods and procedures.
17. Coordinate quality control and assurance programs.
18. Plan, conduct, and direct research studies.
19. Perform the most difficult and complex chemical and related physical analyses.
20. Prepare reports and papers for internal distribution and official publication.
21. Provide information to assist with investigations and prosecutions of violations of State and Federal laws and regulations.
22. Act as an expert witness.
23. Act as a lead chemist.

VETERANS PREFERENCE: Veterans' Preference will be granted for this examination. Effective January 1,

2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow, or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorable discharged or releases. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Click here for information on the State's two-step hiring process: <http://jobs.ca.gov/Job/Steps>

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, 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 this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The Department of Toxic Substances Control reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may 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 a 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. For more information, you may refer to the classification specification.

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.

Eligible Lists: 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, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

It is the Candidate's Responsibility to contact the Department of Toxic Substances Control, (916) 322-8669, (CALNET 8-473-3418), 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, (916) 322-8669, (CALNET 8-473-3418), 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.

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: 1-800-735-2922

CLASS CODE: 8068
EXAM CODE: 5TW28