



**Open Departmental Examination
Research Scientist Supervisor I (Chemical Sciences)
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 along with your Statement of Qualifications to:

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

For questions, contact the Examination Unit at:
(916) 322-8669; or CALNET 8-473-3418

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

SPECIAL TESTING INFORMATION: If you need reasonable accommodation for taking the exam, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

SALARY RANGE: \$6,700 – \$8,350 per month

THE POSITION: Under general direction of a Research Scientist Supervisor II, the Research Scientist Supervisor I is responsible for the supervision of Research Scientists I, II, and III and other lower-level scientific and nonscientific staff. Incumbents provide administrative guidance and direction to staff and plan, organize, and direct major scientific research studies or public health investigations of a broad scientific scope and complexity. 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 scientific research in peer-reviewed journals; present scientific research or investigations conducted to scientific peers 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.

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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

All applicants must meet the education and/or experience requirements for this examination by the date of file. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles (if applicable). Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS:

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 experience. **and**

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

OR II

Experience: Two years of progressively responsible research experience 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.

NOTE FOR ALL PATTERNS: 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.

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:

- Current scientific research literature and trends applicable to the scientific research area;
- Principles and procedures of scientific research planning, design, methodology and analysis;
- Methods of preparation of scientific research reports;
- Scientific statistical methods and procedures;
- Data processing techniques;
- Bibliographic survey or previous related scientific research techniques;

- Determination and qualification of variables and mechanization of compilation of scientific data;
- 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:

- Evaluate the adequacy of proposed scientific research designs and techniques;
- Think independently and creatively;
- Establish and maintain cooperative relations with professional staff and with officials of Federal, State, local, university and private research organizations;
- Communicate effectively, prepare scientific articles for publication;
- Prepare scientific reports;
- Provide persuasive and skilled leadership to other staff in scientific research, principles and methods;
- Apply professional scientific knowledge and administrative ability to resolve a variety of situations;
- Analyze situations accurately and take effective action;
- Serve as a direct supervisor and team leader for complex scientific projects;
- Supervise and direct a work unit of professional classes;
- Make health-based scientific decisions within the project scope that may affect department policies.

EXAMINATION INFORMATION:

A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

The result of this examination will be used only to fill the position of Research Scientist Supervisor I, with the DEPARTMENT OF TOXIC SUBSTANCES CONTROL

The examination process will consist of a Statement of Qualifications review and scoring by an evaluation committee. The Statement of Qualifications will be used to evaluate candidate's knowledge, skill, and ability and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Each applicant for this examination must complete and submit responses to the five Statement of Qualifications items that follow. Answer questions completely; incomplete responses and omitted information cannot be considered or assumed. YOUR RESPONSES ARE SUBJECT TO VERIFICATION and should be an accurate reflection of your personal experience.

Applications received without responses to the Statement of Qualifications items will be rejected.

STATEMENT OF QUALIFICATIONS INSTRUCTIONS:

The Statement of Qualifications MUST:

- Be numbered in the same order as listed below; no need to include the question in the response;
- Not exceed one page in length per question;
- Use font size of Arial 11 point;
- Use One-inch margins.

A Statement of Qualifications that does not conform to the specifications may be given a disqualifying score.

Please address your experience by responding to the following questions:

- 1) Describe your experience guiding scientific staff in the role of a supervisor or technical lead. The following details on complexity, relevance, extent and role should be addressed in your response:
 - Number of years working as a supervisor or technical lead.
 - Your roles and responsibilities in planning, organizing, and directing scientific work as a supervisor or technical lead
 - Your role in training and serving as advisor or consultant on scientific projects to lower level scientists
 - An example of a scientific research study or scientific investigation for which you were a supervisor or technical lead

- 2) Describe your experience where you acted as a scientific subject matter expert. The following details on complexity, relevance, extent and role should be addressed in your response:
 - Types and complexities of the areas you served as an expert
 - An example of a scientific research study or scientific investigation for which you were a subject matter expert
 - Duration and frequency of scientific consultation
 - Independence of your actions
 - Measurements of success
- 3) Describe your experience in presenting scientific research, scientific investigations, or other scientific information to scientific or lay public audiences. The following details should be addressed in your response:
 - Number of presentations
 - Scientific data sources used
 - Independence of action
 - Audience size and composition for presentation (scientific peers, government agencies, the public, etc.)
- 4) Describe your experience in publishing scientific research, scientific investigations, or other scientific information in scientific journals or lay public publications. The following details should be addressed in your response:
 - Level of audience (peer-reviewed journal, internal report, popular press)
 - Scientific data sources used
 - Independence of action
 - Number of scientific publications
- 5) Describe your experience working in organizations that have a quality management system or other extensive quality assurance and quality control requirements.
 - Level of responsibility in the Quality Management systems
 - Role in developing/writing/reviewing SOPs and other quality system documents
 - Number and types of SOPs or other quality documents developed

NOTE: Resumes, letters, and other material will not be evaluated or considered as responses to the Statement of Qualifications.

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 dishonorably 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.

CAREER CREDITS: Do not apply in this examination.

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 8-473-2679), 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 8-473-2679), 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.

IMPORTANT CHANGES to VETERANS' PREFERENCE – EFFECTIVE JANUARY 1, 2014

[Assembly Bill 372](#), signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:**

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.

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.

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, interviews are scheduled in Sacramento, Berkeley, Cypress, and Chatsworth. However, locations of interviews may be limited or extended as conditions warrant.

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

EXAM CODE: 5TW35
CLASS CODE: 5638