CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

CHEMIST
Schematic Code: TG05  Classification Code: 8060  Exam Code: 7H197

EXAMINATION TYPE: OPEN STATEWIDE EXAM

FINAL FILING DATES
Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for 12 months from the established list date.

Applications must be submitted by the final filing date indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will not be accepted. The filing date is:

June 23, 2017

WRITTEN TEST DATE:
The written test is anticipated to be administered in July/August 2017, in Richmond. It is the candidate’s responsibility to contact the California Department of Public Health three days prior to the written test date if he/she has not received his/her notice.

SALARY
Range A $3,562.00 - $4,286.00 per month
Range B $4,311.00 - $5,447.00 per month
Range C $4,932.00 - $6,243.00 per month

EQUAL EMPLOYMENT OPPORTUNITY
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.
WHO CAN APPLY
Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

MINIMUM QUALIFICATIONS
Either One
Education: 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 Two
Education: 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.)

Education as indicated above. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of a degree before they can be considered eligible for appointment.)

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.

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.

POSITION DESCRIPTION:
TYPICAL TASKS

The Chemist class is the entry, intermediate and full journey level of the series.

Range A: The entry and first working level of the class. Under close supervision, incumbents perform a variety of the less difficult and responsible professional chemistry work within a laboratory, office, or field setting. Following detailed instructions and specific procedures, incumbents perform chemical, physical, or biological analyses; prepare standard and reagent solutions and samples for analysis; conduct less difficult surveys, investigations, inspections, and studies; draft preliminary reports and routine correspondence; perform basic maintenance of equipment and laboratory instrumentation; answer questions from the public of a routine nature; perform quality control and assurance checks; serve as a technical witness; and do other related work. Work at this level is characterized by a reliance on detailed instructions and assistance from lead persons and supervisors in the application of proven techniques and methodologies to assigned work.
**Range B:** The intermediate working level of the class. Under general supervision, incumbents perform a variety of responsible professional chemistry work of average difficulty within a laboratory, office, or field setting. Incumbents perform chemical, physical, or biological analyses, research, surveys, investigations, inspections, and studies of average difficulty; prepare standard and reagent solutions and samples for analysis; maintain equipment and laboratory instrumentation; troubleshoot equipment problems; write preliminary reports and routine correspondence; answer questions from the public of a routine nature; prepare regulatory and compliance documents; perform quality control and assurance checks; serve as a technical witness; and do other related work. Work at this level is characterized by a reliance on proven techniques and methodologies.

**Range C:** The full journey level. Under direction, incumbents perform a variety of responsible professional and complex chemistry work within a laboratory, office, or field setting. Incumbents independently perform complex chemical, physical, or biological analyses, research, surveys, investigations, inspections, and studies; prepare standard and reagent solutions and samples for analysis; write final reports; prepare regulatory and compliance documents; operate and maintain equipment and laboratory instrumentation including the more complex laboratory equipment; prepare nonroutine correspondence; answer routine or difficult questions from the public; perform quality control and assurance checks; serve as a technical witness; and do other related work. Incumbents allocated to this level perform a variety of tasks, including the more responsible, varied, and complex assignments; consult and advise public and private entities. Incumbents at this level often independently develop and implement new and advanced techniques and methodologies. Incumbents may be assigned lead responsibility for a specific project or assignment.

**HOW TO APPLY**

To apply for this examination, please complete and return the following:

**STANDARD STATE APPLICATION (FORM 678)**

**COPY OF UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS**

Applications and any additional documents 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). Submit (California State Application STD 678) and any additional documents to:

DEPARTMENT OF PUBLIC HEALTH
Examination Services Unit
1615 Capitol Ave., 4th floor, Suite 73-430
P.O. Box 997378 MS 1700 – 1702
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
THROUGH EMAIL
THROUGH FAX
THROUGH INTER-AGENCY MAIL
CONTACT INFORMATION
All questions regarding the minimum qualifications, applying for the examination, being scheduled for
the examination, reasonable accommodations, the examination components, scoring, etc., may be
directed to the contact information below:

PHONE NUMBER: 916-552-8959

EXAMINATION INFORMATION
The examination will consist of a written test weighted 100%. Candidates who meet the requirements
for admittance to the examination (minimum qualifications) will be scheduled to take a written test.
Competitors who do not appear for the written test will be disqualified and eliminated from the
examination process.

The Department of Public Health reserves the right to revise the examination plan to better meet the
needs of the service if circumstances under which this examination was planned change. Such a
revision will be in accordance with civil service law and rules and all competitors will be notified.

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 the final filing date, June 23, 2017. Your signature on your application
indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications must include “to” and “from” dates (month/day/year), time base, job titles and/or
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, name of institution, completion
dates, and degree. Applications received without this information will be rejected. Applicants must
submit a copy of unofficial/official transcripts along with the application when using education to meet
the entrance requirements for this examination.

SCOPE OF EXAMINATION: In addition to evaluating the candidate’s relative abilities as
demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to
job demands, each competitor’s:

Knowledge of:

1. Fundamentals of organic, inorganic, analytical, and physical chemistry and biochemistry as
   required to perform analysis determining the presence/absence or the concentration of
   substances in a variety of sample matrices following laboratory-specific standard operating
   procedures of analysis methods approved by regulatory agencies.
2. Basic principles, procedures, instruments, and equipment used in quantitative and qualitative
   analysis.
3. The principles of quality control and assurance as required in performing analysis determining the
   presence/absence or the concentration of substances in a variety of sample matrices following
   laboratory-specific standard operating procedures or analysis methods approved by regulatory
   agencies.
4. Toxic effects of chemical physical compounds and substances at a collegiate level.
5. Applicable laws, rules, or regulations as they relate to standard operating procedures or analysis
   methods approved by regulatory agencies.
6. Basic statistics, report writing, and research methods and procedures as required to perform basic
   interpretation of the results of laboratory analysis to assure that they accurately reflect the state
   and/or chemical content of the samples analyzed.
7. Personal computers and related office software to analyze and summarize data.
8. Library and internet research and data gathering techniques to compile information for assignments.
9. Time management techniques to provide for efficient prioritization and completion of assignments.
10. Research methods and procedures as required to perform analysis determining the presence/absence or the concentration of substances in a variety of sample matrices following laboratory-specific standard operating procedures or analysis methods approved by regulatory agencies.
11. Basic safety principles and practices to perform assigned work or safety checks, or identify potential safety issues.

Skill to:

1. Read and comprehend a variety of technical information related to policies, procedures, standards, and regulations, such as manuals and laboratory standard operating procedures.
2. Accurately document methods and results of analysis in a laboratory notebook or other media, as required.
3. Perform basic interpretation of analytical data to ensure that the data is meaningful and accurate.
4. Use a personal computer and related office software to efficiently analyze and summarize data, prepare reports and record results from analysis.
5. Apply technical principles and standards in the completion of work assignments.
6. Conduct library research to compile information and data from academic journals and other research publications.

Ability to:

1. Set up, adjust, calibrate, maintain and trouble-shoot instruments.
2. Analyze situations accurately and take effective action.
3. Write complete and accurate reports.
4. Perform accurate laboratory analysis following standard methods.
5. Use, modify, or develop analytical procedures for specific needs.
6. Prepare evidence and testify as a technical witness.
7. Participate in research studies; prepare reports and papers for presentation or publication.
8. Maintain accurate records and inspect laboratories and make recommendations.
9. Complete assignments timely and efficiently.
10. Communicate effectively with co-workers, management, vendors, and the general public.
11. Learn, interpret, and apply applicable laws, rules, and regulations.
   Learn and develop skills related to specific tasks, methodologies, materials, tools, and equipment to stay current with regulatory and scientific developments.

ELIGIBLE LIST INFORMATION
In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged onto a statewide open list established for use by all state agencies in California in order of final scores regardless of testing date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

VETERAN’S PREFERENCE
Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 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.

**HOW TO APPLY FOR VETERANS’ PREFERENCE**

The [California State Jobs’ website](http://www.jobs.ca.gov) has information on how to apply for Veterans’ Preference on their website and on the [Application for Veterans’ Preference form (CalHR 1093)](https://jobs.ca.gov/PDF/SPB1093.pdf). Additional information is also available at the [Department of Veterans Affairs website](http://www.cdva.ca.gov).

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: 1-888-877-537