



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

CHIEF, FOOD AND DRUG BRANCH

Schematic Code: VW40 Classification Code: 9030 Exam Code: 8H180

Examination Type: Open Exam

FINAL FILING DATE

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:

October 29, 2018

SALARY

\$9,712 - \$11,568 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 have permanent civil service appointment with the California Department of Public Health and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination.

MINIMUM QUALIFICATIONS

Either I

Two years of experience performing the duties equivalent to Chief, Food and Drug Section in the California State Department of Health Services.

Or II

Three years of experience performing the duties equivalent to Chief, Food and Drug Unit, in the Food and Drug Branch of the California State Department of Health Services.

Or III

Four years of experience performing the duties equivalent to Food and Drug Regional Administrator or Food and Drug Program Specialist in the Food and Drug Branch of the California State Department of Health Services.

Or IV

Five years of experience in the California state service performing the duties of a Supervising Food and Drug Investigator.

Or V

Experience: Extensive administrative experience (more than five years) in food or drug regulatory work. (Administrative or supervisory experience in food and drug laboratory work or graduate training in chemistry, biology, or related fields may be substituted for a maximum of two years of the required regulatory experience on a year-for-year basis.) **And**

Education: Equivalent to graduation from college with at least 30 semester hours of courses in bacteriology, biology, chemistry, food technology, pharmacology, environmental health, engineering, or other biological or chemical sciences. (Up to 15 semester hours in criminal justice may be credited toward 15 of the 30 total required above.)

Or VI

Experience: Broad and extensive (more than five years) experience in either one or a combination of the following:

1. Administrative responsibility for planning and directing research activities in Food Technology, Pharmacology, Biomedical Engineering, Toxicology, or other fields related to technology in Food and Drug control work. The required experience must have included at least four years of supervising professional and technical research personnel as well as fiscal responsibility for research program implementation.

2. Postdoctoral experience in teaching and research with academic appointment. The required experience must have included at least four years of supervising professional and technical research personnel as well as fiscal responsibility for research program implementation. and Education: Possession of a Doctoral Degree in Food Technology, Food Microbiology, Food Chemistry, Pharmacology, Pharmacy, Pharmaceutical Chemistry, Biomedical Engineering, Bioengineering, Toxicology, or other closely related fields.

SPECIAL PERSONAL QUALIFICATIONS: A thorough background investigation, which includes fingerprinting; possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles; aptitude for investigative and law enforcement work; ability to hear within the speech range with or without an aid; tact; patience; substantial self-reliance; ability to work independently; capacity for development of skills and abilities; and willingness to travel.

GENERAL QUALIFICATIONS

All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health consistent with the ability to perform the assigned duties of the class.

POSITION DESCRIPTION

TYPICAL TASKS

Plans, organizes, coordinates, and directs the statewide work of the staff of the Food and Drug Branch engaged in education, consultation, sanitation inspection, investigation, and in the enforcement and administration of State laws and regulations relating to foods and drugs, medical devices, cosmetics, hazardous substances, product safety, health fraud, and food canning; directs the complex scientific and technical evaluations and monitoring of Investigational New Drug or Device (IND) studies for approval or denial of human clinical trials; directs the evaluation of New Drug or Device Applications (NDA) which requires critical review of all scientific data and coordination with the Department's laboratories to reach sound conclusions about the safety and efficacy of the product; directs the scientific study of the processed food supply in California as mandated by the Legislature in the determination of the safety of the contaminant levels contained in imported and domestic products; selects and trains personnel and evaluates staff performance; takes or recommends appropriate action; develops and applies administrative policies and procedures; administers the budget and program augmentations; advises the departmental directorate on the regulatory mandates of the Food and Drug Program and prepares recommendations on the safety of the products evaluated and the levels of contamination or adulteration and the likely exposure and risk to consumer health; advises the Cannery Board on licensing and regulations; advises the Cancer Advisory Council on health fraud; maintains liaison and consults with food, drug, medical devices, cosmetic, and hazardous substance manufacturers, canners, and others in connection with the State laws, rules, and regulations with which they must comply in the manufacturing, processing, canning, and labeling of their products; receives peace officer training consistent with function and POST certification requirements; conducts or supervises the conduct of hearings on alleged violations; directs and coordinates the Branch's activities in the preparation of cases and in the prosecution of violators; coordinates the Branch's scientific and law enforcement work with that of Federal, State, and local law enforcement agencies; coordinates with the Food and Drug Laboratory in the planning and development of policies and control measures necessary to protect the public from mislabeling, adulteration, and misrepresentation; prepares recommendations to the departmental directorate on the issuance of annual licenses to manufacturers of foods, drugs, and medical devices and the establishment of needed legislation and regulations; prepares articles for publication and addresses interested groups; directs public informational and educational projects and the preparation and issuance of reports; and prepares correspondence and reports.

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

SUPPLEMENTAL RESPONSES

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:

By Mail:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
P.O. Box 997378 MS 1700 – 1702
Sacramento, CA 95899-7378

Drop Off:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
1615 Capitol Avenue, Ste. 73.430
Sacramento, CA 95814

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 this examination (including 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: 916-322-4460

EXAMINATION INFORMATION

The examination will consist of five Supplemental Questions that are weighted 100%. Applicants are required to respond to the following five supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates the ability to successfully perform at the Chief, Food and Drug Branch level. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

The Department of Public Health 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.

SUPPLEMENTAL APPLICATION INSTRUCTIONS

Each applicant for this examination must complete and submit his/her responses to all five supplemental items that follow. Applications received without responses to the supplemental items will be rejected.

INSTRUCTIONS: When responding to the supplemental items, please follow these guidelines:

1. Your responses must be typewritten or generated by word processing on 8½" X 11" paper.
2. Your font should be no smaller than "10" pitch.
3. Your responses must be limited to one page per item.
4. Identify each page with your full name.
5. Make sure your responses are complete, specific, clear, and concise.
6. Answer each numbered item separately, indicating the corresponding item number for each response. (You may include multiple responses on a single page.)
7. Include place of employment, pertinent dates, duties performed, etc., when responding to items.
8. In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.
9. Please return your state application (678) and two copies of the Supplemental Items to the address listed on the front of the bulletin.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.

SUPPLEMENTAL ITEMS:

1. Describe your experience in planning, organizing, and managing staff in a variety of inspections and enforcement activities.
2. Describe how you would effectively collaborate with internal and external stakeholders in handling sensitive issues related to Food or Drug regulatory work.
3. Describe your experience evaluating the effectiveness of a program and implementing adjustments to achieve improvement of overall program performance.
4. Describe your knowledge and experience with a budgetary process, and how you would prepare a budget change proposal (BCP) utilizing suggestions from executive management.
5. Describe a time when you had to implement laws or regulatory mandates. What were the challenges and solutions?
6. Describe your experience presenting complex information to the public or stakeholders.

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, **October 29, 2018**. 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. State and Federal laws and regulations pertaining to the manufacture, distribution, and sale of foods, drugs, medical devices, cosmetics, and tobacco products.
2. Methods commonly used in the manufacture, preparation, compounding, packaging, and selling of products subject to State and Federal laws and regulations.
3. Sanitation standards for relevant commodity manufacturing plants.
4. Principles of sterilization of food products, biologics, and parenteral solutions as related to safety and prevention of illness and disease.
5. Standards established for food, drug, and related products, medical devices, cosmetics, and tobacco products.
6. Pharmaceutical and food chemistry and biochemical analysis to review work product of research scientists.
7. Laboratory and field-testing procedures to coordinate the efforts of multiple and concurrent inspections and investigations.
8. Food technology and vector control to provide for safer food production.
9. Legislative processes to effectively promote the goals of the Department in a timely manner.
10. Purposes and organization of Department of Health Services, the Legislature, and Executive Branch so that the entities can function in partnership.
11. Principles, practices, and trends of administrative organization and program budgeting.
12. Principles and practices of the public administration responsibility for promoting equal employment opportunity when hiring, promoting, and maintaining a work environment that is free of discrimination and harassment.
13. Business management and personnel management to effectively train and supervise staff in order to improve the daily operation of the branch.
14. Public Health administrative policies and procedures in order to manage a high-functioning staff.

Skills to:

1. Communicate effectively (orally and in writing) in dealing with public and/or other employees.
2. Maintain knowledge related to regulatory process of both State and Federal law, survey methodologies, tools, and equipment.
3. Keep well organized schedules, delegating duties, and working within limited time frames to achieve departmental goals.
4. Objectively identify all facts and implications related to a situation before drawing a conclusion.

5. Exercise sound judgement and common sense when making decisions.
6. Recognize ramifications and possible impact of decisions and/or actions in an effort to select the most appropriate course of action.
7. Provide advice and assistance to staff and external constituents concerning implementation or application of new and existing policies and procedures.
8. Recognize and communicate the need to shift priorities, staffing, and/or resources to maximize the department's operational goals and objectives.

Ability to:

1. Plan and organize the work of multidisciplinary professional, scientific, administrative, and investigative staff.
2. Direct, and coordinate the work of multidisciplinary professional, scientific, administrative, and investigative staff
3. Analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals.
4. Gain confidence and support of top level administrators and advise them on a wide range of program, scientific, and administrative matters as it pertains to the Food and Drug Branch.
5. Analyze complex problems and recommend effective courses of action.
6. Develop cooperative working relationships with representatives of all levels of government, the public, the Legislature, and Executive Branch.
7. Interpret and apply State laws, rules, and regulations regarding regulated commodities.
8. Evaluate branch programs as to their effectiveness.
9. Develop and implement programs, administrative policies, and procedures for the Food and Drug Branch.
10. Establish and maintain cooperative relations with agencies and individuals contacted in the course of the work.
11. Work effectively with officials of Federal, State, and local government, and with consumers, industry, and the Legislature in regulating licensed products.
12. Analyze situations accurately and take effective action.
13. Prepare clear and comprehensive reports on Food and Drug Branch matters.
14. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
15. Assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex health and consumer product activities.
16. Maintain knowledge of tasks, methodologies, materials, tools, and equipment related to the Food and Drug Branch.
17. Adhere to departmental policies and procedures regarding attendance, leave, and conduct.
18. Advise the departmental directorate on the regulatory mandates of the Food and Drug Branch.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the open eligible list established for use by the Department of Public Health 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.

VETERANS' 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) (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) (https://jobs.ca.gov/PDF/SPB1093.pdf). Additional information is also available at the [Department of Veterans Affairs website](http://www.cdva.ca.gov) (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

CONDITIONS OF EMPLOYMENT (631)

Examination Title: CHIEF, FOOD AND DRUG BRANCH

Name: _____ (Print: first, middle initial, last)

Final Filing Date:

October 29, 2018

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. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

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

Sacramento County (3400) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

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

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

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

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your name, examination title, and identification number.

Signature: _____ Date: _____