



**OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT
DEPARTMENT OF PESTICIDE REGULATION
DEPARTMENT OF TOXIC SUBSTANCES CONTROL
DEPARTMENT OF FISH AND GAME**



**STAFF TOXICOLOGIST (SPECIALIST)
OPEN MULTI-DEPARTMENTAL EXAMINATION BULLETIN
CONTINUOUS TESTING**



THIS CANCELS AND SUPERSEDES THE BULLETIN ISSUED OCTOBER 10, 2008.

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.

CONTINUOUS TESTING

Testing is considered continuous as dates can be set at any time. There is no final filing date. The testing office will accept examination packets on a continuous basis and will test applicants as the needs warrant.

MULTI-DEPARTMENTAL EXAMINATION

The Staff Toxicologist (Specialist) examination is administered as a consortium examination by the following State departments: Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation, and Department of Fish and Game.

ELIGIBLE LIST INFORMATION

Names of successful competitors will be merged into one open multi-departmental eligibility list for use by the Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation, and Department of Fish and Game in order of final scores, regardless of test date. Eligibility expires 24 months after the list is established. Competitors must then retake the Qualifications Assessment to reestablish eligibility.

Once you have taken this Qualifications Assessment examination, you may not retest for twelve (12) months.

WHO MAY APPLY

Applicants who meet the minimum qualifications as stated on this bulletin. This is an open examination. Applications will not be accepted on a promotional basis.

FILING INSTRUCTIONS

Applicants must complete a State Examination Application (STD 678), provide proof of education (a copy of your official transcripts), and complete the entire Qualifications Assessment examination packet. The Qualifications Assessment examination packet should include the following:

- Affirmation Statement with Signature
- Qualifications Assessment Questionnaire
- Conditions of Employment

To view and download the Qualifications Assessment examination packet, click [Qualifications Assessment](#).

NOTE: Refer to the EXAMINATION SECTION on this examination bulletin (Page 3 of 5) for detailed information about the Qualifications Assessment.

For your convenience, you may obtain a copy of the State Examination Application (STD 678) via the Internet at:

http://www.spb.ca.gov/jobs/stateapp_adobe.htm

Above examination materials should be mailed with adequate postage to or filed in person at:

Office of Environmental Health Hazard Assessment
Human Resources Branch/Examination Unit
1001 I Street, 19th Floor, MS-19B
P.O. Box 67
Sacramento, CA 95812-0067

NOTE: Any missing examination information may delay the processing of your application for this examination. Facsimiles (FAX) will NOT be accepted under any circumstances.

**SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.
DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

CROSS-FILING INSTRUCTIONS

If you meet the entrance requirements for this class and the Associate Toxicologist class, you may file for both examinations on a single application. Indicate the complete title of each examination for which you are applying on the Examination Application (STD 678). Acceptance into additional classes may not be considered after submission of your initial application.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in question 2 of the Examination Application (STD 678). You will be contacted about specific arrangements.

GENERAL POSITION DESCRIPTION

The Staff Toxicologist (Specialist), under general direction, originates, designs, and carries out toxicological studies and investigations; acts as statewide expert on the toxicological properties of chemicals for the purpose of advising on health and environmental problems; interprets and evaluates experimental study results in terms of toxicological properties and hazards, especially in the area of expertise; evaluates, advises, and consults on the adequacy of toxicological data submitted by other organizations; advises on precautionary labeling for hazardous chemicals and products; provides technical consultation in areas such as legislation, rule and regulation promulgation, and policy development; testifies as an expert witness in hearings and court procedures; prepares reports and scientific papers for publication; and may serve in a lead capacity over other scientific and technical staff.

Position(s) exist with the Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation, and Department of Fish and Game at various locations throughout California.

SALARY RANGES

\$6,404 - \$7,747 per month

REQUIREMENTS FOR ADMITTANCE TO 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, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS**Either I**

Two years of experience in the California state service performing the duties of an Associate Toxicologist, Range B. (Applicant must indicate date of Range B appointment or your application will be rejected.) **AND**

Possession of a Doctoral Degree in Toxicology, Biochemistry, Pharmacology, or a closely related specialty.

Or II

Three years of postdoctoral experience in toxicology or closely related field. This experience must have included the interpretation of toxicological findings relative to probable human health or aquatic life hazards and one year of experience in the development and design of toxicological research and investigative studies. **AND**

Possession of a Doctoral Degree in Toxicology, Biochemistry, Pharmacology, or a closely related specialty.

REQUIRED APPLICATION INFORMATION

All applicants must meet the education and/or experience requirements for this examination by the date of receipt stamped by the Examination Unit. It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates you have read, understood, and possess the basic qualifications required.

Examination Application (STD 678) **must** include: "To" and "From" employment dates (month/day/year), time base, job titles/official civil service classification titles, range (if applicable), and detailed description of the specific duties performed. **Applications must also contain original signatures.** Resumes/curriculum vitae containing additional information may be submitted with the examination application.

PROOF OF EDUCATION: Applicants should provide proof that they meet the education requirement for the "EDUCATION" pattern specified in the minimum qualifications. A copy of your official university/ college transcript(s) confirming the award of your degree should accompany your application.

Applications excluding any of the above information may be rejected for insufficient information.

INTERVIEWS WILL NOT BE HELD. The examination will consist only of a Qualifications Assessment. The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to the classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70 % must be attained in the examination.

SCOPE:

A. Knowledge of:

1. The general principles of toxicology, public health, and risk assessment at the expert-level.
2. The scientific method and its appropriate uses and applications in order to review research projects and assignments.
3. Toxicological research methods.
4. The current scientific issues and problems in human health or ecological risk assessment at the expert-level.
5. Principles and procedures of risk assessment including modeling.
6. Laboratory and testing procedures for toxicological investigations.
7. Inferential statistical techniques applied to toxicological data.
8. Provisions of laws, rules, and regulations pertaining to the use, processing and handling of toxic substances.

B. Ability to:

1. Extract relevant facts and information from technical documents in order to draw conclusions and identify key points as required to complete assigned job tasks.
2. Identify inaccuracies and inconsistencies in scientific methods, data analysis, or conclusions in toxicological and other scientific reports.
3. Use word processing software (e.g., Microsoft Word, Word Perfect, etc.).
4. Use email software to communicate in an effective and appropriate manner.
5. Conduct informational research using the Internet.
6. Evaluate research studies in the fields of toxicology for application to issues of public health or environmental impacts.
7. Function as a specialist in one or more areas of toxicology.
8. Communicate in a professional and effective manner both verbally and in writing in order to present information, provide training, and maintain positive working relationships.
9. Interpret quantitative or statistical data in order to extract key information and make valid inferences.
10. Read written documents of varying complexity including departmental policy manuals and guides, legislative mandates, instructional guides, written correspondence, or technical reports.
11. Independently write complex technical documents such as reports, project summaries, analyses of proposed legislation, or summaries of statistical mandates, complete assigned work and help ensure the department meets its goals or fulfills its mission.
12. Use spreadsheet software (e.g., Microsoft Excel) to organize and perform basic analyses of data.
13. Receive constructive feedback intended to improve performance or the quality of work products.
14. Effectively collaborate with individuals from highly diverse backgrounds or levels of technical expertise.
15. Work cooperatively with outside agencies and departmental staff.
16. Effectively prioritize assignments in order to respond to urgent or important requests from upper management.
17. Manage multiple projects to ensure timely completion and high quality.
18. Apply both inductive and deductive reasoning to solve work-related problems.
19. Interpret and apply environmental and/or public health standards.
20. Communicate information and ideas orally to a variety of audiences at public settings such as conferences, meetings, and public hearings.
21. Independently write non-technical documents such as letters, memos, email, or other correspondence in order to communicate with other departmental staff, other state agencies, or the general public.
22. Analyze situations accurately and take effective action.
23. Communicate constructive feedback and concerns regarding errors in reports written by technical staff.
24. Work in a fast paced and potentially stressful environment.
25. Provide informal training to meet the needs of staff.
26. Provide leadership in the evaluation and development of programs to implement toxicological practices and procedures on a statewide basis.

C. Skill to:

1. Use scientific methods to conduct research and solve problems involving potentially hazardous materials.
2. Effectively communicate with staff in order to facilitate the timely completion of projects.
3. Facilitate meetings to ensure problems are solved in an efficient manner and discussion remains on topic.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Willingness to stay current in your field of expertise, work in a team-oriented environment, and travel (via air, car, train, etc.) in order to attend meetings or give presentations; commitment to a high degree of ethics and honesty in order to ensure that recommendations and findings of departmental research are viewed as being of high quality and accuracy; dependability in meeting work related responsibilities.

**VETERANS'
POINTS/ CAREER
CREDITS**

Veterans' preference points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits do not apply to open examinations.

QUESTIONS?

If you have any questions concerning this examination bulletin, accessing the QA, or examination process, please contact any of the following participating departmental examination offices:

Office of Environmental Health Hazard Assessment at (916) 445-9376
Department of Toxic Substances Control at (916) 322-0445
Department of Pesticide Regulation at (916) 322-4553
Department of Fish and Game at (916) 653-8120

GENERAL INFORMATION

The Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation, Department of Fish and Game and the State Personnel Board reserve 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 laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II: The **Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation and Department of Fish and Game** are committed to a strong policy of equal employment opportunity. To this end, the Departments do not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by the Departments on the basis of race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

It is the candidate's responsibility to contact any of the examination offices of the **Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation, or Department of Fish and Game** if they are experiencing problems accessing the Qualifications Assessment or have any questions regarding the examination process.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation and Department of Fish and Game, and online at the State Personnel Board website at www.jobs.ca.gov

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your responses to this questionnaire will be assessed based on pre-determined job-related rating criteria. All candidates who pass will be ranked according to their scores.

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 this bulletin.

List appointment after a transfer appointment: Effective May 1, 2008, the State Personnel Board will allow an employee who transferred into a class to take an examination for and later receive a list appointment to the same or lower class. Employees, who take an examination under such circumstances must, however, meet the minimum qualifications and be reachable on the resulting list.

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.

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 examination, investigation may be made of employment records and personal history and fingerprinting may be required.

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 phones: 1-800-735-2922