

QUALIFICATIONS ASSESSMENT FOR THE FOLLOWING EXAMINATIONS:

ASSOCIATE TOXICOLOGIST STAFF TOXICOLOGIST (SPECIALIST)

Administered by the following State of California departments:



Office of Environmental Health Hazard Assessment
Human Resources Branch
1001 I Street, 12th Floor, MS 12B
Sacramento, CA 95814
(916) 327-1444



Department of Pesticide Regulation
Personnel Services Branch
1001 I Street, 4th Floor
Sacramento, CA 95814
(916) 445-4897



*California Department of
Toxic Substances Control*

Department of Toxic Substances Control
Office of Human Capital and Workplace Innovation
1001 I Street, 22nd Floor
Sacramento, CA 95814
(916) 322-0445



Department of Fish and Game
Human Resources Branch
1416 Ninth Street, Room 1217
Sacramento, CA 95814
(916) 653-8120

**EXAMINATION TITLES: ASSOCIATE TOXICOLOGIST
STAFF TOXICOLOGIST (SPECIALIST)**

GENERAL INSTRUCTIONS

IMPORTANT NOTE: Applicants must meet the minimum qualifications (MQs) by the date of receipt stamped on their Examination Application (STD 678) **before** their Qualifications Assessment (QA) is processed. Information provided on your Examination Application and any additional information, i.e., resume or curriculum vitae, will be used only to determine whether you have met the MQs by the date of receipt for admittance into the examination. For information on the MQs and other pertinent examination information, please refer to the Associate/Staff Toxicologist (Specialist) examination bulletin(s). The QA of those applicants accepted into the examination will then be scored. Applicants who were not accepted following the initial application review are provided with an explanation in writing and given an opportunity to provide additional information regarding their qualifications for a second review.

1. The Associate/Staff Toxicologist (Specialist) examination consists entirely of a **QUALIFICATIONS ASSESSMENT (QA)**. The QA examination packet is composed of the following parts:

- Affirmation Statement (Fill and Print Document – Page 4)
- Conditions of Employment – Form 631 (Fill and Print Document – Page 5)
- Information about the Rating Scales (Page 6)
- Qualifications Assessment (Fill and Print Document – Pages 7-13)

Note: A Fill and Print Document allows you to complete your information from your computer. Fields and boxes are shaded to show where to enter the requested information and to click on the box for your responses to each statement on the Qualifications Assessment.

2. Please read the instructions carefully in completing each of the examination forms listed above. It is important to note that some forms will require a signature. We will only accept an original signature.
3. When you have completed all the above forms of the **QA examination packet**, print out the Affirmation Statement, Conditions of Employment - Form 631, and QA, and sign where instructed; and submit your examination packet with a **completed Examination Application (STD 678)**, **resume/curriculum vitae (optional)**, and your **proof of education (copy of your official college/university transcripts)** as stated on the examination bulletin to the following mailing address:

Office of Environmental Health Hazard Assessment
Human Resources Branch/Examinations Unit
P.O. Box 67
Sacramento, CA 95812-4010

Note: Facsimiles (FAX) will NOT be accepted under any circumstances. Please ensure there is proper postage. If you file in person, you may deliver your examination packet at 1001 I Street, 19th Floor, Room 19-65, MS 19B, Sacramento, CA 95814, during normal business hours.

Please ensure that all the examination materials are assembled in the original order and returned for processing. **Any missing or incomplete information will result in an inability or delay in processing your QA examination or may cause elimination from the examination.**

**EXAMINATION TITLE(S): ASSOCIATE TOXICOLOGIST
STAFF TOXICOLOGIST (SPECIALIST)**

GENERAL INSTRUCTIONS (Cont.)

4. Before you return your completed QA examination packet, it is recommended that you make a photocopy for your records. In the event that you are called for a hiring interview, you may be requested to provide a copy of your examination packet.
5. Upon receipt of your completed examination packet, State Examination Application (STD 678), and proof of education (copy of your official transcripts), these documents become confidential information and are the property of the participating departmental Examination Units within the State of California – Office of Environmental Health Hazard Assessment, Department of Pesticide Regulation, Department of Toxic Substances Control, and Department of Fish and Game. Due to its confidential nature, such information cannot be returned. Copies of your Qualifications Assessment may be forwarded to the hiring officials.

Your responses are subject to verification. Providing false information on a State Examination application is a violation of State law, and may result in disqualification from the examination process or may result in an individual being removed from an employment list with the State.

6. Examination results may be mailed to you within four weeks after receipt of your completed examination package. If you have not received your results within this time period, please contact the Office Environmental Health Hazard Assessment Examination Unit at (916) 445-9376.
7. If you have any other questions regarding this examination, you may contact any of the testing offices listed on the cover page.
8. It is your responsibility to notify in writing the Office of Environmental Health Hazard Assessment Examination Unit of any changes to your address or other contact information.
9. Additional instructions are provided within the Qualifications Assessment.



**ASSOCIATE TOXICOLOGIST
STAFF TOXICOLOGIST (SPECIALIST)**



AFFIRMATION STATEMENT



(INFORMATION TO BE COMPLETED BY APPLICANT)

Last Name	First Name	Middle Initial
Address		
City	State	Zip Code

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Associate and/or Staff Toxicologist (Specialist) examinations will consist of a Qualifications Assessment - Weighted 100%. This is a scored test and will account for 100% of your rating. The assessment will be used to evaluate your knowledge, experience, training, and familiarity or understanding of a particular subject or issue. It is important that you fill the questionnaire out completely and accurately. In order to obtain a position on the eligible list, a minimum overall rating of 70% must be attained in this examination.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION. Your responses should be an accurate reflection of your personal experience and training. Candidates who fail to follow the instructions may be eliminated from this examination.

If successful in the examination, your name will be placed on the active open, multi-departmental eligibility list for a period of 24 months and may be certified to fill vacancies according to the conditions you specify on the Form 631-Conditions of Employment. If you are unwilling to accept work or do not reply promptly to communications, your name will be placed on the inactive list.

THIS AFFIRMATION MUST BE COMPLETED:

I hereby certify and understand that the information provided by me on this Qualifications Assessment questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information will be verified and may be discussed in a hiring interview. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination and/or removed from the list resulting from this examination, suffer loss of state employment, and/or suffer loss of the right to compete in any future state examination.

Signature

Date

FOR OFFICE USE ONLY - CANDIDATE ID: _____ **PROCESS DATE:** ___ / ___ / ___

CONDITIONS OF EMPLOYMENT (FORM 631)

<p>EXAMINATION TITLE(S): ASSOCIATE TOXICOLOGIST STAFF TOXICOLOGIST (SPECIALIST)</p> <p>Applicant's Name: _____</p> <p style="text-align: center;">(Type in first, middle initial, last name)</p>	<p>FOR OFFICE USE ONLY</p> <p>CANDIDATE ID: _____</p> <p>PROCESS DATE: ____/____/____</p>
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If you are successful in the above examination(s), your name will be placed on the active eligible list and certified to fill vacancies according to the conditions you have specified on this form.

LOCATIONS IN WHICH YOU ARE WILLING TO WORK:

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Alameda County (Oakland & Berkeley) | <input type="checkbox"/> Los Angeles County (Chatsworth) | <input type="checkbox"/> Sacramento County |
| <input type="checkbox"/> Fresno County (Clovis) | <input type="checkbox"/> Monterey County | <input type="checkbox"/> San Diego County |
| <input type="checkbox"/> Imperial County | <input type="checkbox"/> Orange County (Cypress) | <input type="checkbox"/> All Locations Listed |

TYPE OF APPOINTMENT DESIRED: *(Please check your choices)*

Full Time = 40 hours/week; Part Time = Less than 40 hours/week; Intermittent = On call

- | | | |
|---|---|--|
| <input type="checkbox"/> Permanent Full Time | <input type="checkbox"/> Permanent Part Time | <input type="checkbox"/> Permanent Intermittent |
| <input type="checkbox"/> Limited Term Full Time | <input type="checkbox"/> Limited Term Part Time | <input type="checkbox"/> Limited Term Intermittent |

AREA(S) OF SPECIALTY/INTEREST:

Please check one or more of the following choices as your specialty(ies) area(s) in which you are interested in working:

- | | |
|--|---|
| <input type="checkbox"/> Ecotoxicology | <input type="checkbox"/> Respiratory Toxicology |
| <input type="checkbox"/> Exposure Assessment | <input type="checkbox"/> Reproductive Toxicology |
| <input type="checkbox"/> Modeling | <input type="checkbox"/> Toxicity Assessment |
| <input type="checkbox"/> Neurotoxicity | <input type="checkbox"/> Developmental Toxicology |
| <input type="checkbox"/> Pesticides | <input type="checkbox"/> Immunotoxicity |
| <input type="checkbox"/> Risk Assessment | <input type="checkbox"/> Carcinogenesis |

NOTE: If you wish to make any changes to your address or availability for employment marked above, please log into your CalCareers account (www.calcareers.ca.gov) to update your information.

SIGNATURE: _____

DATE: _____

QUALIFICATIONS ASSESSMENT – RATING SCALES

INSTRUCTIONS:

The Qualifications Assessment (QA) is the sole component for the Associate Toxicologist and/or Staff Toxicologist (Specialist) examinations. The QA is designed to elicit a range of specific information regarding each candidate’s knowledge, education, training, and experience, and potential to perform the duties effectively relative to the Associate/Staff Toxicologist (Specialist) classification.

You are to self-rate your knowledge and/or experience using the rating scales below to respond to the specific job-related task statements on the following pages. The rating scale descriptions are as follows:

DESCRIPTION OF RATING SCALES

Description of Knowledge Ratings	
Extensive Knowledge	I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task.
Substantial Knowledge	I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.
Moderate Knowledge	I possess sufficient knowledge level that would allow me to perform this task successfully in routine situations.
Minimal Knowledge	I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.
No Knowledge	I have no knowledge of how to perform this task or what it may entail.

Description of Experience Ratings	
Extensive Experience	I have performed this task regularly, independently, and would be considered an expert by others in the field.
Substantial Experience	I have performed this task regularly and independently under the major of circumstances or situations encountered.
Moderate Experience	I have performed this task multiple times and could effectively perform this task if required.
Minimal Experience	I have performed this task before but would still be considered a beginner by others in the field; and I would likely require assistance for successful performance.
No Experience	I have not performed this task.

IMPORTANT: In responding appropriately, you may consider your formal education, formal training courses, or work experience whether paid or volunteer. Depending on the statement, there may be one or both rating scales used. Respond to every statement by marking only one option for each of the rating scales provided. **Not providing a response or provide multiple responses per rating will result in that rating being assessed as a “No Knowledge” or “No Experience” response.**

QUALIFICATIONS ASSESSMENT – ASSOCIATE/STAFF TOXICOLOGIST (SPECIALIST)

APPLICANT'S NAME: (Type below your first, middle initial, and last name)	FOR OFFICE USE ONLY
WHICH EXAMINATION(S) ARE YOU APPLYING FOR? Check appropriate box. NOTE: Below information should concur with the examination title(s) identified on your State Examination Application (STD 678). <input type="checkbox"/> ASSOCIATE TOXICOLOGIST ONLY <input type="checkbox"/> STAFF TOXICOLOGIST (SPECIALIST) ONLY <input type="checkbox"/> ASSOCIATE AND STAFF TOXICOLOGIST (SPECIALIST)	CANDIDATE ID: _____ PROCESS DATE: ___/___/___

INSTRUCTIONS: Respond to each of the following statements by marking the appropriate box that applies to you. You are required to select one (1) option for each of the rating scales provided per statement.

1. Evaluate chemical risk assessment reports by analyzing data provided in reports or other relevant sources and ensure that appropriate data collection and analysis have occurred.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

2. Prepare risk assessment to address exposure to chemically contaminated media (e.g. food, soil, water, air and biota).

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

3. Interpret and evaluate experimental studies, methods, and results in terms of toxicological properties and hazards.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

QUALIFICATIONS ASSESSMENT – ASSOCIATE/STAFF TOXICOLOGIST (SPECIALIST)

Applicant's Name:

- 4. Read, evaluate, and summarize scientific literature on chemical exposure and effects on humans and/or ecological receptors.**

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

- 5. Write project summaries, risk assessments or technical reports.**

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

- 6. Collaborate with staff members and other scientists to solve problems and issues that arise with regard to toxicology, exposure, and risk assessment.**

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

- 7. Interact with state, federal, and/or local governmental agencies, on toxicology exposure and risk assessment.**

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

QUALIFICATIONS ASSESSMENT – ASSOCIATE/STAFF TOXICOLOGIST (SPECIALIST)

Applicant's Name:

8. Monitor relevant literature and regulatory/risk assessment developments.

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

9. Present and participate in scientific meetings and conferences at the local, regional, or national level.

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

10. Draft technical fact sheets for public outreach.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

11. Possess knowledge of the principles of toxicology and/or public health issues.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

QUALIFICATIONS ASSESSMENT – ASSOCIATE/STAFF TOXICOLOGIST (SPECIALIST)

Applicant's Name:

12. Interpret quantitative or statistical data in order to extract key information and make valid inferences.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

13. Communicate with a variety of audiences (e.g. state, county, and federal agencies, the public, the regulated community, the media, and scientific audiences) regarding technical projects, program status, or uncertainties about risk assessment or other environmental issues.

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

14. Prepare reports and scientific papers and present scientific findings from reports and papers at public meetings.

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

15. Testify as an expert witness in hearings and/or court proceedings.

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

QUALIFICATIONS ASSESSMENT – ASSOCIATE/STAFF TOXICOLOGIST (SPECIALIST)

Applicant's Name:

16. Draft and/or contribute technical information to prepare manuscripts and/or scientific papers on pertinent human health/ecological risk assessment findings for publication in scientific journals/events.

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

17. Prepare or review sampling and analysis plans, applying and integrating scientific toxicological and ecologic principles to site-specific hazardous substance releases.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

18. Serve as a technical specialist on internal and external committees for evaluating scientific issues.

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

19. Develop and/or apply models for risk assessment purposes.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

QUALIFICATIONS ASSESSMENT – ASSOCIATE/STAFF TOXICOLOGIST (SPECIALIST)

Applicant's Name:

20. Develop risk assessment guidelines, protocols, and/or procedures.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

21. Evaluate and compare the advantages and disadvantages of different risk assessment methodologies.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

22. Select representative receptors (ecological and/or human) in a specific environment to evaluate toxicity and exposure.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

23. Review available information on pharmacokinetics, pharmacodynamics, and toxicity of chemicals to the potential for differential impacts on a sensitive human group or on a particular species.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

QUALIFICATIONS ASSESSMENT – ASSOCIATE/STAFF TOXICOLOGIST (SPECIALIST)

Applicant's Name:

24. Assess quality of experimental or environmental data.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

25. Apply laws, rules, and regulations as they pertain to toxic substances.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

26. Estimate exposure and evaluate exposure models.

Knowledge Rating Scale

- Extensive Knowledge
- Substantial Knowledge
- Moderate Knowledge
- Minimal Knowledge
- No Knowledge

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

27. Mentor other scientific staff.

Experience Rating Scale

- Extensive Experience
- Substantial Experience
- Moderate Experience
- Minimal Experience
- No Experience

END

You have completed the Qualifications Assessment. Please refer to the General Instructions in submitting the necessary examination material for processing.