



# RESEARCH SPECIALIST IV (VARIOUS STUDIES)

**Exam Code: 0RC01**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

**Research Specialist IV (Various Studies) (7859) – \$10,615 - \$15,706 per month.**

View the [Research Specialist IV \(Various Studies\)](#) classification specification.

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6) months**.

### How To Apply:

Applicants are required to submit (1) a [State Application](#) (Std. Form 678) and (2) [Conditions of Employment](#) (Form 631) for this examination either via email, by mail, or in person to the addresses listed below.

#### **Via Email**

[CPHCSSelectionServices@cdcr.ca.gov](mailto:CPHCSSelectionServices@cdcr.ca.gov)

#### **By Mail**

California Correctional Health Care Services

Examination Services, Bldg. D1  
P.O. Box 588500  
Elk Grove, CA 95758

### **In Person**

California Correctional Health Care Services  
8280 Longleaf Drive  
Lobby Drop Box  
Elk Grove, CA 95758

Due to COVID-19, we have limited staff working in the office. Therefore, the preferred method of application submittal at this time is via email. Mailed and dropped off applications will still be accepted, but may have delays in processing.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources (CalHR).

Only applications with an original signature will be accepted.

Dates printed on mobile barcodes or equivalent mobile print technology shall not be considered postmarks and, as such, are not acceptable proof of the date an application was filed.

Applications MUST include “to” and “from” dates (month/day/year), time base, 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 (if applicable). Applications received without this information may have delays in processing and/or may be rejected.

### **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact the department listed in the Contact Information section of this bulletin.

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Research Specialist IV (Various Studies)**

1. The postgraduate education, master's degrees, and doctoral degrees referred to in the requirements:

- a. Must be in a field of specialization appropriate to the applicable research study.
  - Or**
  - b. Must have been obtained from a recognized U.S. or Canadian University, or from a foreign university deemed equivalent.
- 2. The required experience must have been in a field of specialization appropriate to the applicable research study.
  - 3. If the position of a physician on a research study involves diagnosis, treatment, or prescription, the possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners will be required prior to appointment.
  - 4. If the position of a veterinarian on a research study involves the practice of veterinary medicine and surgery, or any branch thereof, a valid license issued by the Board of Examiners in Veterinary Medicine for the State of California to practice as a Doctor of Veterinary Medicine must be secured within twelve months of the date of appointment.

#### **Either I**

**Experience:** Four years of progressively responsible research experience which must have included either (1) at least one year of experience with responsibility for the determination of complex research design and methods; or (2) at least one year of experience in the direction of a complex program of research. (Research performed in the completion of the dissertation required for the doctoral degree in a field of specialization appropriate to the applicable research study may be substituted for one year of the required general experience.) **And**

**Education:** Equivalent to graduation from college supplemented by one year of postgraduate education.

#### **Or II**

Possession of the degree of Doctor of Medicine or Doctor of Osteopathy. **And**

**Experience:** One year of varied and responsible professional research experience in a field of specialization appropriate to the applicable research study which must have included responsibility for the determination of research design and method. (Eighteen months of approved residency involving experience in a specialty applicable to the research study may be substituted for the required experience.)

**Desirable Qualifications:** Education: Possession of an earned Doctorate Degree in either (a) Medicine or Veterinary Medicine, or (b) in a Behavioral, Social, Biological, Mathematical, or other appropriate science which included completion of dissertation research at the Ph.D. level; or possession of a master's degree in disciplines for which the prevailing level of graduate training is the Master's Degree with Research Thesis. Accomplishment: Acquisitions of Formal Research Grants in Publications, Monographs, and/or Chapters. In the Standards listed above: (1) "Publications" refers to articles in recognized scientific or professional journals. (2) "Chapters" refers to chapters in a published book, or text intended for university level instructions. (3) "Acquisition of Formal Research Grants" means receipt of extramural research grants while serving as principal investigator or coinvestigator for a research study. Publishing accomplishments are evaluated on the basis of quality and significance. Publications reflecting personal research findings or original theoretical or position statements are expected. The following achievements may be considered in judging equivalence to the accomplishment standards; awards, citations, and honors for research; patents; lectures given by invitation; scientific presentations to professional groups; academic teaching at a tenure rank; service on a doctoral dissertation research committee; service as editor of a recognized research journal; evidence of leadership in a productive scientific enterprise; recognized standing in the scientific community as evidenced by appointments to civic or governmental advisory boards, election to office, or elevation to fellowship status in recognized professional or scientific organizations; demonstrated ability to attract, train, and develop graduate students and professional personnel into productive researchers. In addition, the applicant may present for evaluation, any other evidence of research accomplishment and capability which he/she considers equivalent to the specified level of accomplishment.

**Applicants possessing the required license/certificate at the time of application must show the number, title, and expiration date on their Examination Application (Std. Form 678).**

**OUT OF CLASS EXPERIENCE:** A completion of an "out-of-class (OOC) assignment memorandum", dated within one year of assignment completion, is required to use OOC experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from their Classification and Pay Analyst or institutional Personnel Liaison. OOC experience without the required documentation cannot be considered for examination purposes.

## **POSITION DESCRIPTION**

### **Research Specialist IV (Various Studies)**

Under administrative direction, plans, organizes, and directs difficult and complex major original research studies; may also coordinate and administer a major multidisciplinary and complex program of research; acts as a high level research consultant; may serve as Chief of Research at a local facility of the Department of State Hospitals or Department of Developmental Services; and does other related work.

## EXAMINATION SCOPE

This examination consists of the following components:

**Education and Experience Rating** – Weighted 100% of the final score.

The examination will consist solely of an **Education and Experience Rating**. For this reason, it is especially important to include all of your education and/or experience related to the “Minimum Qualifications” and “Position Description” listed on this bulletin in your application. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants who meet the minimum qualifications will be sent their scores approximately 2-3 weeks from the date the application is received.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each examination component will be measuring competitively, relative to job demands, each applicant’s:

### **Knowledge of:**

1. Current research literature and trends applicable to the research study;
2. Principles and procedures of research planning, design, methodology, and analysis applicable to the research study;
3. Methods of preparation of research reports;
4. Statistical methods and procedures and data processing techniques;
5. Problems involved in bibliographic survey or previous related research;
6. Determination and qualification of variables and mechanization or compilation and analysis of data;
7. Principles and practices of effective consultation and supervision;
8. A general familiarity with Equal Employment Opportunity (EEO) concepts, including goals/timetables, reasonable accommodation, focused recruitment, and the role of a supervisor or manager in carrying out an EEO Program.

### **Ability to:**

1. Evaluate the relative importance of various areas of research;
2. Evaluate the adequacy of proposed research designs and techniques;
3. Do independent creative thinking;
4. Establish and maintain cooperative relations with hospital staff and with officials of federal, State, local, university, and private research organizations;
5. Communicate effectively and prepare articles for publication;
6. Provide persuasive and skilled leadership in scientific research;
7. Apply professional knowledge and administrative ability to concrete situations;
8. Teach research principles and methods to trainees, research assistants, and other staff;
9. Analyze situations accurately and take effective action;
10. Effectively contribute to the department's EEO objectives;
11. Coordinate and administer a program of research.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Research Specialist IV (Various Studies) classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted in examinations administered on an open basis.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

In an effort to streamline the examination process, please create a [CalCareer Account](#) with CalHR. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, [Click here](#).

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above. If you are using the education requirement to meet the Minimum Qualifications (MQs) for this exam, please attach a copy of all your unofficial transcripts that show the completion of the required education. Applicants who completed their education outside of the United States (with foreign degrees/transcripts) must obtain and submit verification of United States course/degree equivalency at the time you are submitting your exam. Foreign education credential evaluation services can be found at [NACES | National Association of Credential Evaluation Services](#).

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Correctional Health Care Services  
Attn: Examination Services  
8280 Longleaf Drive  
Elk Grove, CA 95758

Phone: (916) 691-5894

Email: [CPHCSSelectionServices@cdcr.ca.gov](mailto:CPHCSSelectionServices@cdcr.ca.gov)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## GENERAL INFORMATION

Examination and/or Employment Application (Std. Form 678) forms are available at CalHR, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not

assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

CalHR 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 laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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) servicewide 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.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

This bulletin cancels and supersedes all previously issued bulletins.