



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

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## CHIEF, FOOD AND DRUG SECTION

Schematic Code: VW50 Classification Code: 9235 Exam Code: 2H1ET

### 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:**

**May 20, 2022**

#### SALARY

**\$10,277 - \$13,422 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 One

Experience: One year of experience in the California Department of Health Services performing the duties of a Chief, Food and Drug Unit.

### Or Two

Experience: Two years of experience in the Food and Drug Branch with the California Department of Health Services performing the duties equivalent to a Supervising Food and Drug Scientist (Foods); Supervising Food and Drug Scientist (Drugs); or Supervising Food and Drug Scientist (Medical Devices).

### Or Three

Experience: Three years of experience in the Food and Drug Branch with the Department of Health Services performing the duties equivalent to a Food and Drug Scientist (Foods); Food and Drug Scientist (Drugs); Food and Drug Scientist (Medical Devices), Range B; Food and Drug Regional Administrator; Food and Drug Program Specialist; or Staff Toxicologist (Specialist).

### Or Four

Experience: Four years of experience in the Food and Drug Branch with the California Department of Health Services performing the duties of a Supervising Food and Drug Investigator.

### Or Five

Education: Possession of a Doctorate Degree from a recognized college in Food Technology, Food Microbiology, Food Chemistry, Pharmacology, Pharmacy, Pharmaceutical Chemistry, Biomedical Engineering, Bioengineering, Toxicology, or a closely related field relevant to Food and Drug control work. and

Experience: Broad and extensive experience (more than five years) gained after the doctoral degree in scientific research, evaluation, and development of new production technologies or safety and efficacy testing in the area of Food Technology, Food Microbiology, Food Chemistry, Pharmacology, Pharmacy, Pharmaceutical Chemistry, Biomedical Engineering, Bioengineering, Toxicology, or a closely related field relevant to Food and Drug control work.

### Or Six

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

Experience: Broad and extensive experience (more than seven years) in progressively responsible food, drug, or medical devices regulatory work. (Possession of a Master's Degree from a recognized college in Bacteriology, Biology, Chemistry, Food Technology, Pharmacology, Environmental Health, Biomedical Engineering, or other biological or chemical science may be substituted for one year of the required regulatory experience.)

## 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**

Plan, organize, and direct a major Food and Drug Branch program, such as the Drug and Consumer Product Safety Section, Medical Device Safety and Stop Tobacco Access to Kids Enforcement Section, and Food Safety Section; direct a multidisciplinary staff in all activities for the program including: (1) development, review, and analysis of complex scientific research studies; and (2) uniform education, consultation, inspection, investigation, enforcement, and administration of laws pertaining to the safety of consumer products. Activities include determining the design and scope of industry education efforts and whether: (1) particular production, control, distribution, labeling, advertising or other practices, and industry claims of safety are scientifically valid; (2) complaints received warrant an investigation and the degree and timing of the investigation; (3) violations are occurring and if so the nature and health consequences of the violations; (4) to take or seek corrective actions against violators and unsafe products and the nature and severity of the actions; (5) industry-proposed corrective actions are or would be effective; and (6) proposed changes to State and Federal laws would impact the public, industry, or the Department and the appropriate response to any changes or impact. Incumbents assure that these activities are conducted in a manner that is timely, effective, reasonable, and uniform statewide. Incumbents seek and analyze relevant available scientific, technological, medical, and other information from sources within and outside the organization (e.g., the Federal Food and Drug Administration and the Centers for Disease Control) and integrate this information into their decision-making. If relevant information is not available, incumbents arrange for the development of studies necessary to generate the information. Incumbents act as spokespersons for the major program; manage relevant legislation and regulations; respond to requests from the public, press, Legislature, industry, health professionals, and others for information about the major program; and clearly and effectively communicate the major program's positions, decisions, and other actions. Activities include interpreting the provisions of applicable Federal and State statutes and regulations; coordination with Federal, State, and local law enforcement and health protection agencies; and liaison with manufacturers, transporters, advertisers, sellers, and others in connection with the statutes and regulations administered by a Food and Drug Section. Incumbents perform administrative duties and supervise and evaluate staff performance; receive or make appropriate recommendations for action; recommend new legislation or budget proposals to enhance or improve a major program's operations; develop appropriate budgetary documents; adhere to budgetary constraints; prepare or supervise the preparation of various reports by which evaluation of a major program's progress and accomplishments can be made; receive appropriate peace officer training consistent with function and Peace Officer Standards and Training (POST) certification requirements; perform arrests and searches; testify in administrative, civil, and criminal proceedings. Incumbents participate in meetings with technical, governmental, scientific, legislative, industry, and consumer groups and may represent the Department at such meetings; assist the Chief, Food and Drug Branch, in the development of a major program's plans; and prepare comprehensive reports and correspondence.

## **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**

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 to [CDPHEExamUnit@cdph.ca.gov](mailto:CDPHEExamUnit@cdph.ca.gov). Mailed and dropped off applications will still be accepted but may have delays in processing.

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:

Via Email:

[CDPHEExamUnit@cdph.ca.gov](mailto:CDPHEExamUnit@cdph.ca.gov)

Submit via mail to:

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

Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS  
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaHR)  
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:

**EMAIL:** [CDPHEExamUnit@cdph.ca.gov](mailto:CDPHEExamUnit@cdph.ca.gov)

## **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 Section 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 on 8½" X 11" paper.
2. Your font should be no smaller than a size 12 point.
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 evaluating the effectiveness and adequacy of a program and implementing adjustments to achieve improvement of overall program performance.
2. Describe your experience working cooperatively and effectively with local, state, and federal government, or non-governmental stakeholder's regarding regulatory issues.
3. Describe your knowledge and experience in organizing and directing a multidisciplinary staff in food, drug, or medical device regulatory work.
4. Describe your experience in developing, revising or implementing laws, regulations, standards or procedures.
5. Describe your experience with the California legislative and budgetary process, necessary for effectively managing a public health program.

## 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, **May 20, 2022**. 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. Principles and procedures of planning, design, methodology, analysis, and evaluation to carry out daily duties.
2. Methods of preparation of reports.
3. State and Federal statutes and regulations pertaining to the manufacture, labeling, advertising, distribution, and sale of commodities regulated by the Food and Drug Branch.
4. Current trends in public health safety problems regarding regulated commodities.
5. Methods commonly used in the manufacture, labeling, distribution, and sale of commodities regulated by the Food and Drug Branch.
6. Principles and practices of professional leadership, guidance and administrative organization.
7. Principles and practices of administrative organization, program budgeting, public administration, business management, personnel management, training, and recruitment.
8. A supervisor's responsibility for promoting equal opportunity (EEO) in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
9. Principles and practices of good manufacturing pertaining to the manufacture, labeling, advertising, distribution, and sale of commodities regulated by the Food and Drug Branch.
10. Standards established for food, drug, and related products, medical devices, cosmetics, and tobacco products.
11. Commodity manufacturing technology and controls to provide for safer production.
12. Occupational Safety and Health Administrative (OSHA) guidelines to ensure employee safety in the workplace.
13. Health and safety procedures within the work environment (including emergency procedures) to ensure the safety of all persons during adverse situations.
14. Information security and privacy laws/policies, as well as appropriate procedures to manage confidential data.

**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.
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.
9. Mentor subordinate supervisors and staff to promote professional development and leadership skills.
10. Promote upward mobility and ensure program evaluates need for succession planning.



## Ability to:

1. Plan, organize, and direct the work of interdisciplinary teams that perform inspections, investigations, and enforcement.
2. Direct, and coordinate the work of interdisciplinary teams that perform inspections, investigations, and enforcement.
3. Develop and implement the most sensitive programs, policies, and procedures pertaining to regulated commodities.
4. Develop short- range and long-term plans and schedules to coordinate the operational goals and objectives of the Food and Drug Branch.
5. Work effectively with officials of Federal, State, and local government, and with consumers, industry, and the Legislature in regulating consumer products.
6. Evaluate the activities of interdisciplinary teams for timeliness, effectiveness, reasonableness, and statewide uniformity.
7. Interpret and apply statutes and regulations regarding regulated commodities.
8. Assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex health and consumer product activities.
9. Serve as a technical program expert to higher level management and represent the Department's position before legislative committees, governmental agencies, consumers, and industry.
10. Effectively promote equal opportunity (EEO) in employment and maintain a work environment that is free of discrimination and harassment.
11. Analyze situations accurately and thoroughly in order to implement an effective course of action.
12. Train, mentor, and evaluate personnel in the various phases of inspection and investigation work.

## 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](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) (<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 SECTION

Name: \_\_\_\_\_ (Print: first, middle initial, last)

Final Filing Date:

**May 20, 2022**

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) \_\_\_\_\_

Los Angeles County (1900) \_\_\_\_\_

#### 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: \_\_\_\_\_