CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

FOOD AND DRUG PROGRAM SPECIALIST
Schematic Code: VW70 Classification Code: 9028 Exam Code: 2H1GK

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:

July 21, 2022

SALARY
$8,282 - $10,686 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 of a Supervising Food and Drug Investigator in the California state service.

Or II
Four years of experience performing the duties of a Senior Food and Drug Investigator of Food Technology Specialist in the California state service.

Or III
Eight years of professional food and drug experience including at least five years of administrative or supervisory experience performing the duties of a registered sanitarian, food and drug inspector, or food or drug technologies in public agencies or private industry responsible for the application of Good Manufacturing Practice regulations.

AND
Equivalent to graduation from college with at least 30 semester hours 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 hours in criminal justice may be credited toward 15 of the 30 total required above.)

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
This is the program specialist level in this series. Under general direction, incumbents are responsible for: reviewing and evaluating monthly activity reports from the regional offices to determine patterns of deficiency in industry which would necessitate the need for additional specialized training; ensuring overall statewide program goals are being met; making recommendations to management on change in investigation/inspection procedures or policies; developing or revising policy statements to clarify and improve investigation/inspection processes and systems and ensuring they are carried out consistently throughout the regions; assisting with and overseeing investigations that cross regional
lines; conducting hearing on sensitive issues; serving as liaison with the Food and Drug Science Section staff; ensuring that scientific surveys developed by the Food and Drug Science Section are properly assigned and administered by the appropriate laboratory; keeping abreast of changes in the laws that govern the program and recommending appropriate changes to maintain compliance; analyzing, evaluating, and assisting in the development of regulations and legislation; assisting the development and/or monitoring of the program budget; assisting in the development of the annual program plan; preparing educational materials; and assisting in the training of staff.

**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 CDPHEXamUnit@cdph.ca.gov. Mailed and dropped off applications will still be accepted but may have delays in processing.

Submit (California State Application STD 678) and any additional documents to:

Via Email:

CDPHEXamUnit@cdph.ca.gov

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),
FAX, OR INTER-AGENCY MAIL

CONTACT INFORMATION
All questions regarding this examination (including the minimum qualifications, applying for the
eexamination, being scheduled for the examination, reasonable accommodations, the examination
components, scoring, etc.) may be directed to the contact information below:

EMAIL: CDPHExamUnit@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 Food and Drug Program Specialist 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. Based on your professional experience describe a situation in which you were able to clearly frame a problem. Explain the steps to identify and collect the necessary data and make recommendations for solving the problem?

2. Describe a situation or activity where you were able to effectively communicate with team members, managers and extended stakeholders?

3. Describe a time when you assessed or observed a situation that called for specialized training for team members? Give examples on how you developed and implemented the training material.

4. Describe an example of when you used your skills to complete an assigned task or project. Give examples of your role and the outcome.

5. Describe your experience in developing, revising or implementing laws, regulations, standards or procedures. What factors did you consider and what were the challenges?

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, July 21, 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. Basic scientific principles and methods.
2. General trends in current public health and safety problems related to the food, drug, and medical device fields.
3. State and Federal laws and regulations pertaining to health fraud, product safety, manufacture, Food and Drug and medical devices.
4. Distribution and sale of food, drugs, medical devices, cosmetics and tobacco enforcement.
5. Methods commonly used in the manufacturing, preparation, testing, compounding, packaging and selling of regulated products subject to State and Federal laws and regulations.
7. Epidemiology, pharmaceutical chemistry, bacteriology and food technology.
9. Rules of evidence, collection and handling. (Example Penal code, chain of custody.)
10. General concepts of civil and case law related to program specific regulatory work.
12. Adulterants found in the food and drug field.
15. Administrative policies and procedures. Department’s Equal Employment Opportunity objectives, non-discrimination policies, harassment policies and workplace violence policies. Knowledge from a rank and file perspective for self, but not from a management perspective.

Effective time management techniques to provide for efficient prioritization and completion of work assignments for self

**Skills to:**

1. Listen to others to facilitate an open exchange of ideas and provide for effective two ways communication.
2. Analyze situations accurately and thoroughly in order to determine and implement effective, appropriate courses of action.
3. Exercise sound judgement and common sense when making decisions.
4. Objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of actions.
5. Determine appropriate courses of action based on available data.
6. Recognize the ramification and possible impact of decisions and/or actions in an effort to select the least disruptive and most appropriate course of action.
7. Identify and make appropriate decisions from a variety of alternatives.
8. Recognize and determine the need to shift priorities, staffing and/or resources to maximize unit operation and/or address changes in assigned goals and objectives.
9. Establish and maintain cooperative working relationships with superiors, and peers in order to contribute to and enhance the efficiency, productivity and effectiveness of the work unit.
10. Effectively and appropriately deal with and react to pressure to minimize impact to staff and work unit operation.
11. Communicate verbally, in person or by telephone, clearly and concisely with a variety of audiences on a variety of matters.
12. Adjusting the level and tone of the message.
13. Give clear, accurate instructions and directions to a variety of audiences.
14. Communicate effectively in stressful situations and effectively express facts and ideas to individuals and groups.

**Ability to:**

1. Make routine inspections and investigations.
2. Understand and apply State laws, rules and regulations.
3. Analyze and apply data.
4. Present ideas and information both orally and in writing.
5. Develop and maintain effective working relationships with the public and those contacted during the course of business.
6. Work independently.
7. Draw valid conclusions.
8. Make accurate decisions.
9. Take effective action and prepare clear and comprehensive reports.
10. Plan, organize, direct and coordinate food, drug, medical devices, cosmetics, health fraud, product safety and food canning inspection and investigation work.
11. Interpret the analysis of regulated products, devices, and substances.
12. Train and evaluate personnel in the various phases of inspection and investigation work.
13. Develop, implement, and evaluate programs.

**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 (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). Additional information is also available at the Department of Veterans Affairs website (http://www.calvet.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: FOOD AND DRUG PROGRAM SPECIALIST

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

Final Filing Date: July 21, 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: __________________________