



# ADMINISTRATOR, SCIENCE PROGRAM

EXAM CODE: 2MS03

DEPARTMENT: CALIFORNIA SCIENCE CENTER

EXAM TYPE: OPEN

FINAL FILING DATE: March 31, 2023

## CLASSIFICATION DETAILS

Salary Range: \$8,663 - \$9,839

Classification Code: 2802

View the [Administrator, Science Program](#) class specifications.

## APPLICATION INSTRUCTIONS

### Who Should Apply:

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

### How to apply:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#).

Examination Application (STD 678) forms are also available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

All examination Applications must be **POSTMARKED** or received no later than the final filing date in order to be considered for the examination. Mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were mailed/filed. Applications not sent through U.S. Postal Service, parcel delivery or courier service (i.e. hand carried to Human Resources Department) must be **RECEIVED BY 4:30 P.M. ON THE FINAL FILING DATE.**

Bulletin Release Date: 10/11/2022

**You may submit your examination application package by mail to:**

**MAILING ADDRESS:**

California Science Center  
State Human Resources Department  
Attn: Maria Hernandez  
700 Exposition Park Drive  
Los Angeles, CA 90037

**OR submit in person at:**

California Science Center  
State Human Resources Department  
Attn: Maria Hernandez  
700 Exposition Park Drive  
Los Angeles, CA 90037

**Note:**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, to the street address listed above.

The examination title(s), signature and date must be indicated on the application. Resumes alone will not be accepted.

Faxed or emailed applications will not be accepted.

Completed and signed exam Applications (STD. 678), must be received by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will not be considered. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

**Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Science Center  
Equal Employment Officer  
700 Exposition Park Drive  
Los Angeles, CA 90037

Phone (213) 744-2308  
Email: [Akonuwa@californiasciencecenter.ca.gov](mailto:Akonuwa@californiasciencecenter.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

**Bulletin Release Date: 10/11/2022**

## REQUIREMENTS FOR ADMITTANCE TO THE EXAM

Applicants must complete and submit the Examination Application (STD. 678).

Applicants must meet the experience/education Minimum Qualifications by the cut-off date.

Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside of California state service will count towards experience.

**Your signature on your application indicates that you have read, understood, and possess the qualifications required.**

Applications and resumes MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. Education information MUST include name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date. Applications/resumes received without this information may be rejected.

## MINIMUM QUALIFICATIONS

Possession of an earned doctorate in biology, chemistry, physics, or a related scientific field. and Three years of experience in any of the following: teaching at the college or university level; exhibit and education program development at science museums; or equivalent educational experience in the public understanding of science, such as print or film media. and One year of experience in an administrative or supervisory capacity, such as serving as administrator of a science program within a college, university, or a museum of science and industry.

## POSITION DESCRIPTION

Under the general direction of the Deputy Director, Educational Programs, California Science Center, to develop, implement, and oversee a comprehensive science education program for visitors of all ages to the California Science Center; to develop working relationships with private and public schools in California in an effort to further the Museum's educational objectives; to teach science courses at the Museum; and to do other related work.

## EXAMINATION SCOPE

This examination will consist of a **Qualification Appraisal Interview** weighted 100%. In order to obtain a position on the eligible list, a minimum rating of **70% must be attained**.

It is anticipated that candidates who meet the minimum qualification for this examination will be sent an email in the month of August/September to the email address provided on their application, this email will include the examination date and instructions.

**EXAM DATE: 2023, EXACT DATE TO BE DETERMINED**

**Bulletin Release Date: 10/11/2022**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

**A. Knowledge of:**

- Basic principles, trends, and achievements in the broad fields of the life sciences with particular emphasis on ecology, environmental science, biodiversity, conservation, and climate change, as well as other recent developments which are of special importance to Science Center audiences and the people of California;
- Knowledge of best practices and current trends in hands-on science museum exhibits and education;
- Knowledge of science museum and zoo/aquarium exhibit development process;
- Experience in science museum, zoo, or aquarium field is preferred;
- Basic principles and practices of interactive exhibit design;
- Basic principles of informal science education;
- Principles and practices of personnel management and supervision.

**B. Ability to:**

- Communicate effectively, including communicating science concepts to a lay audience; preparing educational materials for Science Center visitors;
- Apply research techniques effectively;
- Develop and maintain cooperative relationships with members of the academic community and the science museum field;
- Facilitate engagement of community representatives relevant to life sciences exhibits and programs;
- Develop and oversee the implementation of a science education and exhibition program; relate well to students of all ages; work closely with Science Center personnel;
- Serve in an advisory capacity to other educational institutions;
- Supervise volunteer and part-time paid professional staff; convey abstract ideas through expository media;
- Represent institution in effectively contributing to the Department's objectives;
- Manages with poise, optimism, confidence, and a positive attitude; maintain a strong work ethic; is versatile, flexible, and self-motivated.

### ELIGIBLE LIST INFORMATION

Names of successful competitors will be placed on the Certification List in order of final scores regardless of the test date. List eligibility will expire **12 months** after it is established. Veterans' Preference credits will be granted in the examination if requirements are met to qualify. Career Credits will **not** be added to the final score of this examination.

### 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, gender information, marital status, medical

**Bulletin Release Date: 10/11/2022**

condition, military or veteran status, nations origin, political affiliation, race religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientations.

### **DRUG FREE STATEMENT**

It is the 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.

### **CONTACT INFORMATION**

The California Science Center encourages all potential applicants to read this entire bulletin.

All inquiries about this examination should be directed to the Human Resources Exam Representative:

**California Science Center**

State Human Resources

Maria Hernandez

700 Exposition Park Drive

Los Angeles, CA 90037

(213) 744-7533

Email: [mhernandez@californiasciencecenter.ca.gov](mailto:mhernandez@californiasciencecenter.ca.gov)

**IT IS THE CANDIDATES'S RESPONSIBILITY** to contact the California Science Center, Human Resources representative at (213) 744-7533, two weeks after the FINAL FILING DATE, if he/she has not received a notice via email or U.S. mail.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of other candidates who take this examination and all candidates who pass will be ranked according to their scores.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualification including integrity, initiative, dependability, good judgement, an ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

**CALIFORNIA SCIENCE CENTER**  
**Human Resources Department**  
**700 Exposition Park Drive**  
**Los Angeles, CA 90037**  
**(213) 744-7533**  
**Website: <https://californiasciencecenter.org/>**

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