



OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT  
DEPARTMENT OF PESTICIDE REGULATION  
DEPARTMENT OF TOXIC SUBSTANCES CONTROL  
DEPARTMENT OF FISH AND WILDLIFE



**ASSOCIATE TOXICOLOGIST**  
**OPEN MULTI-DEPARTMENTAL EXAMINATION BULLETIN**  
**CONTINUOUS TESTING**



**THIS CANCELS AND SUPERSEDES THE BULLETIN ISSUED AUGUST 27, 2015**

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.

**CONTINUOUS TESTING**

Testing is considered continuous as dates can be set at any time. There is no final filing date. The testing office will accept examination packets on a continuous basis and will test applicants as the needs warrant.

**MULTI-DEPARTMENTAL EXAMINATION**

The Associate Toxicologist examination is administered as a consortium examination by the following State departments: Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation, and Department of Fish and Wildlife.

**ELIGIBLE LIST INFORMATION**

Names of successful competitors will be merged into one open multi-departmental eligibility list for use by the Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation, and Department of Fish and Wildlife in order of final scores, regardless of test date. Eligibility expires 24 months after the list is established. Competitors must then retake the Qualifications Assessment to reestablish eligibility.

Once you have taken this Qualifications Assessment examination, you may not retest for twelve (12) months.

**WHO MAY APPLY**

Applicants who meet the minimum qualifications as stated on this bulletin. This is an open examination. Applications will not be accepted on a promotional basis.

**FILING INSTRUCTIONS**

Applicants must complete a State Examination Application (STD 678), provide proof of education (a copy of your official transcripts), and complete the entire Qualifications Assessment examination packet. The Qualifications Assessment examination packet should include the following:

- Affirmation Statement with Signature
- Qualifications Assessment Questionnaire
- Conditions of Employment

To view and download the Qualifications Assessment examination packet, click [Qualifications Assessment](#).

NOTE: Refer to the EXAMINATION SECTION on this examination bulletin (Page 3 of 5) for detailed information about the Qualifications Assessment.

For your convenience, you may obtain a copy of the State Examination Application (STD 678) via the Internet at:

<http://jobs.ca.gov/pdf/std678.pdf>

Above examination materials should be mailed with adequate postage to or filed in person at:

Office of Environmental Health Hazard Assessment  
Human Resources Branch/Examination Unit  
1001 I Street, 12<sup>th</sup> Floor, MS-12B  
P.O. Box 67  
Sacramento, CA 95812-0067

NOTE: Any missing examination information may delay the processing of your application for this examination. Facsimiles (FAX) will NOT be accepted under any circumstances.

**SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

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**CROSS-FILING INSTRUCTIONS**

If you meet the entrance requirements for this class and the Staff Toxicologist (Specialist) class, you may file for both examinations on a single application. Indicate the complete title of each examination for which you are applying on the Examination Application (STD 678). Acceptance into additional classes may not be considered after submission of your initial application.

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**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in question 2 of the Examination Application (STD 678). You will be contacted about specific arrangements.

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**GENERAL POSITION DESCRIPTION**

The Associate Toxicologist is the entry and full journey level of the series. Under direction, the Associate Toxicologist assists in providing information on the toxicological properties of chemicals for the purpose of advising on health and/or environmental problems; assists in the interpretation and evaluation of the less specialized experimental study results in terms of toxicological properties and hazards; assists in evaluating, advising, and consulting on the adequacy of toxicological data submitted by other organizations; assists in advising on precautionary labeling for hazardous chemicals and products; may testify as an expert witness in hearings and court procedures; and prepares reports and scientific papers for publication.

Position(s) exist with the Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation, and Department of Fish and Wildlife at various locations throughout California.

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**SALARY RANGES**

**RANGE A: \$6,050 - \$7,519 per month**

**RANGE B: \$6,645 - \$8,259 per month**

Range A: This range applies to employees who do not meet the criteria for Range B.

Range B: This range applies to employees who have either:

1. One year of experience in the class of Associate Toxicologist, Range A. or
  2. Possession of a doctoral degree and one year of postdoctoral experience in toxicology, biochemistry, pharmacology, or a closely related field. or
  3. Possession of a Master's Degree in Toxicology, Biochemistry, Pharmacology or a closely related specialty from an accredited college or university, and four years of experience past the receipt of the master's degree in designing and managing toxicological studies; interpreting results and translating them to solve human and animal health problems; and conducting hazard assessment or safety evaluations. or
  4. Certification as a Diplomat of the American Board of Toxicology, and one year of professional experience after certification as a Diplomat of the American Board of Toxicology in conducting and/or evaluating chemical toxicology studies. This experience must have included consultation on, and interpretation of, toxicological findings relative to probable health hazards and work in at least one of the following areas: exposure assessment, risk assessment, acute toxicity, subchronic toxicity, oncogenicity, development toxicity, neurotoxicity, reproductive toxicity, or genotoxicity.
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**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "either I" or "II" or "III" etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM QUALIFICATIONS****Either I**

Possession of a Doctoral Degree in Toxicology, Biochemistry, Pharmacology or a closely related specialty.

**Or II**

Three years of experience past the receipt of a Master's Degree in designing and managing toxicological studies, interpreting results, and conducting hazard assessment or safety evaluations. **and**

Possession of a Master's Degree in Toxicology, Biochemistry, Pharmacology or a closely related specialty from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code, Section 94310(b).

**Or III**

Certification as a Diplomat of the American Board of Toxicology.

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**REQUIRED  
APPLICATION  
INFORMATION**

All applicants must meet the education and/or experience requirements for this examination by the date of receipt stamped by the Examination Unit. It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates you have read, understood, and possess the basic qualifications required.

Examination Application (STD 678) **must** include: "To" and "From" employment dates (month/day/year), time base, job titles/official civil service classification titles, range (if applicable), and detailed description of the specific duties performed. **Applications must also contain original signatures.** Resumes/curriculum vitae containing additional information may be submitted with the examination application.

**PROOF OF EDUCATION:** Applicants should provide proof that they meet the education requirement for the "EDUCATION" pattern specified in the minimum qualifications. A copy of your official university/ college transcript(s) confirming the award of your degree should accompany your application.

**Applications excluding any of the above information may be rejected for insufficient information.**

**EXAMINATION  
INFORMATION**

**QUALIFICATIONS ASSESSMENT – WEIGHTED 100 %**

**INTERVIEWS WILL NOT BE HELD.** The examination will consist only of a Qualifications Assessment. The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to the classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70 % must be attained in the examination.

**SCOPE:**

A. Knowledge of:

1. General principles of toxicology, public health and risk assessment.
2. The scientific method and its appropriate uses and applications in order to review research projects and assignments.
3. Basic toxicological research methods.
4. Principles and procedures of risk assessment including modeling.
5. The current scientific issues and problems in human health or ecological risk assessment.
6. Laboratory and testing procedures for toxicological investigations.
7. Inferential statistical techniques applied to toxicological data.
8. Provisions of laws, rules and regulations pertaining to the use, processing and handling of toxic substances.

B. Ability to:

1. Identify inaccuracies and inconsistencies in scientific methods, data analysis, or conclusions in toxicological and other scientific reports.
2. Extract relevant facts and information from technical documents in order to draw conclusion and identify key points as required to complete assigned job tasks.
3. Evaluate research studies in the fields of toxicology for application to issues of public health or environmental impacts.
4. Use basic word processing software (e.g., Microsoft Word, Word Perfect, etc.)
5. Use email software to communicate in an effective and appropriate manner.
6. Read written documents of varying complexity including departmental policy manuals and guides, legislative mandates, instructional guides, written correspondence, or technical reports.
7. Interpret quantitative or statistical data in order to extract key information and make valid inferences.
8. Use spreadsheet software (e.g., Microsoft Excel) to organize and perform basic analyses of data.
9. Communicate in a professional effective manner both verbally and in writing in order to present information and maintain positive working relationships.
10. Receive constructive feedback intended to improve performance or the quality of work products.
11. Conduct information research using the Internet.
12. Apply both inductive and deductive reasoning to solve work-related problems.
13. Write complex technical documents such as reports, project summaries, analyses of proposed legislation, or summaries of statistical analyses in order to comply with legislative mandates, complete assigned work and help ensure the department meets its goals or fulfills its mission.
14. Manage multiple projects to ensure timely completion and high quality.
15. Work cooperatively with outside agencies and departmental staff.
16. Effectively prioritize assignments in order to respond to urgent or important requests from upper management.
17. Effectively collaborate with individuals from highly diverse backgrounds or levels of technical expertise.
18. Analyze situations accurately and take effective action.
19. Write non-technical documents such as letters, memos, email, or other correspondence in order to communicate with other departmental staff, other state agencies, or the general public.

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B. Ability to (cont.):

20. Interpret and apply environmental and/or public health standards.
21. Communicate information and ideas orally to a variety of audiences at public settings such as conferences, meetings, and public hearings.
22. Communicate constructive feedback and concerns regarding errors in reports written by technical staff.
23. Work in a fast paced and potentially stressful environment.

C. Skill to:

1. Effectively communicate with staff in order to facilitate the timely completion of projects.
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**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

Willingness to work in a team-oriented environment, stay current in your field of expertise, travel (via air, car, train, etc.) in order to attend meetings or give presentations; commitment to a high degree of ethics and honesty in order to ensure that recommendations and findings of departmental research are viewed as being of high quality and accuracy; dependability in meeting work related responsibilities.

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**VETERANS'  
PREFERENCE**

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 Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov)

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**CAREER CREDITS**

Career credits do not apply to open examinations.

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**QUESTIONS?**

If you have any questions concerning this examination bulletin, accessing the QA, or examination process, please contact any of the following participating departmental examination offices:

Office of Environmental Health Hazard Assessment at (916) 327-1444  
Department of Toxic Substances Control at (916) 322-0445  
Department of Pesticide Regulation at (916) 322-4553  
Department of Fish and Wildlife at (916) 653-8120

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**GENERAL INFORMATION**

**The Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation, Department of Fish and Wildlife and the State Personnel Board** reserve 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 competitors will be notified.

**Americans with Disabilities Act, Title II:** **The Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation and Department of Fish and Wildlife** are committed to a strong policy of equal employment opportunity. To this end, the Departments do not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by the Departments on the basis of race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

**It is the candidate's responsibility** to contact any of the examination offices of the **Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation, or Department of Fish and Wildlife** if they are experiencing problems accessing the Qualifications Assessment or have any questions regarding the examination process.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department, Office of Environmental Health Hazard Assessment, Department of Toxic Substances Control, Department of Pesticide Regulation and Department of Fish and Wildlife, and online at the State Personnel Board website at [www.jobs.ca.gov](http://www.jobs.ca.gov)

## **GENERAL INFORMATION (cont.)**

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your responses to this questionnaire will be assessed based on pre-determined job-related rating criteria. All candidates who pass will be ranked according to their scores.

**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) service-wide 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 this bulletin.

**List appointment after a transfer appointment:** Effective May 1, 2008, the State Personnel Board will allow an employee who transferred into a class to take an examination for and later receive a list appointment to the same or lower class. Employees, who take an examination under such circumstances must, however, meet the minimum qualifications and be reachable on the resulting list.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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 examination, investigation may be made of employment records and personal history and fingerprinting may be required.

*TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device*

### **California Relay Telephone Service for the Deaf or Hearing-Impaired**

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922