

CALIFORNIA STATE GOVERNMENT---AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-- PROVIDE OPPORTUNITIES TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL OR 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 (INLCUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING, AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.



SENIOR TOXICOLOGIST

OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT

EXAM CODE: 9BYDD

EXAM TYPE: DEPARTMENTAL OPEN

FINAL FILING DATE: CONTINUOUS

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.

ELIGIBLE LIST INFORMATION

Names of successful competitors will be merged into an eligibility list for use by the Office of Environmental Health Hazard Assessment 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-Senior Toxicologist](#)

NOTE: Refer to the section titled EXAMINATION INFORMATION on this examination bulletin (Page 2 of 4) 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:

<https://calcareers.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, 12th 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.**

**SPECIAL TESTING
ARRANGEMENTS**

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box in question 2 of the Examination Application (STD 678) and contact the Office of Environmental Health Hazard Assessment by:

Mail: P.O. Box 67, Sacramento, CA 95812-0067, or

Phone: (916) 327-1444, or

Email: HR.Mail@oehha.ca.gov, or

California Relay Service: 7-1-1 (TTY and voice). TTY is a telecommunication Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

**GENERAL
POSITION
DESCRIPTION**

The Senior Toxicologist is the second level supervisor of the series. Under general direction, incumbents act as supervisors of small units, with a minimum of four Toxicologists (the majority of toxicologists should be at the Staff level) performing journey level work in the evaluation of toxicological risks to human health. Incumbents are responsible for both supervisory tasks and may perform the most difficult or sensitive work. Incumbents may supervise a small unit (four to ten) of scientific, technical or professional staff.

Position(s) exist with the Office of Environmental Health Hazard Assessment.

SALARY RANGE

\$10,820 - \$13,452 per month

**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

One year of experience in the California state service performing the duties of a Staff Toxicologist (Specialist) or Staff Toxicologist (Supervisor). and

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

Or II

Four years of postdoctoral experience in toxicology or closely related field. This experience must have included the interpretation of toxicological findings relative to probable human health or aquatic life hazards and one year of experience in the development and design of toxicological research and investigative studies. and

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

**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.

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. Expert level of the general principles of toxicology, public health and risk assessment.
2. The scientific methods and their appropriate uses and applications in order to review research projects and assignments.
3. Basic epidemiological research methods.
4. California's environmental statutory mandates that the department is involved in implementing.
5. Expert level of the current scientific issues and problems in toxicology and public and environmental health.
6. Inferential statistical techniques applied to epidemiological or toxicological data.
7. Provisions of laws, rules and regulations pertaining to the use, processing and handling of toxic substances.
8. The department's equal employment opportunity (EEO) policies and processes available to meet EEO objectives.
9. The principles and techniques of effective supervision.
10. The State's progressive discipline process.

B. Ability to:

1. Identify inaccuracies, inconsistencies, and inappropriate inference 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 perform effective project planning, solve problems, or summarize information 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. Read written documents of varying complexity including departmental policy manuals and guides, legislative mandates, instructional guides, written correspondence, or technical reports.
5. Interpret quantitative or statistical data in order to extract key information and make valid inferences.
6. Use spreadsheet software (e.g., Microsoft Excel) to organize and perform basic analyses of data.
7. Communicate information and ideas orally to a variety of audiences at conferences, meeting, public hearings, etc.
8. Communicate constructive feedback and concerns regarding errors in reports written by technical staff.
9. Conduct informational research using the Internet.
10. Make appropriate decisions based on available information and in keeping with departmental policy, including scientific policy.
11. 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.
12. Manage multiple projects to ensure timely completion and high quality.
13. Appropriately and effectively, delegate assignments to staff.
14. Effectively prioritize assignments in order to respond to urgent or important requests from upper management.
15. Effectively collaborate with individuals from highly diverse backgrounds or levels of technical expertise.
16. Receive constructive feedback intended to improve performance of the quality of work products.
17. 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.
18. Convey scientific information to the Legislative Analyst to ensure key points are understood.
19. Identify formal training needs of staff.
20. Give general direction to subordinates to assist them in working effectively.
21. Effectively supervise the work of others.

C. Skill to:

1. Effectively communicate with staff in order to facilitate the timely completion of projects.
2. Use scientific methods to conduct research and resolve problems involving potentially toxic materials.
3. Interact with a variety of audiences (e.g., stakeholders, scientists, consultants, journalists, or other interested parties).

**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.

**VETERANS'
POINTS/ CAREER
CREDITS**

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 <https://calcareers.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.

Career credits do not apply to open examinations.

QUESTIONS?

If you have any questions concerning this examination bulletin, accessing the QA, or examination process, please contact the Office of Environmental Health Hazard Assessment at (916) 327-1444.

GENERAL INFORMATION

The Office of Environmental Health Hazard Assessment reserved 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** is committed to a strong policy of equal employment opportunity. To this end, the Department does 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 Department 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 the **Office of Environmental Health Hazard Assessment** if they are experiencing problems accessing the Qualifications Assessment or have any questions regarding the examination process. **Applications are available** at California Department of Human Resources, local offices of the Employment Development Department, Office of Environmental Health Hazard Assessment, and online at <https://calcareers.ca.gov/pdf/STD678.pdf>. **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.

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.

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.