



RESEARCH SCIENTIST SUPERVISOR II (VETERINARY SCIENCES)

Class Code: 5660 - Exam Code: 6FA23

Opening Date:	06/17/16
Closing Date:	07/08/16 07/22/16
Type of Examination:	Departmental Open
Salary:	\$7,916 - \$9,861
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Statewide

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.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. 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.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply for this examination at any time and who have not taken this examination within the last 12 months. **ONCE YOU HAVE TAKEN THE EXAMINATION, YOU MAY NOT REAPPLY FOR TWELVE (12) MONTHS.**

HOW TO APPLY

Submit a Standard State Application (STD. form 678) and the Supplemental Application to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/Public/StateForms.aspx>.

- Supplemental Application is attached below. Applicants who do not submit a Supplemental Application will be disqualified.
- All applications must include “to” and “from” dates (month/day/year) and time base. **Applications received without this information may be rejected.**
- Resumes **will not** be accepted in lieu of a completed State Application, (STD. form 678)
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

WHERE TO APPLY

By mail/In person: California Department of Food and Agriculture
Examination Unit, Attn: **Cindy Torres**
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6581

By e-mail: exams@cdfa.ca.gov

NOTE: Facsimile (FAX) applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: Friday, ~~July 8, 2016~~. **EXTENDED TO FRIDAY, JULY 22, 2016**

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of an application.

Applications must be **POSTMARKED** no later than the Final Filing Date, ~~Friday, July 8, 2016~~. **Extended to Friday, July 22, 2016**. Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in August or September 2016.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

ELIGIBLE LIST INFORMATION

A Departmental "Open" list will be established for the California Department of Food and Agriculture. The eligible list will be abolished **12** months after it is established **unless** the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

Education: The required degree must have been obtained from a recognized U.S. university or from a foreign university approved by the Bureau of Private Postsecondary and Vocational Education under the provision of California Education Code Chapter 3, Part 59, Division 10.

A valid license issued by a state Board of Examiners in Veterinary Medicine to practice as a Doctor of Veterinary Medicine will be required prior to appointment.

Either I

Experience: Three years of experience in the California state service performing scientific research duties comparable to those of a Research Scientist Supervisor I in the stated specialty or a closely related field. **and**

Education: Possession of a doctoral degree in the stated specialty or a closely related field or a degree of Doctor of Medicine.

Or II

Experience: Two years of experience in the California state service performing scientific research duties comparable to those of a Research Scientist IV in the stated specialty or in a closely related field. (Possession of a recognized professional Board certification in the stated specialty or possession of a master's degree in Public Health or preventive medicine may be substituted for one year of the required experience.) **and**

Education: Possession of a doctoral degree in the stated specialty or a closely related field or a degree of Doctor of Medicine.

Or III

Experience: Five years of progressively responsible research experience in the stated specialty or a closely related field. This experience must have included major responsibility for the design, conduct, and analysis of a large or highly complex and difficult research, and experience in the development, planning, and operation of multidisciplinary, complex, and difficult research program involving coordination of several groups of disciplines, recruitment and training of personnel, budgeting and accounting of funds, and preparation of major reports and scientific publications. At least three years of this experience must be at a level of responsibility equivalent to that of a Research Scientist Supervisor I. **and**

Education: Possession of a doctoral degree in the stated specialty or in a closely related field.

MINIMUM QUALIFICATIONS CONTINUED**Or IV**

Experience: Five years of progressively responsible professional research experience in a field of medical specialization relevant to the stated specialty or a closely related field. This experience must have included major responsibility for the design, conduct, and analysis of complex research, or responsibility for the administration and coordination of large, complex multidisciplinary, or multi-institutional research programs. Two years of approved residency in a medical specialty relevant to the class title may be substituted for one year of the required experience. At least three years of this experience must be at a level of responsibility equivalent to that of a Research Scientist Supervisor I. **and**

Education: Possession of the degree of Doctor of Medicine.

POSITION DESCRIPTION

Under broad administrative direction, the Research Scientist Supervisor II is responsible for the supervision of Research Scientists I, II, III and IV and Research Scientist Supervisors I. Incumbents serve as second-level supervisors responsible for a moderate group of scientific and nonscientific staff composed of supervisors and nonsupervisors, typically totaling nine to fifteen professional State and/or contract employees. Programs with high visibility requiring unique scientific expertise in which the incumbent has independent science-based decision-making responsibilities on a statewide level may supervise fewer personnel. Incumbents provide administrative guidance and leadership in planning, organizing, and directing difficult and complex major original scientific research studies or public health investigations that have broad statewide scientific scope, high sensitivity, and policy impact; make original, independent decisions on complex scientific problems using scientific theories and principles on association and risk and then develop hypothesis on causes and also test these hypotheses; conceive, plan, and conduct scientific research work of large scope on a statewide or national basis, that has extreme difficulty and complexity in unexplored areas of public health. The incumbent's work involves high levels of uncertainty and a balancing of conflicting interest of extreme intensity. The results of their applied research are used in public health prevention and control programs. Incumbents use their scientific expertise to plan, direct, and execute major professional public health research studies. Provide evaluations and scientific recommendations made by the incumbent as those of a scientific expert; and direct the analysis of all relevant, available, scientific, technical, medical, and other information from sources within and outside the organization, and direct the integration of this information into the decision-making process. Incumbents direct the development of proposed scientific research studies to evaluate new public health strategies if relevant information is not available; consult with department management and others in areas appropriate to their qualifications and participate in the development of public health policy; provide scientific technical expertise in a science area appropriate to their educational qualifications and provide consultation to departmental management and others as requested; direct the publication or presentation of scientific research or investigations conducted on a statewide basis to state public health experts and the community; and perform other related work.

Incumbents in this parenthetical are distinguished from other Research Scientists by being required to design, conduct, analyze, and draw conclusions from research studies and scientific investigations in veterinary public health and food safety and security. Scientific research and investigations will use epidemiologic techniques requiring an understanding of the clinical and laboratory aspects of zoonotic disease (transmission of disease from animals to human). Work in a subspecialty requires advanced knowledge in veterinary preventive medicine, food safety and security, toxicology, pathology, and lab animal medicine. Incumbents have responsibility for the design, conduct, and analysis of complex scientific research or investigational activities involving the ecology of disease transmission through humans, animals (domestic, wildlife, and laboratory), the environment, and/or food sources.

POSITION DESCRIPTION CONTINUED

In food borne illness outbreaks, investigations are conducted and, using scientific risk assessment procedures, the potential sources of contamination are identified and controlled through scientific research on the source of contamination and the implementation of new food production and biosecurity procedures. Incumbents are required to analyze and draw conclusions from scientific investigations that apply statistical and surveillance techniques for the purpose of understanding the distribution, determinants, and control of infectious zoonotic agents and food borne illnesses.

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application – weighted 100%. Competitors who do not return the Supplemental Application will be disqualified.

SUPPLEMENTAL APPLICATION – WEIGHTED 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) 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 laws and rules and all competitors will be notified.

KNOWLEDGE AND ABILITIES**KNOWLEDGE OF:**

Although all applicants must possess knowledge of the following, it is expected that the level of sophistication, depth, and thoroughness of public health scientific research knowledge will vary to the class level and scientific specialty:

1. Current scientific research literature and trends applicable to the scientific research area;
2. Principles and procedures of scientific research planning, design, methodology and analysis;
3. Methods of preparation of scientific research reports;
4. Scientific statistical methods and procedures;
5. Data processing techniques;
6. Bibliographic survey or previous related scientific research techniques;
7. Determination and qualification of variables and mechanization of compilation of scientific data.

KNOWLEDGE AND ABILITIES CONTINUED**ABILITY TO:**

Although all applicants must demonstrate possession of the following abilities, it is expected that level of attainment will vary relative to the class level:

1. Evaluate the adequacy of proposed scientific research designs and techniques;
2. Think independently and creatively;
3. Establish and maintain cooperative relations with professional staff and with officials of Federal, State, local, university and private research organizations;
4. Communicate effectively at a level required for successful job performance;
5. Prepare scientific articles for publication;
6. Prepare scientific reports;
7. Provide persuasive and skilled leadership to other staff in scientific research, principles and methods;
8. Apply professional scientific knowledge and administrative ability to resolve a variety of situations;
9. Analyze situations accurately and take effective action;

KNOWLEDGE AND ABILITIES CONTINUED

10. Participate as a team member of public health research or scientific investigation projects;
11. Make independent decisions in a very limited area of a scientific field;
12. Provide information to higher-level scientists in support of decisions on scientific research;
13. Interpret scientific findings and present to higher-level scientists;
14. Apply established guidelines and scientific techniques;
15. Serve as team leaders on small scientific projects;
16. Make independent, difficult decisions in a specific scientific field;
17. Plan, organize, and direct scientific research studies of a highly developed scientific scope and complexity;
18. Serve as a team leader for complex public health research or scientific investigation projects;
19. Serve as a consultant to other public health research scientists;
20. Make health-based scientific decisions within the project scope;
21. Apply expert scientific knowledge in their stated area of specialty;
22. Work independently and develop scientific guidelines and technical procedures;
23. Make recommendations to management on scientific health policy issues;
24. Serve as a direct supervisor and team leader for complex scientific projects;
25. Supervise and direct a work unit of professional classes;
26. Make health-based scientific decisions within the project scope that may affect department policies;
27. Direct and have charge of public health programs or components, which are of major sensitivity and complexity;
28. Make operation planning decisions including budget for staff and related resources;
29. Use scientific expertise to plan and direct major public health research studies;
30. Apply expert knowledge in their stated area of specialty;
31. Serve as a spokesperson in a scientific area appropriate to the specialty;
32. Participate in the development of public health policy.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training, experience, and research accomplishments for the designated specialty over and above that required under "Minimum Qualifications."

For positions involving the practice of laboratory animal medicine, completion of specialty training or board certification in the specialty area beyond the Doctor of Veterinary Medicine degree is desired.

For positions involving the practice of veterinary medicine and surgery, or any branch thereof, a valid license issued by the Board of Examiners in Veterinary Medicine for the State of California to practice as a Doctor of Veterinary Medicine will be required prior to appointment.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Cindy Torres at (916) 403-6581 or cindy.torres@cdfa.ca.gov

GENERAL INFORMATION

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

The California Department of Food and Agriculture 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 laws and rules and all competitors will be notified.

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. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

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 from one (1) to four (4) years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded 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. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
SUPPLEMENTAL APPLICATION EXAMINATION FOR
RESEARCH SCIENTIST SUPERVISOR II (VETERINARY SCIENCES)**

The California Department of Food and Agriculture's (CDFA) Research Scientist Supervisor II (Veterinary Sciences) examination is being given on a Departmental Open Statewide basis. The examination will consist solely of this Supplemental Application.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. The information you provide will be evaluated using predetermined rating criteria. This Supplemental Application will account for 100% of the weight of your examination for this classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be merged onto a list based on your final score.

Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

A "631 Location Preference Form" is included in this Supplemental Application to allow you to select the location(s) in which you are interested in working. You will not be scored on the "631 Location Preference Form".

NOTE: FAILURE TO ACCURATELY AND PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.

THIS AFFIRMATION MUST BE COMPLETED:

I hereby certify and understand the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination, and may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

Your signature (Required): _____ **Date:** _____

Print your name (Required): _____

Your Supplemental Application will not be scored if you do not provide your name.

Return your completed Supplemental Application AND your completed Standard State Application (Std. Form 678) to the address below by ~~Friday, July 8, 2016~~: **Extended to Friday, July 22, 2016.**

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of an application.

**California Department of Food and Agriculture
Human Resources Branch
Attn: Cindy Torres
1220 N Street, Room 242
Sacramento, CA 95814**

RESEARCH SCIENTIST SUPERVISOR II (VETERINARY SCIENCES)

Supplemental Application

Print Name _____

PART I

The following questions are job requirements. Please read each question carefully and respond by marking either YES or NO to the following seven (7) questions. If you are not willing or unable to comply with some or all of the following job requirements, it may be grounds for elimination from the examination process. Not providing a response to an item will be considered a “NO” response.

- 1. Do you possess a valid license issued by the Board of Examiners in Veterinary Medicine for the State of California to practice as a Doctor of Veterinary Medicine?
 YES NO
- 2. Do you possess a master’s degree or above in Public Health, epidemiology, or a field of preventative veterinary medicine appropriate to the specialty?
 YES NO
- 3. Willingness to work nights, weekends and holidays.
 YES NO
- 4. Willingness to travel and work away from home for up to three (3) weeks per rotation.
 YES NO
- 5. Willingness to work outdoors in all weather conditions.
 YES NO
- 6. Willingness to work with animals.
 YES NO
- 7. Willingness to work in hazardous conditions (i.e. large animals, moving gates, zoonotic diseases).
 YES NO

If you have answered “NO” to any of the above “WILLINGNESS” questions, please explain why.

**RESEARCH SCIENCE SUPERVISOR II (VETERINARY SCIENCES)
Supplemental Application**

Print name _____

PART II

INSTRUCTIONS: For each item listed below in rows “ <u>1 through 62</u> ”, place ONE “X” in the <u>Knowledge</u> column which most accurately represents the knowledge you have with the following tasks. Also, for each item listed below in rows “ <u>1 through 62</u> ”, place ONE “X” in the <u>Experience</u> column which most accurately represents the experience you have with the following tasks. NOTE: Credit will not be given for items not marked.		Knowledge				Experience			
		No Knowledge – I have no knowledge of how to perform this task or what it may	Basic/Limited knowledge – I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge – I possess a sufficient knowledge level that would allow me to perform this task successfully	Extensive Knowledge – I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.	No experience – I have no experience performing this task.	Some Experience – I have 1 month to 3 years experience performing this task.	Moderate Experience – I have more than 3 years and less than 5 years experience performing this task.	Extensive Experience – I have performed this task 5 years or more.
1	Plan, organize, analyze, and direct scientific research studies of livestock and zoonotic diseases.								
2	Plan, organize, analyze, and direct disease investigations of a broad scientific scope and complexity of livestock and zoonotic diseases.								
3	Make independent decisions on routine and complex veterinary scientific problems.								
4	Serve as advisors or consultants to other scientists conducting studies in the veterinary scientific field of expertise.								
5	Provide scientific advice and guidance on livestock disease control, mitigation, surveillance, and eradication to the Department, other state, local, or federal agencies, and direct the integration of this information into the decision-making process.								
6	Plan, organize, analyze, and direct disease mitigation, control, and eradication of livestock diseases of broad veterinary scientific scope and complexity.								
7	Coordinate with professional staff from other state, local, or federal agencies to conduct highly specialized phases of a veterinary scientific project or investigation.								
8	Adapt methods, techniques, and procedures to carry out assignments.								

**RESEARCH SCIENCE SUPERVISOR II (VETERINARY SCIENCES)
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9	Direct the publication or presentation of veterinary scientific research or investigations to the Department, colleagues, academia, legislature, scientific experts, industry members, and the public.								
10	Interpret scientific research and provide the results to others.								
11	Provide administrative guidance and leadership for preparing the budget and organizing the staff for scientific research projects, emergency preparedness or response, or other difficult and complex activities.								
12	Represent the Department in promoting, justifying, and coordinating veterinary scientific research.								
13	Act as a veterinary science subject matter expert for the Department and livestock industry.								
14	Maintaining knowledge, skills, and abilities of current veterinary science and technology.								
15	Recommend State and national laws and develop rules, regulations, policies and procedures to control and eradicate livestock diseases, and zoonotic issues.								
16	Design, conduct, analyze, and draw conclusions from research studies and scientific investigations in veterinary science, public health, environmental issues, food safety and security.								
17	Use epidemiologic techniques requiring a complex understanding of the science, clinical, and laboratory aspects of livestock and zoonotic (transmission of disease between animals and humans) diseases.								
18	Requires advanced knowledge in veterinary preventive medicine, food safety and security, toxicology, pathology, and laboratory animal								

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	medicine.								
19	Conceive, design, apply, conduct and analyze scientific research or investigations involving the ecology of disease transmission through animals (domestic, wildlife, and laboratory), humans, food sources, and/or the environment.								
20	Direct investigations of livestock disease outbreaks, environmental toxicology problems, and food borne illness outbreaks using scientific risk assessment procedures.								
21	Direct the identification of the potential sources of infection and contamination in livestock disease outbreaks, environmental toxicology problems, and food borne illness outbreaks using scientific risk assessment procedures.								
22	Oversee the control and eradication of livestock disease outbreaks, environmental toxicology problems, and food borne illness outbreaks using scientific risk assessment, scientific research on the source of infection, and the implementation of quarantines, biosecurity procedures, and eradication methods.								
23	Administer statistical and surveillance techniques to analyze and draw conclusions from scientific investigations to understand the distribution and determinants to control and eradicate infectious agents.								
24	Respond and participate in the incident command system during emergency disease control efforts in any location.								
25	Supervise the collection of biological specimens from healthy, sick, injured, captured, or dead animals.								

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26	Exercise a high degree of initiative and independent judgment.								
27	Oversee project plans to include risks, alternatives, deliverable deadlines, budgets, and resources needed to achieve program goals and objectives.								
28	Oversee and/or prepare, review, and revise work plans including the development of goals, timelines, objectives, tasks, and identifying resources needed to complete projects to ensure policy, procedural, and regulatory compliance.								
29	Provide technical expertise and recommendations in specialized areas to staff, management, and outside agencies to assist in the development and analysis of programs and projects.								
30	Facilitate meetings to discuss information that is necessary for program research and/or to resolve issues pertinent to the area of research.								
31	Coordinate the work of others in planning, organizing, and conducting studies, including program development and evaluation projects.								
32	Confer and advise board members, other stakeholders, or other executive members on livestock health issues, activities, or to resolve problems.								
33	Direct, plan, or implement policies, objectives, or activities to ensure continuing operations, and maximize efficient allocation of resources, or to increase productivity.								
34	Determine work priorities, scope of assignments, and establish deadlines to ensure objectives are met effectively.								

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35	Prioritize the handling of problems or issues related to the progress of work projects or assignments to mitigate delays.								
36	Conduct or oversee hiring to ensure adherence to Equal Employment Opportunity (EEO) regulations.								
37	Provide oversight and/or serve on interview selection panels for vacant positions to decide or make recommendations to appointing authority on selection of individuals.								
38	Administer the hiring of new employees into the work unit to fill vacant positions and ensure adequate staff levels and expertise.								
39	Oversee the delegation and assign work to staff based on need in functional areas.								
40	Comply with employee safety policies of the hiring agency including medical evaluations and the use of personal protective equipment.								
41	Supervise the work of employees to ensure that it meets quality, quantity, and timeliness standards.								
42	Adhere to collective bargaining agreements to ensure compliance in the course of supervising represented employees.								
43	Identify and resolve employee performance problems by planning and implementing measures to improve employee performance.								
44	Collaborate with Human Resources office and Legal office to determine the need for appropriate disciplinary action for employees to ensure satisfactory performance of employee.								

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Print name _____

PART II

INSTRUCTIONS: For each item listed below in rows “ <u>1 through 62</u> ”, place ONE “X” in the <u>Knowledge</u> column which most accurately represents the knowledge you have with the following tasks. Also, for each item listed below in rows “ <u>1 through 62</u> ”, place ONE “X” in the <u>Experience</u> column which most accurately represents the experience you have with the following tasks. NOTE: Credit will not be given for items not marked.		Knowledge				Experience			
		No Knowledge – I have no knowledge of how to perform this task or what it may	Basic/Limited knowledge – I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge – I possess a sufficient knowledge level that would allow me to perform this task successfully	Extensive Knowledge – I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.	No experience – I have no experience performing this task.	Some Experience – I have 1 month to 3 years experience performing this task.	Moderate Experience – I have more than 3 years and less than 5 years experience performing this task.	Extensive Experience – I have performed this task 5 years or more.
45	Oversee the training of staff in data collection, analyses, and reporting using various methods (e.g., on the job training, presentation, peer feedback, formal training) to ensure accuracy, completeness, and consistency.								
46	Oversee investigations and answer questions and complaints in response to various customer service needs by providing information, program updates, and explaining policies and procedures.								
47	Assign and review letters, memos, and other correspondence using word processing and other software to approve, communicate, and disseminate information.								
48	Write and review documents (e.g., white papers, issue briefs, technical briefs, fact sheets) that summarize the background, methods, results, conclusions and recommendations of studies, program development and evaluation projects for readers with varying degrees of technical expertise.								
49	Read and interpret policy manuals, legislative guidelines, departmental manuals or other written materials related to relevant tasks or assignments.								
50	Develop and deliver presentations to advise management, departmental staff, legislative bodies, governmental entities, commissions, agencies, and advocacy groups on the status of research projects.								
51	Develop and deliver informative presentations on a variety of topics (e.g., research studies, demonstration projects, program								

RESEARCH SCIENCE SUPERVISOR II (VETERINARY SCIENCES)
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PART II

INSTRUCTIONS: For each item listed below in rows “ <u>1 through 62</u> ”, place ONE “X” in the <u>Knowledge</u> column which most accurately represents the knowledge you have with the following tasks. Also, for each item listed below in rows “ <u>1 through 62</u> ”, place ONE “X” in the <u>Experience</u> column which most accurately represents the experience you have with the following tasks. NOTE: Credit will not be given for items not marked.		Knowledge				Experience			
		No Knowledge – I have no knowledge of how to perform this task or what it may	Basic/Limited knowledge – I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge – I possess a sufficient knowledge level that would allow me to perform this task successfully	Extensive Knowledge – I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.	No experience – I have no experience performing this task.	Some Experience – I have 1 month to 3 years experience performing this task.	Moderate Experience – I have more than 3 years and less than 5 years experience performing this task.	Extensive Experience – I have performed this task 5 years or more.
	evaluations, issues, and recommendations) at conferences and meetings to audiences with varying degrees of technical expertise.								
52	Participate in training and conferences to develop and maintain knowledge, techniques, skills, theory and principles, statistical analyses, research design and methodology, and computer software.								
53	Advise upper management on program related issues, including priorities, needed resources, and timelines.								
54	Develop and implement immediate and long-range strategic planning.								
55	Responsible for a moderate group of scientific and nonscientific staff composed of supervisors and non-supervisors, typically totaling nine to fifteen professional State and/or contract employees.								
56	Supervise and provide administrative guidance and direction to supervised personnel.								
57	May act as a lead for group of peers.								
58	Recruit, train, and supervise appropriate personnel.								
59	Programs with high visibility requiring unique scientific expertise in which the incumbent has independent science-based decision-making responsibilities on a statewide level may supervise fewer personnel.								
60	Conceive, plan, and conduct scientific research work of large scope on a statewide or national basis, that has extreme difficulty and complexity in unexplored areas of public health.								

RESEARCH SCIENCE SUPERVISOR II (VETERINARY SCIENCES)
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PART II

		Knowledge				Experience			
<p>INSTRUCTIONS:</p> <p>For each item listed below in rows “<u>1 through 62</u>”, place ONE “X” in the <u>Knowledge</u> column which most accurately represents the knowledge you have with the following tasks.</p> <p>Also, for each item listed below in rows “<u>1 through 62</u>”, place ONE “X” in the <u>Experience</u> column which most accurately represents the experience you have with the following tasks.</p> <p>NOTE: Credit will not be given for items not marked.</p>		No Knowledge – I have no knowledge of how to perform this task or what it may	Basic/Limited knowledge – I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge – I possess a sufficient knowledge level that would allow me to perform this task successfully	Extensive Knowledge – I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.	No experience – I have no experience performing this task.	Some Experience – I have 1 month to 3 years experience performing this task.	Moderate Experience – I have more than 3 years and less than 5 years experience performing this task.	Extensive Experience – I have performed this task 5 years or more.
61	The results of their applied research are used in public health prevention and control programs.								
62	Direct the development of proposed scientific research studies to evaluate new public health strategies if relevant information is not available.								

PART III

You are being given six (6) questions on the following pages for which you are to provide a narrative response.

Instructions

When responding to the supplemental items, please follow these guidelines:

- Responses **MUST** be typewritten on 8½” X 11” paper.
- Responses **MUST** be typed in 12 pt. font.
- Responses **MUST** be limited to one page per question; any additional pages over the one page per question limitation will not be reviewed.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- You will be evaluated on content, grammar, and spelling of your answers to each question.

Question #1:

Print Name: _____

Describe your supervisory or scientific experience in providing leadership and guidance to scientific and/or veterinary staff. The following details should be addressed in your response:

- ◆ Types of scientific research or investigations
- ◆ Your experience and skills in budgetary preparation and oversight.
- ◆ Your roles and responsibilities in providing supervision or scientific leadership and guidance.
- ◆ Your role in training and serving as advisor or consultant to other lower level scientists

Question #2:

Print Name: _____

Describe your experience in acting as a scientific and/or veterinary subject matter expert. The following details should be addressed in your response:

- ◆ Types of veterinary and/or public health issues analyzed
- ◆ Frequency of scientific consultation
- ◆ Independence of your actions
- ◆ Impact of your recommendations
- ◆ Measurements of success

Question #3:

Print Name: _____

Describe your experience in presenting scientific research or investigations or other veterinary information to both scientific and lay public audiences. The following details should be addressed in your response:

- ◆ Purpose of scientific information
- ◆ Scientific data sources used
- ◆ Independence of action
- ◆ Audience size and composition for presentation (scientific peers, government agencies, the public, etc)
- ◆ Measurements of success

Question #4:

Print Name: _____

Describe your experience in publishing scientific research or investigations or other veterinary information in scientific journals or lay public publications. The following details should be addressed in your response:

- ◆ Purpose of scientific information
- ◆ Scientific data sources used
- ◆ Independence of action
- ◆ Number, type, and frequency of scientific publications
- ◆ Measurements of success

Question #5:

Print Name: _____

Describe your experience performing as a team leader and serving as a liaison while working with private, state, local, or federal agencies. The following details should be addressed in your response:

- ◆ Description of veterinary research and/or scientific investigation workload
- ◆ Your roles and responsibilities
- ◆ Number of participants
- ◆ Describe the qualifications of your team members and liaison contacts
- ◆ Scientific solutions that you developed or coordinated

Question #6:

Print Name: _____

Describe your academic professional education that is relevant to the Research Scientist Supervisor (Veterinary Sciences) classifications. In your response:

- ◆ Identify any additional education beyond the doctoral level, such as masters in preventive veterinary medicine and/or public health.
- ◆ For doctoral level academic education, please identify your area of academic education and the title of your thesis. Describe the research problem you evaluated and the conclusions of your research.
- ◆ For doctoral level professional education, please identify residency training or other professional training programs that you completed. Include board or other certifications you possess.
- ◆ Submit a copy of your Curriculum Vitae.
- ◆ A copy of your official degree and transcripts may assist in the evaluation of your qualifications.

California Department of Food and Agriculture
RESEARCH SCIENTIST SUPERVISOR II
(VETERINARY SCIENCES)
(631 LOCATION PREFERENCE FORM)

Please check the location(s) where you will accept employment.

- Sacramento (3400)**
- Redding District Office (4500)**
- Modesto District Office (5000)**
- Tulare District Office (5400)**
- Ontario District Office (3600)**

PRINT YOUR NAME

SIGNATURE