



# ASSOCIATE INSECT BIOSYSTEMATIST

**Class Code: 0534 - Exam Code: 9FA06**

<b>Opening Date:</b>	<b>03/22/2019</b>
<b>Closing Date:</b>	<b>04/30/2019</b>
<b>Type of Examination:</b>	<b>Departmental/Open</b>
<b>Salary:</b>	<b>\$5,508 - \$6,844</b>
<b>Employment Type:</b>	<b>Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent</b>
<b>Location:</b>	<b>Spot/Sacramento</b>

## 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. This is a Departmental Open Spot examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

## HOW TO APPLY

Submit an Examination/Employment Application (STD. 678) **AND** Supplemental Application to the California Department of Food and Agriculture no later than the **Final Filing Date, Tuesday, April 30, 2019.**

- Examination/Employment Application (STD. 678) is available through the internet at **<https://jobs.ca.gov/pdf/std678.pdf>**.
- All applications must include “to” and “from” dates (month/day/year) and time base. **Applications received without this information may be rejected.**

**HOW TO APPLY (CONTINUED)**

- 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.

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

**WHERE TO APPLY**

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

**By e-mail:** [exams@cdfa.ca.gov](mailto:exams@cdfa.ca.gov)

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

**FINAL FILE DATE**

Final Filing Date: **Tuesday, April 30, 2019.**

**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 applications.**

All applications must be received by the Final Filing Date, **Tuesday, April 30, 2019**. Mailed applications must be **POSTMARKED** no later than the Final Filing Date. 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 May or June 2019.

**TESTING METHOD**

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

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6851.

**REQUIRED IDENTIFICATION**

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**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****Either I:**

One year of experience in the California state service performing the duties of an Insect Biosystematist.

**Or II:**

Experience: Two years of identification and research experience in systematic entomology gained after obtaining a master's degree. **and**

Education: Possession of a Master's Degree or its equivalency from an accredited college or university or an equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 in Systematic Entomology.

**Or III:**

Possession of a Doctoral Degree or its equivalency from an accredited college or university, or an equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 in Systematic Entomology.

NOTE: SUBMISSION OF TRANSCRIPTS FROM AN ACCREDITED U.S. COLLEGE OR UNIVERSITY IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. APPLICANTS WITH FOREIGN DEGREES MAY BE ASKED TO PROVIDE AN OFFICIAL FOREIGN TRANSCRIPT EVALUATION WHICH INDICATES COURSE WORK IS EQUIVALENT TO A DEGREE FROM AN ACCREDITED U.S. COLLEGE OR UNIVERSITY. FAILURE TO ATTACH TRANSCRIPTS MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

**POSITION DESCRIPTION**

Incumbents in this class are assigned to the laboratory unit where they prepare and identify native and foreign insects in their respective specialty; compile data on the distribution and status of insects of economic significance to agriculture; perform applied and/or basic research on insect groups which may be a threat to California agriculture; maintain information relative to injurious insects existing in this and other states and foreign counties; develop and maintain properly classified reference collections of insects and literature; perform field surveys for the purpose of positive identification and collection of new or unusual finds.

This is the fully qualified journey level of the series. The Associate Insect Biosystematist identifies native as well as foreign insects and performs highly specialized and complex analysis and research on an independent basis. Incumbents also maintain the insect collection and current literature in their discipline and assist in evaluating insect problems, and may train seasonal employees and/or laboratory technicians.

**EXAMINATION INFORMATION**

This examination will consist of a Supplemental Application – Weighted 100%. Competitors who do not submit 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, SKILLS AND ABILITIES**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**KNOWLEDGE OF:**

1. General knowledge of the taxonomy and economics of major plant pest insect, other arthropods and mollusks of California and the United States
2. General principles and specialized and complex specific procedures and techniques used in identifying and curating a prescribed group of insects, other arthropods or mollusks
3. Various literature pertaining to entomology, agricultural, horticultural, and native plants
4. The relationship of plants, plant pests, and pest control to agriculture and the environment
5. Laboratory and curatorial techniques
6. Problems involved in bibliographic survey or previous related research
7. Determination and qualification of variables and mechanization of compilation of analysis of data
8. A high degree of specialization in a prescribed group of insects, other arthropods, or mollusks
9. Specialized and complex specific procedures and techniques used in identifying and curating a prescribed group of insects, other arthropods, or mollusks
10. Current research literature and trends applicable to the research area
11. The related provisions of the California Food and Agricultural Code and rules and regulations pertaining to plant quarantines

**KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)****ABILITY TO:**

1. Demonstrate professional competence as a specialist in foreign and domestic members of a prescribed insect group
2. Conduct highly specialized analysis and research
3. Train technicians and other personnel in associated tasks

**ADDITIONAL DESIRABLE QUALIFICATIONS**

In appraising the relative qualifications of candidates, a record which demonstrates some expertise in insect taxonomy, such as published participation in seminars, etc., and some in-depth knowledge of the biosystematics of the insect group(s) for which a specialist is required over and above that required under "Minimum Qualifications" will be given additional consideration.

**EDUCATION AND EXPERIENCE**

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**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: Alison Torngren at (916) 403-6851 or [Alison.Torngren@cdfa.ca.gov](mailto:Alison.Torngren@cdfa.ca.gov).

**GENERAL INFORMATION**

**For an examination without a written feature** it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6847 three (3) weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**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. All candidates who pass will be ranked according to their scores.

**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.

**High School Equivalence:** Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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

TTY number: 1-800-735-2929

FROM VOICE PHONES:

1-800-735-2922

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE  
SUPPLEMENTAL APPLICATION EXAMINATION FOR  
ASSOCIATE INSECT BIOSYSTEMATIST**

The California Department of Food and Agriculture's (CDFA) Associate Insect Biosystematist examination is being given on a Departmental Open Spot 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 placed 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.

**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 if it is discovered 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.

**Submit your completed Supplemental Application AND your completed Standard State Application (Std. Form 678) to the address below by April 30, 2019:**

**California Department of Food and Agriculture  
Human Resources Branch  
1220 N Street, Room 242  
Sacramento, CA 95814  
Attn: Alison Torngren  
Email: [exams@cdfa.ca.gov](mailto:exams@cdfa.ca.gov)**

**Please include 9FA06 on your application**

## Associate Insect Biosystematist Supplemental Application

## PART I

The following questions are job requirements. Please read each question carefully and respond by marking either **YES** or **NO** to the following three (3) 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. Are you willing to work in a laboratory/insect collection keeping the facility clean and organized?

\_\_\_\_YES      \_\_\_\_NO

2. Are you willing to work odd or irregular hours including nights and weekends if needed?

\_\_\_\_ YES      \_\_\_\_ NO

3. Are you willing to adhere to safety policies and procedures?

\_\_\_\_YES      \_\_\_\_NO

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

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it is resting on a surface.



**Associate Insect Biosystematist  
Supplemental Application**

**PART II**

INSTRUCTIONS:		<b>Knowledge</b>				<b>Experience</b>			
		No Knowledge – I have no knowledge of how to perform this task or what it may entail.	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 less than one year experience performing this task.	Moderate Experience – I have more than one year and less than three years of experience performing this task.	Extensive Experience – I have performed this task three or more years.
1.	Provide accurate identification of insects, arachnids and/or mollusks.								
2.	Coordinate with other scientists on projects related to taxonomy and systematics of insects, arachnids and/or mollusks.								
3.	Develop diagnostic technologies and/or identification tools for insects, arachnids and/or mollusks.								
4.	Record, review, update, and maintain complex scientific data and records								
5.	Identify digital images of specimens of insects, arachnids and/or mollusks.								
6.	Communicate and cooperate in a professional and effective manner, utilizing tact and interpersonal communication skills to establish and maintain effective working relationships.								
7.	Provide expert scientific consultation in area of specialty on insects, arachnids and/or mollusks.								
8.	Analyze scientific publications in relation to insects, arachnids and/or mollusks and the environment.								
9.	Conduct independent research to further the accumulation of knowledge about taxonomy, systematics and diversity of insects, arachnids and/or mollusks.								

**INSTRUCTIONS:**

For each item listed below in rows “1 through 12”, place **ONE “X”** in the **Knowledge** column which most accurately represents the knowledge you have with the following tasks.

and each item listed below in rows “1 through 12”, place **ONE “X”** in the **Experience** column which most accurately represents the experience you have with the following tasks.

NOTE: Credit will not be given for items not marked.

## Associate Insect Biosystematist Supplemental Application

		Knowledge				Experience			
INSTRUCTIONS:  For each item listed below in rows “1 through 12”, place <b>ONE “X”</b> in the <b>Knowledge</b> column which most accurately represents the knowledge you have with the following tasks.  and each item listed below in rows “1 through 12”, place <b>ONE “X”</b> in the <b>Experience</b> column which most accurately represents the experience you have with the following tasks.  NOTE: Credit will not be given for items not marked.		No Knowledge – I have no knowledge of how to perform this task or what it may entail.	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 less than one year experience performing this task.	Moderate Experience – I have more than one year and less than three years of experience performing this task.	Extensive Experience – I have performed this task three or more years.
10.	Study various groups of insects, arachnids and/or mollusks contributing to the discovery and description of new species and/or development of identification tools to species.								
11.	Maintain professional contacts with scientific colleagues throughout the world.								
12.	Participate in various professional meetings and/or societies including involvement in committees and working groups.								

### **PART III**

#### **NARRATIVE QUESTIONS:**

You are being given three (3) questions on the following page for which you are to provide a narrative response.

#### **Instructions**

- Your response to each question **MUST** be typewritten on letter-sized (8.5"x11") paper, using Times New Roman 11, single spaced, and not less than 1" margins.
- **No handwritten responses will be accepted.**
- Limit your response to each of the three questions to one page per question.
- No additional pages will be accepted or considered for responses.
- Your responses to each question will be evaluated on content, grammar, and spelling of your answers in addressing each question.

**Associate Insect Biosystematist  
Supplemental Application**

**Question #1:**

**Consider the process of making a morphological identification to species of an adult insect, arachnid or mollusk:**

- 1. Discuss the resources (equipment, supplies, etc.) and methods/procedures.**
  - 2. What are the limitations?**
- 

**Question #2:**

**Describe the process of developing a species-level identification resource for a group of insects, arachnids or mollusks.**

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**Question #3:**

**List 10 major insect, arachnid and/or mollusk pest species for California agriculture/environment and reasons why each is significant.**