



ASSOCIATE SEED BOTANIST

Class Code: 0493 - Exam Code: 7FA12

Opening Date:	05/19/17
Closing Date:	06/30/17
Type of Examination:	Departmental Open
Salary:	\$5,011- \$6,219
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Spot/Sacramento

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 a Standard State Application (STD. form 678) and Supplemental Application to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, June 30, 2017.**

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/pdf/std678.pdf>
- 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.

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: Ricardo Gonzales
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6584

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, **June 30, 2017**.

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, Friday, **June 30, 2017**. 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 July or August 2017.

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) 403-6584.

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 a Seed Botanist.

Or II

Experience: Two years of experience conducting seed identification, germination, and/or research 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 94310.2 in Botany or a biological science including at least 20 units in the plant sciences.

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 94310.2 in Botany or a biological science including at least 20 units in the plant sciences.

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.

POSITION DESCRIPTION

This is the fully qualified journey level of this series. Incumbents perform highly specialized and complex analyses, evaluations, and research on an independent basis. Incumbents also use laboratory, greenhouse, and test plot techniques to evaluate complex seed problems, maintain and catalogue specimens and current literature, and may supervise and train lower level Seed Botanists, support staff, and others.

Incumbents identify native and foreign seeds of both crop and weed plants; maintain information relative to seeds of injurious plants existing in California, other states, and foreign countries; perform seed germination and seed viability analyses and evaluations; perform applied and/or basic research related to seed diseases, taxonomy, or germination; develop new procedures for germination or taxonomic identification; prepare reports of findings to be published in recognized scientific publications; develop and maintain reference collections of seeds (herbarium) and literature; train Federal, State, and county personnel in seed taxonomy and germination; and serve as consultants to county departments of agriculture, agribusiness, and the general public on seed problems.

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%

EXAMINATION INFORMATION...CONTINUED

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 and systematic botany, seedling physiology.
2. Flora of California including the noxious weeds, the relationship of plants and plant pests to agriculture and the environment.
3. Laboratory and curatorial techniques and methods.
4. Various literature sources pertaining to botany in general, and seed botany in particular.
5. Methods, materials, and equipment used in seed botany.
6. Principles and procedures of research planning, design, methodology, and analysis.
7. Methods of preparation of research reports.
8. Statistical methods and procedures.
9. Data processing techniques.
10. Problems involved in bibliographic survey of previous related research.
11. Determination and qualification of variables and mechanization of compilation of analysis of data.
12. A very high degree of knowledge of the taxonomy, morphology, and germination physiology of seeds of native and exotic cultivated plants and weed pests.

ABILITY TO:

1. Use plant manuals and keys.
2. Use techniques of mounting and preserving plants.
3. Perform germination tests.
4. Identify seeds of both crop and weed plants.
5. Identify plants.
6. Utilize and effectively apply required knowledge and skills.
7. Keep accurate records and issue reports and identify seeds of increasing complexity.
8. Correctly evaluate increasingly complex physiological seed problems.
9. Make special studies on seed problems, evaluate results, interpret findings and make written or oral reports on findings.
10. Perform highly complex and specialized analyses of seed taxonomic and seed viability problems.
11. Conduct training workshops.
12. Apply and interpret provisions of the California Food and Agricultural Code and applicable rules and regulations.
13. Train technicians and other personnel in associated tasks.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to those applicants possessing in-depth knowledge of seed taxonomy and germination. A record demonstrating expertise in this specialty, including publication of scientific papers, oral presentations at professional meetings, participation in seminars, etc., over and above that required in the "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: Ricardo Gonzales at (916) 403-6584 or ricardo.gonzales@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) 403-6584 three (3) weeks after the final filing date if he/she has not received his/her notice.

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.

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 SEED BOTANIST**

The California Department of Food and Agriculture's (CDFA) Associate Seed Botanist examination is being given on a Departmental Open Spot Sacramento basis. The examination will consist solely on 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.

NOTE: FAILURE TO COMPLETE AND RETURN THIS SUPPLEMENTAL APPLICATION MAY 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.

Return your completed Supplemental Application AND your completed Standard State Application (Std. Form 678) to the address below by Friday, June 30, 2017:

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: Ricardo Gonzales
1220 N Street, Room 242
Sacramento, CA 95814
Email: exams@cdfa.ca.gov**

**Associate Seed Botanist
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 six (6) 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 travel to various locations throughout California to perform field work and/or share information with various individuals and groups, formally and informally?

___YES ___NO

2. Are you willing to travel out-of-state for training and professional meetings?

___YES ___NO

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

___YES ___NO

4. Are you willing to work in a laboratory/herbarium, keeping the facility clean and organized?

___YES ___NO

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

___YES ___NO

6. Are you willing to work with lab specimens that are treated with pesticides or other hazardous chemicals using appropriate protective equipment and supplies?

___YES ___NO

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

**Associate Seed Botanist
Supplemental Application**

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 Seed Botanist
Supplemental Application**

Question #1

Consider the process of making a morphological identification to species of a seed or plant propagule specimen:

1. Describe the methods and procedures as well as the equipment and resources you would use.
 2. What are the limitations when performing the above identification?
 3. What alternative approaches could you use to make a determination?
-

Question # 2

An indispensable component of a good seed testing laboratory is adequate and appropriate laboratory space for conducting purity analyses, noxious weed seed exams, germination and seed viability tests, seed vigor tests, seed moisture determination, and seed counts.

Aside from a well-trained laboratory staff, list the types of equipment, instruments, supplies and reference materials needed by a seed quality testing laboratory tasked with testing a wide variety of crop kinds, such as the following:

- lawn grass species (e.g., Kentucky bluegrass, perennial ryegrass, red fescue)
 - vegetables (e.g., tomato, garden bean, pea, garden beet, squash)
 - agricultural seeds (e.g., cotton, soybean, wheat, corn, oat, rice)
 - trees (e.g., pine, fir, peach, citrus)
 - rangeland grasses (e.g., blue grama, wheatgrasses, needlegrasses)
 - flower seeds (e.g., petunia, nasturtium, pinks, snapdragon, primrose)
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Question #3

Explain and contrast the basic principles of vigor testing versus standard (warm) germination testing.

Include examples of specific tests to illustrate the differences between the two approaches to testing seed quality.