



ADMINISTRATOR, SCIENCE PROGRAM

EXAM CODE: 4MS01

DEPARTMENT: CALIFORNIA SCIENCE CENTER

EXAM TYPE: OPEN

FINAL FILING DATE: CONTINUOUS

CLASSIFICATION DETAILS

Salary Range: \$8,923 - \$10,134

Classification Code: 2802

View the [Administrator, Science Program](#) class specifications.

CUT-OFF DATES

January 31, 2024

April 30, 2024

July 31, 2024

February 29, 2024

May 31, 2024

August 31, 2024

March 31, 2024

June 30, 2024

September 30, 2024

Note: This examination will be administered on a monthly basis, as needed. Applications must be received by the cut-off date. Applications received after the cut-off dates listed in this bulletin will be processed during the next month cut-off date.

APPLICATION INSTRUCTIONS

Who Should Apply:

Applicants who meet the requirements stated in the minimum qualifications section of this announcement.

How to apply:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#). Application (STD 678) forms are also available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

Applications must include the following information in the section titled: "Examination(s) of Job Title(s) for which you are applying."

- Exam Title: **Administrator, Science Program**
- Exam Code: **4MS01**

Competitors who do not submit a complete application package as indicated will be disqualified.

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HOW TO SUBMIT APPLICATION PACKAGE:

Via Email

Exams@californiasciencecenter.ca.gov

Emailed applications are preferred. Applications and supporting documents required for the examination can be submitted via email to and must be submitted no later than 11:59pm Pacific Time on the cut-off date. Applications received after the monthly cut-off dates listed in this bulletin will be processed during the next month cut-off date.

By Mail or In Person:

California Science Center
State Human Resources Department
Attn: Maria Hernandez
700 Exposition Park Drive
Los Angeles, CA 90037

Mailed: All examination Applications must be **POSTMARKED** or received no later than the final filing date in order to be considered for the examination. Mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were mailed/filed in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will not be considered. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

Personal Delivery: Applications not sent through U.S. Postal Service, parcel delivery or courier service (i.e. hand delivered to the California Science Center Human Resources Department) **must be received by 4:00PM on the cut-off date.**

Resumes alone will not be accepted in lieu of the STD 678 and any other additional required documents or materials.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Science Center
Equal Employment Officer – Alfred Konuwa
700 Exposition Park Drive
Los Angeles, CA 90037
Phone (213) 744-2308
Email: Akonuwa@californiasciencecenter.ca.gov

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

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REQUIREMENTS FOR ADMITTANCE TO THE EXAM

Applicants must complete and submit the Examination Application (STD. 678).

Applicants must meet the experience/education Minimum Qualifications by the cut-off date.

Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside of California state service will count towards experience. Applications MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. Education information MUST include name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date. Applications received without this information may be rejected.

Your signature on your application indicates that you have read, understood, and possess the qualifications required.

MINIMUM QUALIFICATIONS

Possession of an earned doctorate in biology, chemistry, physics, or a related scientific field. and Three years of experience in any of the following: teaching at the college or university level; exhibit and education program development at science museums; or equivalent educational experience in the public understanding of science, such as print or film media. and One year of experience in an administrative or supervisory capacity, such as serving as administrator of a science program within a college, university, or a museum of science and industry.

POSITION DESCRIPTION

Under direction of the Deputy Director, Exhibits, the Administrator, Science Programs, is responsible for the development, implementation, and management of the science and technology exhibits for a new permanent gallery, and special and traveling exhibitions. The incumbent will coordinate and develop exhibit-related educational materials in collaboration with the Education Department; establish and maintain relationships with the scientific community; support fundraising initiatives; develop new science and technology exhibits on topics of broad public interest; research the availability of special exhibits from a variety of sources, evaluate their suitability, assess their potential to generate income, and make recommendations to the Executive staff.

EXAMINATION SCOPE

This examination will consist of the following component:

Qualifications Appraisal Panel/Interview (QAP) - Weighted 100% of the final score.

To obtain a position on the eligible list, a minimum score of 70% will be required.

Candidates who meet the minimum qualifications for this examination will be sent an email in the month following the cut-off date to the email address provided on their application, this email will include the examination date for the Qualifications Appraisal Panel/Interview.

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

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Knowledge of: Principles, trends, and achievements in the broad field of science with particular emphasis on those historical and recent developments in the field which are of special importance to the people of California; basic principles of education; principles and practices of personnel management and supervision.

Ability to: Communicate effectively, including preparing instructional materials for Museum visitors, educational institutes, and trade journals; apply research techniques effectively; develop and maintain cooperative relationships with members of the academic community; develop and oversee the implementation of a science education program; relate well to students of all ages; work closely with Museum exhibit personnel; serve in an advisory capacity to other educational institutions; supervise volunteer and part-time paid professional educators; convey abstract ideas through expositional media.

ELIGIBLE LIST INFORMATION

A departmental, open merged eligible list for the Administrator, Science Program classification will be established for the California Science Center.

Names of successful competitors will be merged onto the eligibility list in order of final score regardless of the test date. Eligibility expires twelve (**12**) months after competitors were merged onto the eligibility list.

Veterans' Preference credits will be granted in the examination if requirements are met to qualify.

Career Credits will not be added to the final score of this examination.

GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligibility list.

The California Science Center reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which the examination was planned change. Such revision will be in accordance with the civil service laws and rules and all competitors will be notified.

Criminal Record Clearance Information: The California Science Center requires fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice during the hiring process, criminal record clearance is a condition of employment.

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, gender information, marital status, medical condition, military or veteran status, nations origin, political affiliation, race religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientations.

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DRUG FREE STATEMENT

It is the 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.

CONTACT INFORMATION

The California Science Center encourages all potential applicants to read this entire bulletin. All inquiries about this examination should be directed to the Human Resources email below.

**California Science Center
State Human Resources
700 Exposition Park Drive
Los Angeles, CA 90037
(213) 744-7533
Email: Exams@californiasciencecenter.ca.gov**

IT IS THE CANDIDATES'S RESPONSIBILITY to contact the California Science Center, Human Resources, two weeks after the FINAL FILING DATE, if he/she has not received a notice via email or U.S. mail.

**CALIFORNIA SCIENCE CENTER
Human Resources Department
700 Exposition Park Drive
Los Angeles, CA 90037
Website: <https://californiasciencecenter.org/>**