



DEPARTMENT OF INDUSTRIAL RELATIONS
**EXAMINATION
ANNOUNCEMENT FOR**

**PRINCIPAL SAFETY ENGINEER
(INDUSTRIAL)**

IG55 3911 2IRPS
OPEN STATEWIDE



EQUAL OPPORTUNITY EMPLOYER

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 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.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications for this classification as of the **scheduled cut-off dates** listed under "Filing Instructions."

FILING INSTRUCTIONS

Applications for this classification will be accepted on a continuous basis and processed for examinations with the following **scheduled cut-off dates**:

- **FEBRUARY 23, 2023**
- **MAY 25, 2023**
- **AUGUST 24, 2023**
- **NOVEMBER 22, 2023**

Please complete **BOTH a Standard State Application Form (STD) 678 and the Training and Experience Evaluation (with all required documents; link found on page 5)** and submit by mail, e-mail, or in person to the following address:

By Mail:

Department of Industrial Relations
Human Resources – Examination
Unit
1515 Clay St., Suite 409
Oakland, CA 94612

In Person:

Department of Industrial Relations
Human Resources Office
1515 Clay St., Suite 409
Oakland, CA 94612

By e-mail:

Jobs@dir.ca.gov

****In the section of the application titled "Examination or Job Titles for which you are applying", please write:**

Principal Safety Engineer (Industrial) – 2IRPS

Applications by mail must be POSTMARKED by the United States Postal Service no later than the scheduled cut-off dates. Applications postmarked, personally delivered or received via inter-office mail, e-mail or by fax after the final filing date will not be accepted.

Applicants are responsible for obtaining proof of mailing or submission of their applications to Department of Industrial Relations, Examination Unit.

Confirmation/receipt of USPS mailed submittals can only be provided for by Certified Mail. 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.

In person drop off must be submitted by the close of business of the final filing date.

The Human Resources office hours are:

Monday to Friday (except on holidays)

8:00 am to 4:00 pm.

For e-mail submission, Documents must be attached as a PDF file, no other format will be accepted. PDF file must be attached with your e-mail, no outside hosting service or web links will be accepted.

****Please refer to the Examination Information section on PAGE 6 for access to the Training and Experience Evaluation (and all other required documents).**

Printed State Applications (Form 678) are available at the Department of Industrial Relations, Human Resources Office/Exam Unit, at 1515 Clay St., Suite 409 in Oakland, CA 94612

The form can also be downloaded from <http://jobs.ca.gov/pdf/std678.pdf> or from your CalCareer account on Jobs.ca.gov. If the application from the CalCareer account is used, applicants must still follow the filing instructions above to submit the application. Applications for this exam are only being accepted by mail, in person, or by e-mail to Jobs@dir.ca.gov. Due to system limitations, please do not submit applications or exam documents through a CalCareer account.

FINAL FILING DATES

- FEBRUARY 23, 2023
- MAY 25, 2023
- AUGUST 24, 2023
- NOVEMBER 22, 2023

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

POSITION DESCRIPTION

This level plans, organizes, and directs the work of staff through subordinate supervisors in either the Standards Research and Development Unit, the Compliance Unit, the CAL/OSHA Consultation Division, or the OSH Standards Board and is responsible for maintaining effective, comprehensive safety orders applicable to industrial safety engineering; monitors the field program for uniformity in application and enforcement of relevant safety orders; assures that new or revised safety orders proposed for adoption by the Occupational Safety and Health Standards Board are in conformance with the Labor Code, the State Occupational Safety and Health Plan and Federal requirements; issues interpretations of safety orders; advises the Division Chief, the Occupational Safety and Health Standards Board and field staff on technical matters involving industrial safety engineering.

SALARY RANGE

\$12,838 - \$14,584 per month

LOCATION OF POSITIONS

Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health or the OSH Standards Board.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

- NOTE: All applicants must meet the education and/or experience requirements for this examination by the scheduled cut-off date which they are applying for either **FEBRUARY 23, 2023, MAY 25, 2023, AUGUST 24, 2023, NOVEMBER 22, 2023.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I" or "II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATION

Either I

In the California state service:

1. One year of experience performing the duties of a District Manager, Division of Occupational Safety and Health, and two years of experience performing the duties of an Associate Safety Engineer (Industrial); or
2. One year of experience performing the duties of a Senior Safety Engineer (Industrial); or
3. Three years of experience performing the duties of an Associate Safety Engineer (Industrial).

Or II

Experience: Five years of experience as a safety engineer with overall responsibility for organizing and administering a comprehensive safety program, at least two years of which must have been in an

administrative or supervisory capacity with responsibility for the work of other safety engineers engaged in industrial safety engineering. and

Education: Equivalent to graduation from college with specialization in engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SPECIAL PERSONAL CHARACTERISTICS

Willingness to undertake additional training as needs are identified; willingness to live and work in an assigned area of the State; keenness of observation, tact, and maturity and demonstrated capacity for assuming increasing administrative responsibility; willingness to travel throughout an assigned area of the State.

ELIGIBLE LIST INFORMATION

An eligible list will be established for the Department of Industrial Relations. The 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. Once a candidate has taken the Training and Experience Evaluation, s/he may not retake it for 12 months.

EXAMINATION INFORMATION: TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%

This examination will consist of a Training and Experience evaluation weighted 100%.

It is designed to identify a range of information regarding each candidate's knowledge, skills and abilities to effectively perform the duties required in the classification.

Candidates must complete and return the evaluation to a designated address by the date and method as specified in the notice in order to be rated. Candidates failing to return all the required documents by the specified date will be removed from this examination.

In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained.

SCOPE OF THE TRAINING AND EXPERIENCE ASSESSMENT EVALUATION:

A. Knowledge of:

1. General engineering principles and methods as well as those specifically applicable to industrial safety engineering;
2. Principles and practices of safety engineering;
3. Operations, methods, equipment and safety devices primarily applicable to the industrial engineering safety orders of the Division of Occupational Safety and Health applicable to the industrial discipline;
4. Applicable provisions of the Labor Code;
5. Accident prevention techniques;
6. Sources of information on accident prevention work;
7. Consultation techniques;
8. How to develop and present evidence in legal hearings;
9. Purposes, organization and activities of the Division of Occupational Safety and Health, OSH Standards Board, and the CAL/OSHA Consultation Service;
10. Labor laws and compensation laws as applied to the work of the Division of Occupational Safety and Health; industrial health hazards;
11. Principles of effective supervision and training;

12. Understanding of, and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies;
 13. Research methodology and evaluation techniques as applied to safety engineering.
- B. Ability to:
1. Do difficult safety investigation work;
 2. Detect unsafe conditions and practices;
 3. Promote and conduct safety campaigns;
 4. Assist in the preparation and revision of safety orders;
 5. Interpret and apply the safety orders of the Division of Occupational Safety and Health and applicable provisions of the Labor Code;
 6. Learn the basic principles and techniques of safety engineering in related Occupational Safety and Health disciplines;
 7. Analyze situations accurately and adopt an effective course of action;
 8. Address groups;
 9. Speak and write effectively;
 10. Prepare reports and dictate correspondence;
 11. Present evidence and act as the Division representative in legal hearings;
 12. Consult on complex and sensitive safety engineering problems with labor, management and public groups;
 13. Conduct meetings and coordinate with other State and Federal agencies;
 14. Direct the work of staff;
 15. apply the policies of the Department of Industrial Relations and the Division to which assigned;
 16. Evaluate and act upon requests for variances and extensions;
 17. Develop safety regulations to eliminate causes of accidents;
 18. Organize and develop support techniques related to the needs of field safety engineers in the prevention of industrial accidents;
 19. Serve as a technical consultant to the Division of Occupational Safety and Health; the Occupational Safety and Health Standards Board; the CAL/OSHA Consultation Service; and the public in safety matters.

VETERANS' PREFERENCE

Effective January 1, 2014, in accordance with Government Codes 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 <https://jobs.ca.gov/CalHRPublic/Landing/Veterans.aspx> and the Department of Veterans Affairs.

TAKING THE PRINCIPAL SAFETY ENGINEER (INDUSTRIAL) EXAMINATION

Click [HERE](#) to access the Training and Experience Evaluation for this examination.

GENERAL INFORMATION

Application Forms are available at The California Department of Human Resources office, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the website of <http://www.calhr.ca.gov/> or the website of <https://www.dir.ca.gov/dirjobs/> link to the website(s) for downloading the form is also provided in this bulletin viewed on the internet.

If you meet the requirements stated on the reverse, you may submit your application to take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin 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 Department 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 law and rules and all competitors will be notified.

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; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 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 \(Std. Form 1093\)](#) and the Department of Veterans Affairs.

Career Credits: In an open, non-promotional examination, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

For Inquiries:

Call the Department of Industrial Relations at
1-800-564-0771
1-800-735-2929 - California Relay System Telephone number for the deaf and hearing impaired, or Write to
jobs@dir.ca.gov