



DEPARTMENT OF INDUSTRIAL RELATIONS

EXAMINATION ANNOUNCEMENT FOR

ASSISTANT SAFETY ENGINEER

IF55 3899 9IRAE
OPEN NON-PROMOTIONAL/STATEWIDE



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.

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.

UPDATE:

Additional cut-off dates for this exam are being announced. The scheduled cut-off dates are as follows:

- **September 10, 2020**
- **September 28, 2020**
- **October 15, 2020**
- **October 28, 2020**



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WHO SHOULD APPLY	Applicants who meet the minimum qualification for this classification as of the scheduled cut-off dates listed under "How to Apply".
CAREER CREDITS	Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See information regarding career credits on the last page of this bulletin.)
HOW TO APPLY	<p>Applicants for this classification will be accepted on a continuous basis and processed for examinations with the following scheduled cut-off dates:</p> <ul style="list-style-type: none">• September 27, 2019• March 27, 2020• September 28, 2020 <p>Please complete BOTH a Standard State Application Form (STD) 678 and the Training and Experience Evaluation (with all required documents) and submit by mail, e-mail, or in person to the following address:</p> <p><u>By e-mail:</u> (must be received by 11:59PM on the applicable cut-off date but will be accepted no later than 12:01AM)</p> <p>jobs@dir.ca.gov</p> <p>Note: Documents must be attached as a PDF file, no other format will be accepted.</p> <p>By Mail: (must be postmarked by the applicable cut-off date)</p>

<p>HOW TO APPLY (continued)</p>	<p>Department of Industrial Relations Human Resources – Examination Unit 1515 Clay St., Suite 409 Oakland, CA 94612</p> <p><u>In Person:</u> (must be submitted by the close of business of the applicable cut-off date): Department of Industrial Relations Human Resources – Examination Unit 1515 Clay St., Suite 409 Oakland, CA 94612</p> <p>**Please refer to the Examination Information section on PAGE 4 for access to the Training and Experience Evaluation (and all other required documents).</p> <p>State Applications (Form 678) are available at the Department of Industrial Relations, Human Resources Office/Exam Unit, 1515 Clay St., Suite 409 in Oakland, CA 94612</p> <p>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.</p> <p>**In the section of the application titled “Examination or Job Titles for which you are applying”, please write:</p> <p><u>ASSISTANT SAFETY ENGINEER – 9IRAE</u></p> <p>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 cut-off date will be accepted and considered for the next examination cut-off date. Applicants are responsible for obtaining proof of mailing or submission of their applications to Department of Industrial Relations, Examination Unit.</p> <p>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.</p> <p>All applications must have a signature. Unsigned or incomplete applications will NOT be accepted for the examination.</p>
<p>CUT-OFF DATES/ FINAL FILING DATE</p>	<p>Applicants who meet the minimum qualifications by the cut-off dates listed below will be admitted into the examination.</p>

CUT-OFF DATES/ FINAL FILING DATE (continued)	<ul style="list-style-type: none"> September 27, 2019 March 27, 2020 September 28, 2020
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 is the first working level. Incumbents assist fully qualified journeypersons in the performance of their duties and, under supervision, perform assigned professional engineering work of average difficulty including conducting routine compliance inspections; investigating accidents; preparing and disseminating information on safety principles, regulations, standards, and methods; and preparing reports.
SALARY RANGE	\$6,344.00 - \$7,937.00 per month
LOCATION OF POSITIONS	Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the scheduled cut-off date.</p> <p>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.</p>
MINIMUM QUALIFICATION	<p>Either I</p> <p>Experience: One year of experience performing the duties of a Junior Safety Engineer in the California state service.</p> <p>Or II</p> <p>Experience: Two years of experience as a Safety Technician II in the California state service.</p> <p>Or III</p> <p>Experience: Two years of experience in another State or Federal Occupational Safety and Health Program performing duties comparable to Assistant Safety Engineer.</p> <p>or</p>

MINIMUM QUALIFICATION (continued)	<p>Experience: Two years of full-time experience directly related to safety enforcement in industrial or commercial plants and/or construction sites.</p> <p>and</p> <p>Education: Equivalent to graduation from college with a degree in engineering. (Additional qualifying experience may be substituted for the required education one a year-for-year basis.)</p>
SPECIAL PERSONAL CHARACTERISTICS	Demonstrated interest in and aptitude for industry safety work; willingness to accept increased responsibility; willingness to travel throughout an assigned area of the State; possession of, or ability to immediately obtain, a valid motor vehicle license.
ELIGIBLE LIST INFORMATION	An open list will be established for the Department of Industrial Relations. The names of successful candidates will be merged onto the eligible list in the order of final scores regardless of test dates. Eligibility expires 12 months after it is established. Candidates may retest to reestablish eligibility.
TESTING PERIOD	A candidate may not retest again for 9 months from the date of his/her last exam.
EXAMINATION INFORMATION TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%	<p>This examination will consist of a Training and Experience evaluation weighted 100%.</p> <p>Click here to access the Training and Experience Evaluation.</p> <p>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.</p> <p>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.</p> <p>In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained.</p> <p>Scope of the Training and Experience Assessment Evaluation:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Functions, goals, and objectives of the Cal/OSHA Program and the Division of Industrial Safety; 2. Basic safety principles and practices;

<p>EXAMINATION INFORMATION TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100% (continued)</p>	<ol style="list-style-type: none"> 3. Basic principles of safety engineering, industrial hygiene or environmental or occupational health; 4. Practical application of such principles to the health and safety of industrial workers; 5. Report writing; 6. Safety Orders of the Division of Industrial Safety and applicable provisions of the Labor code; 7. Techniques of making field inspections and conducting investigations. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Objectively interpret and apply rules and regulations; 2. Gather and analyze data; 3. Establish and maintain effective relationships with those contracted in the course of the work; 4. Learn safety engineering principles and effectively apply such knowledge; 5. Prepare clear and concise reports; 6. Analyze situations accurately and adopt an effective course of action; 7. Learn rapidly; 8. Make field inspections and conduct investigations; 9. Detect unsafe conditions and practices; 10. Interpret and apply Safety Orders of the Division of Industrial Safety and applicable provisions of the Labor Code.
<p>VETERANS' PREFERENCE</p>	<p>Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:</p> <p>(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.</p> <p>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 Veteran Preferences Application and the Department of Veterans Affairs.</p>

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