



**DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
JUNIOR SAFETY ENGINEER
IF35 3890 6IRJS
OPEN
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

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of the cut-off dates .
CUT-OFF DATE	November 04, 2016
FILING INSTRUCTIONS	<p>Applications 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"> ▪ NOVEMBER 4, 2016 ▪ MARCH 6, 2017 ▪ JULY 5, 2017 ▪ NOVEMBER 6, 2017 <p>Candidates must complete and submit a Standard State Application Form (STD. 678) by one of the above scheduled cut-off dates. Please write on the first page of the Application Form: <u>JUNIOR SAFETY ENGINEER EXAM – 6IRJS</u></p> <p>The form can be downloaded from: http://jobs.ca.gov/pdf/std678.pdf</p> <p>Applications (Form 678) must be submitted to the Department of Industrial Relations by the applicable cut-off date.</p> <p>By email to: Jobs@dir.ca.gov</p> <p>By Fax to: 415-703-4343</p> <p>By Mail: Department of Industrial Relations Attention: Examination Unit P.O. Box 420603 San Francisco CA 94142</p> <p>Applications by mail must be POSTMARKED by the United States Postal Service no later than the above scheduled cut-off dates. Postmark by a leased meter will be deemed received on the date stamped by the HR Office. Applications postmarked, personally delivered or received via inter-office mail after the cut-off date will not be accepted for any reason. Candidate may choose to send the application by certified mail as proof it was sent and postmarked by the above scheduled cut-off dates.</p> <p>All applications must be signed. Unsigned or incomplete applications will NOT be accepted for the examination.</p>

	Qualified applicants, who submit completed applications by one of the above cut-off dates , will be admitted to the examination scheduled for that cut-off date.
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.
SALARY RANGE	\$4998-\$5959 per month, plus a Recruitment and Retention Differential Pay of \$200 per month.
LOCATIONS OF POSITIONS	Positions are located Statewide in California with the Department of Industrial Relations, Division of Occupational Safety and Health.
POSITION DESCRIPTION	This is the recruiting and learning level. Under supervision in a training program, to learn safety codes and standards, accident prevention principles, and their application to industrial operations; to learn techniques of making field inspections, conducting investigations, and identifying hazards; and to learn other relevant skills.
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.
MINIMUM QUALIFICATIONS	Education: Equivalent to graduation from college with a degree in engineering. Note: Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered for appointment.
ADDITIONAL DESIRABLE QUALIFICATIONS	In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education and experience over and above that required under "Minimum Qualifications."
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by the applicable cut-off dates .
EXAMINATION INFORMATION- TRAINING AND EXPERIENCE ASSESSMENT WEIGHTED –100%	This is an online Training and Experience examination. Please provide your email address on your Application (STD.678) . An examination link will be sent to your email address. Candidates must log into the online exam, complete and submit the Training and Experience Questionnaire by the date specified in the notice in order to be rated. Candidates failing to submit the online questionnaire by the specified date will be eliminated from this examination. This examination is available online for two weeks with a specified due date. If you experience any technical difficulties or leave the examination for any reason, you may log back in to continue as long as you are still within the specific due date period from your start time. 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 Questionnaire:: A. Knowledge of: 1. Functions, goals, and objectives of the CAL/OSHA Program and the Division of Occupational Safety and Health; 2. Basic safety principles and practices;

	<ol style="list-style-type: none"> 3. Basic principles of safety engineering, industrial hygiene, environmental or occupational health; 4. Practical application of such principles to the health and safety of industrial workers; 5. Report writing. <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 contacted 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; Learn rapidly.
<p>ELIGIBLE LIST INFORMATION</p>	<p>A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in the order of final scores regardless of dates. Eligibility expires 12 months after it is established. Candidates may submit application for retest 9 months after the last test date to reestablish eligibility. Applications from candidates who took the examination less than 6 months ago will be held over until the next announced cut-off date.</p>
<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 http://jobs.ca.gov/Job/VeteransInformation, and the Department of Veterans Affairs</p>

GENERAL INFORMATION

If a candidate's notice of QAP interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

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 California Department of Human Resources website at www.calhr.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov. A 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.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide 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 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.

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(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.

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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