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 date herein announced.

Candidates who are currently on the eligible list and whose eligibility expires in three months or less may apply to re-establish their eligibility.

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.)

CONTINUOUS FILING

The Department of Industrial Relations will accept applications for this classification continuously. Cut-off dates will be set by the Department from time to time and at any time as needs warrant, and will be announced herein when set. Applications submitted on or prior to the announced cut-off date will be processed for an examination. Applications submitted after the announced cut-off date will be held pending the next announced cut-off date.

CUT-OFF DATE

December 19, 2014

FILING INSTRUCTIONS

Please complete a Standard State Application Form (STD. 678) and submit the application by mail or in person to the following address:

By Mail:
Department of Industrial Relations
P.O. Box 420603, San Francisco CA 94142
Attention: Examination Unit

In Person:
Department of Industrial Relations
455 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102

The form can be downloaded from: http://jobs.ca.gov/pdf/std678.pdf. Please write the exam code 4IRST on your application.

No applications via email, fax, inter-office or inter-agency mail will be accepted.

Applications by mail must be POSTMARKED by the United States Postal Service no later than the announced cut-off date. Postmark by a leased meter will be deemed received on the date stamped by the HR Office. Applications with a postmarked or received date after the announced cut-off date...
**FILING INSTRUCTIONS (Continued)**

will be kept pending the next announced cut-off date.

In employment history of applications, applicants must provide details of duties, how performed, subject matters and counterparties where applicable, pay, start and end dates of positions, contacts, etc., among other information, to allow an objective evaluation by the Department.

Applications must also have an original signature. Unsigned or incomplete applications will not be accepted for the examination.

**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**

$5276-6601 per month

**LOCATIONS OF POSITIONS**

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

**POSITION DESCRIPTION**

This is the first working level for the Safety Engineer (General) series. An incumbent assists fully qualified journeypersons in the performance of their duties and, under supervision performs assigned professional engineering work of average difficulty including conducting routine compliance inspections; investigates accidents; prepares and disseminates information on safety principles, regulations, standards and methods; and prepares reports.

**SPECIAL PERSONAL CHARACTERISTICS**

Demonstrated interest in and aptitude for industrial 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.

**ADDITIONAL DESIRABLE QUALIFICATIONS**

In appraising the relative qualifications of candidates (during the hiring process only whereby a candidate has established his/her eligibility pursuant to the exam), consideration will be given to the extent and type of pertinent education and experience over and above that required under "Minimum Qualifications."

**MINIMUM QUALIFICATIONS**

<table>
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<th>Either I</th>
<th>OR II</th>
<th>OR III</th>
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<td>One year of experience performing the duties of a Junior Safety Engineer in the California state service.</td>
<td>Two years of experience as a Safety Technician II in the California state service.</td>
<td>Experience: Two years of experience in another State or Federal Occupational Safety and Health Program performing duties comparable to Assistant Safety Engineer, or</td>
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<td>And Two years of full-time experience directly related to safety enforcement in industrial or commercial plants and/or construction sites.</td>
<td>Education: Equivalent to graduation from college with a degree in engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</td>
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(Continued on next page)
## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the announced cut-off date.

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”, “II” or “III”. For example, candidates who possess 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.

## EXAMINATION INFORMATION

### TRAINING AND EXPERIENCE ASSESSMENT WEIGHTED –100%

This examination will consist of a Training and Experience Assessment weighted 100%. To obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the Assessment.

Applicants who meet the minimum qualifications will be provided via email/US Postal mail with a Training and Experience Assessment Questionnaire, which is designed to identify a range of information regarding each candidate’s knowledge, skills, abilities and experience to effectively perform the duties required in the classification.

Candidates must complete and return the questionnaire to a designated email address by the date specified in the notice in order to be rated. Candidates failing to return the questionnaire by the specified date shall be eliminated from the rating process.

**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 Industrial Safety;
2. Basic safety principles and practices;
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.

**B. Ability to:**

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;
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.

## ELIGIBLE LIST INFORMATION

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 examination 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.

(Continued on next page)
**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 [http://jobs.ca.gov/Job/VeteransInformation](http://jobs.ca.gov/Job/VeteransInformation), and the Department of Veterans Affairs
**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 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), which is available at [http://jobs.ca.gov/Job/VeteransInformation](http://jobs.ca.gov/Job/VeteransInformation), 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