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

This is a departmental examination for the Department of Industrial Relations. In order to participate in this examination, applicants must meet one of the following:

1. Have a permanent civil service appointment with the Department of Industrial Relations, excluding State Compensation Insurance Fund;
2. Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990;
3. Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
4. Be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991; AND

Meet the minimum qualifications as stated below as the Final Filing Date.

HOW TO APPLY

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 or http://web.dir.ca.gov/Informational/Intranet/forms/pdf/std678.pdf. Please write the exam code 5IR11 on your application.

Applications via email or fax will NOT be accepted.

FINAL FILING DATE

June 12, 2015

Applications by mail must be POSTMARKED by the United States Postal Service no later than the Final Filing Date. Postmark by a leased meter is considered received on the date stamped by the HR Office.

Applications postmarked or received after the Final Filing Date will not be accepted for any reason.

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.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<table>
<thead>
<tr>
<th><strong>SALARY RANGE</strong></th>
<th>$8122–10,166 per month</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POSITION DESCRIPTION</strong></td>
<td>This is the first full supervisory level for the Safety Engineer (Elevators) class series. In a specific geographic area, an incumbent plans, organizes, directs and supervises the work of a group of Safety Engineers (Elevators) and Technicians; conducts complex studies and analyses; initiates investigations into occupational safety and health complaints associated with elevators and other occupational safety and health-related disciplines, and accidents; reviews and makes recommendations on reports of the seriousness of violations found; coordinates with Division staff in comparison of safety standards; conducts committee meetings to revise or propose new safety orders within California Plan; develops programs for promotion of safety concepts; consults with labor, management and public groups, on the more complex and sensitive safety engineering problems and plans and implements seminars for industry and in-service training of staff. May participate as technical advisor to the Standards Board during public hearing.</td>
</tr>
<tr>
<td><strong>LOCATION OF POSITION</strong></td>
<td>Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health.</td>
</tr>
<tr>
<td><strong>ELIGIBLE LIST INFORMATION</strong></td>
<td>An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). 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.</td>
</tr>
<tr>
<td><strong>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</strong></td>
<td>NOTE: All applicants must meet the education and/or experience requirements for this examination by the Final Filing 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.</td>
</tr>
</tbody>
</table>
| **MINIMUM QUALIFICATIONS** | Either I
Two years of experience in the California State service performing the duties of an Associate Safety Engineer (Elevators).

Or II
**Experience:** Four years of experience as a Safety Engineer with responsibility for organizing and administering a comprehensive safety program, at least two years of which shall have been in elevator 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) |
| **EXAMINATION INFORMATION** | Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview (the Examination Interview). The Examination Interview will weigh 100% of the Examination. The Examination Interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

(Continued on next page)
## Scope of the Examination Interview:

### A. Knowledge of:

1. General engineering principles and methods as well as those specifically applicable to elevator safety engineering;
2. Principles and practices of safety engineering;
3. Operations, methods, equipment, and safety devices primarily applicable to the elevator industry;
4. Safety orders of the Division of Occupational Safety and Health applicable to the elevator discipline;
5. Applicable provisions of the Labor Code;
6. Accident prevention techniques;
7. Sources of information on accident prevention work;
8. Consultation techniques;
9. How to develop and present evidence in legal hearings;
10. Purposes, organization and activities of the Division of Occupational Safety and Health and the Cal/OSHA Consultation Service;
11. Labor laws and compensation laws as applied to the work of the Department of the division of Occupational Safety and Health;
12. Industrial health Hazards;
13. Principles of effective supervision and training;
14. Understanding of and effectiveness in carrying out State and departmental equal employment opportunity policies; AND
15. A Manager’s role in the Equal Employment Opportunity Program and the processes available to meet these objectives.

### 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 relating to 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; and
13. Conduct meetings and coordinate with other State and Federal agencies;
14. Direct the work of staff; and
15. Apply the policies of the Department of Industrial Relations and Divisions to which assigned.

### Veterans Preference

Veterans' preference credit will not be granted in this examination since it is not an open examination under the law.
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.

Interview Scope: As described in the Section covering Knowledge and Ability.

Veterans' Preference: Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who pass in an open exam. Candidates awarded Veterans’ Preference will be certified in Rank 1 of the eligibility list, regardless of scores. Employees who have achieved permanent State civil service status are not eligible to receive Veterans’ Preference. “Permanent State civil service status” means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. 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.

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