



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR



ASSOCIATE SAFETY ENGINEER
IF60 3929 8IRSE
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.

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| WHO SHOULD APPLY | Applicants who meet the minimum qualifications 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>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"> ▪ JULY 31, 2018 ▪ OCTOBER 31, 2018 <p>Please complete BOTH a Standard State Application Form (STD. 678) and the Training and Experience Evaluation and submit by mail, email, or in person to the following address:</p> <p>By Mail: (must be postmarked by the applicable cut-off date) Department of Industrial Relations P.O. Box 420603, San Francisco CA 94142 Attention: Examination Unit</p> <p>In Person: (must be submitted by the applicable cut-off date). Department of Industrial Relations 455 Golden Gate Avenue, 8th Floor San Francisco, CA 94102</p> <p>By e-mail: Jobs@dir.ca.gov (received by 11:59PM on the applicable cut-off date but will be accepted no later than 12:01AM)</p> <p>**Please refer to the Examination Information section on PAGE 4 for access to the Training and Experience Evaluation.</p> |

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| | <p>State Applications (Form 678) are available at the Department of Industrial Relations, Human Resources Office/Exam Unit, 455 Golden Gate Avenue, 8th Floor in San Francisco, CA 94102.</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 <u>write</u>:</p> <p>ASSOCIATE SAFETY ENGINEER – 8IRSE</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.</p> <p>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> |
| CUT-OFF DATES | <p>Applicants who meet the minimum qualifications by the cut-off dates listed below will be admitted into the examination.</p> <ul style="list-style-type: none"> ▪ JULY 31, 2018 ▪ OCTOBER 31, 2018 |
| SPECIAL TESTING ARRANGEMENTS | <p>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.</p> |

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| POSITION DESCRIPTION | An Associate Safety Engineer, without detailed supervision or review, conducts the most difficult construction, electrical and industrial worker safety inspection, surveys, and accident investigations; consults with employers, workers, representatives of labor organizations, employees of other government agencies, and members of the general public regarding occupational safety and health problems; conducts training and responds to complaints regarding hazards to worker safety and health; applies the provisions of the State's safety orders, applicable laws, and appropriate Department policies and recommends penalties or citations, and if appropriate, legal prosecution; prepares reports and correspondence; analyzes existing and proposed State regulations and policies on occupational safety and health associated with construction, electrical and industrial disciplines; makes presentations at hearings of Occupational Safety and Health Standards and Appeals Boards; may act in a lead capacity and assists in training other staff; and may be assigned special projects related to occupational safety and health in the construction, electrical and industrial disciplines. |
| SALARY RANGE | \$7,632.00 - \$9,547.00 |
| LOCATIONS OF POSITIONS | Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health. |
| 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 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" 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 QUALIFICATIONS | <p style="text-align: center;">Either I</p> <p>Two years of experience in California state service performing the duties of an Assistant Safety Engineer.</p> <p style="text-align: center;">Or II</p> <p>Experience: The equivalent of either:</p> <ol style="list-style-type: none"> 1. Two years of experience as a safety engineer or safety consultant in the construction, electrical, or industrial disciplines, conducting safety inspections to identify hazards to worker safety and advise on their abatement in industrial or commercial establishments, government facilities, or construction sites. <p>OR</p> <ol style="list-style-type: none"> 2. Three years of professional construction, electrical, or industrial engineering experience. <p>And (see education requirements on next page)</p> |

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| | <p>Education: Equivalent to graduation from college with specialization in engineering or in a field directly related to occupational safety and health. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination but they must meet the experience requirement before being eligible for appointment.)</p> |
| 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. |
| ELIGIBLE LIST INFORMATION | An open/non-promotional 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. |
| <p>EXAMINATION INFORMATION</p> <p>TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%</p> | <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 the questionnaire 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.</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 Questionnaire:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Purpose and functions of the various components of the Cal/OSHA program; 2. Principles, practices, and methods of construction, electrical, and industrial engineering, including those specifically applicable to safety engineering; 3. Operations, methods, equipment, and safety devices used in the State's work places and occupational safety and health hazards associated with construction, electrical, and industrial disciplines; 4. The Associate Safety Engineer State's safety orders covering construction, electrical, and industrial safety; 5. Applicable provisions of the Labor Code; 6. Policies and procedures relating to the operations of the |

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| | <p>Cal/OSHA program;</p> <ol style="list-style-type: none"> 7. Methods and techniques used in safety inspections, accident prevention, consultation, training, and technical report writing associated with the construction, electrical, and industrial disciplines; 8. Methods of developing and presenting evidence in administrative and formal legal hearings. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Conduct safety inspections and accident investigations disciplines, including the most difficult and complex, in work places throughout the State; 2. Gather and effectively analyze information; 3. Detect occupational safety and health hazards and unsafe working conditions and practices in the construction, electrical, and industrial disciplines; 4. Interpret and apply the State's safety orders, applicable provisions of the Labor Code, and the policies of the Cal/OSHA program as associated with the construction, electrical, and industrial disciplines; 5. Develop and maintain effective working relationships with employers, workers, labor organizations, the general public, and others encountered in the work; 6. Analyze situations accurately and take effective action; 7. Communicate effectively, both orally and in writing; 8. Address groups and conduct seminars and workshops on construction, electrical, and industrial worker safety; 9. Prepare technical reports and correspondence; 10. Act in a lead capacity and assist in training staff in occupational safety and health work in Cal/OSHA program functions and activities associated with the construction, electrical, and industrial disciplines; 11. Develop and present evidence, and represent the Division of Occupational Safety and Health or other components of the Cal/OSHA program in administrative and formal legal hearings related to the construction, electrical, and industrial disciplines; |
| <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 https://jobs.ca.gov/CalHRPublic/Landing/Veterans.aspx 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 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.

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 <https://www.calcareers.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx> 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