



COUNTY OF LOS ANGELES
INTERNAL SERVICES DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY INFORMATION AND SUPERSEDES BULLETIN NO. 300-0507 POSTED ON JANUARY 29, 2007 WITH AN ORIGINAL FILING DATE OF SEPTEMBER 26, 2006. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING.

Bulletin No. 300-3007

Posting Date: April 16, 2007

JOB TITLE	<u>SAFETY INSPECTOR</u>
EXAM NUMBER	W3034C
FILING DATES	September 26, 2006 until needs are met
SALARY	\$4,167.45 - \$5,177.82 MONTHLY
POSITION INFORMATION	<p>Performs a full-range of safety inspections and accident investigations as part of a departmental safety and illness/injury prevention program. Positions allocable to this class typically report to a Safety Officer and serve as technical occupational and environmental safety specialists. These positions are distinguished from the lower level class of Safety Assistant by their responsibility for conducting the more complex safety engineering inspections to identify hazards and to ensure that the department's safety programs conform to established regulations. Incumbents are required to have an in-depth knowledge of departmental safety practices and Federal, State, and local regulations related to specific worker safety and workers compensation programs. These programs include such areas as occupational safety, industrial hygiene, hazard recognition, environmental consultation, asbestos, hazardous materials management, safety auditing, and inspection of operations for hazardous conditions. Incumbents must also have the ability to communicate effectively in writing, possess good oral presentation skills, and have the ability to provide technical direction to Safety Assistants and other less experienced staff.</p>
ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none">• Participates in conducting ergonomic office evaluations and field inspections to ensure compliance with CAL/OSHA standards such as confined space, respiratory protection, and asbestos.• Conducts field inspections which may result in potential exposure to hazardous substances, such as asbestos or lead, requiring the use of a respirator or other personal protection devices.• Conducts and supervises work site and field monitoring inspections using air, sound, and other personal monitoring devices.• Develops and coordinates training sessions in respiratory protection, hearing conservation, ergonomics, asbestos, confined space, hazard communication, and other departmental safety training programs.• Develops safety policies and procedures and prepares or revises safety manuals.• Participates in various departmental, County, safety, or accident review committees; investigates serious accidents, inspects equipment involved, interviews witnesses, and reports findings to superiors and County Counsel,

Internal Services Department: Address: 1100 N. Eastern Avenue, Los Angeles, CA 90063
24-Hour Job Line: (800)970-LIST; TTY Phone: (213) 974-0911

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION
REQUIREMENTS**

as necessary.

- Represents the Department at meetings conducted by the County and other agencies including California Occupational Safety and Health Administration (CAL OSHA).
- Utilizes personal computer to maintain statistical records, writes reports, and prepares correspondence.

*Graduation from an accredited college with a specialization in Safety, Safety Engineering, Environmental Health and Safety or Industrial Hygiene- and- one year of experience at the level of Safety Assistant in the areas of Occupational Safety or Industrial Hygiene.

Physical Class: 3 - Moderate:

Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: * In order to receive credit for any type of college, you must include a photocopy of the official transcript with the degree posted from the college or university which conferred the qualifying degree and it must be attached to the application at the time of filing.

Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

Appointee may be required to work any shift, including nights, weekends and holidays. Also, appointee may be required to work overtime.

**DESIRABLE
QUALIFICATIONS**

- Experience in evaluating employee exposure to environmental contaminants and safety hazards and making appropriate recommendations for control and elimination.
- Knowledge and experience with various safety policies and standards (e.g., CAL/OSHA Safety Orders, ACGIH Threshold Limit Values, and related standards.)
- Knowledge and skills in conducting and coordinating occupational safety training programs.
- Experience in researching and developing Risk Management/Occupational Safety policies, procedures, and technical standards.

**SPECIAL
INFORMATION**

Shift: Any Shift

A thorough background investigation (including fingerprint search) will be required of candidates. Candidates who are found unsuitable for employment as a SAFETY INSPECTOR will be removed from the certification list pursuant to Civil Service Rule 6.04.

DISQUALIFYING FACTORS, INCLUDE BUT ARE NOT LIMITED TO:

- Felony convictions
- Certain job-related misdemeanor convictions
- Certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence)
- Illegal use of certain controlled substances
- Poor employment history

**VACANCY
INFORMATION**

The current vacancy is located in the Human Resources Administration Division within the Administrative and Finance Service, located at 1100 N. Eastern Avenue, Los Angeles, California. This facility operates on a 4/40-work schedule (ten hours per day, four days per week.)

**EXAMINATION
CONTENT**

The examination will consist of an interview, which will evaluate your knowledge and experience, customer service and interpersonal skills, teamwork ability, personal fitness and general ability to perform the duties of the position weighted at 100%.

You must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible register.

**ELIGIBILITY
INFORMATION**

Candidates who successfully pass the examination will be placed on the Eligible Register for a period of twelve (12) months. Passing this examination and being placed on the Eligible Register do not guarantee an offer of employment.

No person may compete for this examination more than once every six (6) months.

*** * * * IMPORTANT INFORMATION * * * ***

**APPLICATION
INFORMATION**

All applicants for the SAFETY INSPECTOR examination are required to submit a County Employment Application with original signatures and dates. Although a resume may be attached, it will not be accepted as a substitute for the County application. County Employment Applications are available at the address listed below on this bulletin or may be downloaded from the ISD HR website at <http://isdjobs.co.la.ca.us/joblistings/examApplicationInstructions.cfm?id=w3034c> or the Department of Human Resources website at <http://dhr.mylacounty.info>. Applications are only accepted Monday through Thursday, from 7:00 am to 5:30 pm, at the address listed below on this bulletin. This office is closed on Fridays. Applications received after the close of the Filing Date cannot be accepted.

The acceptance of your application depends on whether you clearly show that you meet the Selection Requirements. COMPLETELY AND CORRECTLY FILL OUT EVERY PORTION OF YOUR APPLICATION TO RECEIVE CREDIT FOR ALL RELEVANT EXPERIENCE, EDUCATION, OR TRAINING. FULLY ADDRESS ANY DESIRABLE QUALIFICATIONS THAT YOU MEET, IF APPLICABLE. If additional space is needed to list job experience, you may attach additional sheets to your application. These sheets must be in the same format as shown on the job application, "Work Experience" section (payroll title, salary, employer, dates, etc.).

INCOMPLETE OR INACCURATE APPLICATIONS MAY BE REJECTED AT ANY STAGE OF THE SELECTION PROCESS.

All requested, and/or required documentation (licenses or certifications, official transcripts, etc.) will be required at the time of filing, unless otherwise specified.

ALL INFORMATION IS SUBJECT TO VERIFICATION.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Human Resources Division/Recruitment and Selection
1100 N. Eastern Avenue, Trailer Annex
Los Angeles, CA 90063
(888) 283-6555

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 267-2432.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 267-2432. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 974-0911 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.