



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 690-08-093

Posting Date: January 05, 2009

JOB TITLE	<u>SAFETY OFFICER II</u>
EXAM NUMBER	C3039F
FILING DATES	January 06, 2009 until needs are met
SALARY	\$5,014.18 · \$6,576.09 MONTHLY
ESSENTIAL JOB FUNCTIONS	A Safety Officer II is responsible for performing a combination of the following essential functions. develops and revises safety policies, procedures, and training programs; researches and sets standards for use of safety equipment; supervises and conducts safety audits; oversees investigation and preparation of injury reports; coordinates industrial/occupational and automotive safety training; represents the Department at CAL/OSHA and other meetings; prepares, coordinates, conducts and supervises safety training; conducts and supervises field monitoring and inspections; conducts or supervises air monitoring and sound monitoring for employees; develops and implements new Health and Safety programs, travels to remote work sites for industrial safety inspections; investigates and reviews industrial injuries and develops recommendations for their prevention, as requested; performs analysis of legislation pertaining to industrial health and safety; supervises subordinate safety and clerical staff; and uses appropriate personal protection devices in the course of duty, as needed
SELECTION REQUIREMENTS	Bachelor of Science in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene or a closely related field from an accredited* university or college -AND- three years of professional level experience in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene or a closely related field at the level of County of Los Angeles class of Safety Assistant** or higher A Master's degree from an accredited* university or college in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene, or a closely related field may be substituted for one year of the required experience. 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: *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 <u>American Universities and Colleges and International Handbook of Universities</u> 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** or **Association of International Credential Evaluators, Inc. (AICE)**.

APPLICANTS MUST ATTACH COPIES OF TRANSCRIPTS OR DIPLOMA TO THE APPLICATION AT TIME OF FILING. Unofficial transcripts are acceptable; however an official copy of transcripts or diploma will be required at the time of appointment. Applications submitted without required documentation will be rejected as incomplete.

****Safety Assistant is defined as: assists in planning, conducting, coordinating, evaluating and maintaining a comprehensive occupational, environmental, and automotive safety program in a large department.**

**SPECIAL
INFORMATION**

Shift: Any Shift

**VACANCY
INFORMATION**

The resulting eligible register for this examination will be used to fill vacancies in the Department of Public Works, Human Resources Division, Employee Health and Safety Section

**EXAMINATION
CONTENT**

This examination will consist of an interview weighted 100% covering education, experience, personal fitness, and general ability to perform the duties of the position. Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register

**ELIGIBILITY
INFORMATION**

The names of eligible candidates receiving a passing grade in the examination will be added to the eligible register and will appear in the order of their score group for a period of twelve (12) months following the date of eligibility **NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.**

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

**APPLICATION
INFORMATION**

All applicants are required to submit a Standard County of Los Angeles Employment Application. You have the option of filing your application either by Hard Copy submission - OR - Online (via electronic submission). **Please select only one method to file your application.**

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advanced notice.

Instructions for Filing Online: A Standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically beginning Tuesday, January 6, 2009. Applications electronically received after 5.30 p.m.. PST on the last day of filing will not be accepted. **To apply online, click on the link below the filing address.**

Applicants, who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (626) 979-5440 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment Application for this position **MUST** be submitted **ONLY** at the Department of Public Works, Human Resources Division, located at 900 South Fremont Avenue, Lobby Floor Alhambra, CA 91803-1331, Monday through Thursday **ONLY**, between 7:00 a.m. and 5.30 p.m., beginning Tuesday, January 6, 2009. Application not submitted to the Department of Public Works will not be

accepted. Please note this office is closed on Friday

Facsimilies of the employment application to the Human Resources office will not be accepted. For additional information call the Human Resources office at (626) 458-2141 Standard County of Los Angeles Employment Application are available at the Department of Public Works address listed above or can be found at

<http://easier.co.la.ca.us/JobInfo/empapp.pdf>

Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification.

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

DEPARTMENT OF PUBLIC WORKS
HUMAN RESOURCES DIVISION
900 South Fremont Avenue, Lobby Floor
Alhambra, CA 91803-1331
(626) 458-3926

On-Line Filing: To file On-Line,

https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1619

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 (626) 458-2136.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (626) 458-2136. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (626) 282-7829. 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.

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