



Assistant Industrial Hygienist Recruitment #093499-00103855-9IR36M

Department(s):	Dept of Industrial Relations
Opening Date:	11/12/2009 9:30:00 AM
Closing Date:	Continuous
Cut-off Date:	12/14/2009
Type of Recruitment:	Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$4,103.00 to \$5,443.00
Employment Type:	Permanent Full-time Limited Term Full-time
Exam Type:	State-wide

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INTRODUCTION

Applications must be submitted via the U.S. Postal Service or hand delivered to the Department of Industrial Relations. Applications will not be accepted via email or fax.

For a copy of the Standard State Application (STD 678), click on the following link:
<http://spb.ca.gov/WorkArea/showcontent.aspx?id=1814> .

Submit Standard State Application to the following address:
Department of Industrial Relations
455 Golden Gate Ave., 8th floor
San Francisco, CA 94102

or by mail:
Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142

Applications must be POSTMARKED no later than Decemer 14, 2009, the final file date.

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

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?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement. The cutoff date for submitting applications for this examination administration is December 14, 2009.

FILING INSTRUCTIONS

Final File Date: 12/14/09

Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will be filed for the next administration of this examination.

Where to Apply:

**Department of Industrial Relations
455 Golden Gate Ave., 8th floor
San Francisco, CA 91402
Attention: Examination Unit**

**or by mail at:
Department of Industrial Relations
P.O. Box 420603
San Francisco, CA**

Attention: Examination Unit

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box in Part 2 on the 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.

SALARY INFORMATION

Monthly Salary Range: \$4103.00 - \$5443.00

POSITION STATEMENT

Positions are located statewide with the Department of Industrial Relations, Division of

Occupational Safety and Health.

ELIGIBLE LIST INFORMATION

An eligible list will be established for the Department of Industrial Relations. The names of successful candidates will be merged onto the list in order of final scores regardless of dates. Eligibility expires 12 months after it is established. Candidates may retest to re-establish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and experience requirements as stated on this examination announcement by December 14, 2009, 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" 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 required.

MINIMUM QUALIFICATIONS

ASSISTANT INDUSTRIAL HYGIENIST

EITHER I

Experience: One year of experience in the California state service performing the duties of a Junior Industrial Hygienist.

OR II

Experience: Two years of professional or technical experience in identifying, evaluating, and controlling health hazards in work places, and developing, evaluating, and implementing occupational health standards. This experience shall include at least one year in a position comparable in level, responsibility, and duties to that of a Junior Industrial Hygienist in the California state service. (A Master's Degree in Chemistry, Engineering, Environmental Health, Industrial Hygiene, Public Health, or a closely related curriculum may be substituted for one year of the required general experience.) **And**

Education: Equivalent to graduation from college with major work in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational health and safety. (Additional qualifying experience may be substituted for the required education on a year- for-year basis.) A Master's Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master's degree program including planned work experiences, may be substituted for the two years of required general experience.

POSITION DESCRIPTION

This is the first working professional level. Under direction, an incumbent performs industrial hygiene work of average difficulty; makes preliminary surveys and inspections of occupational

environments; conducts studies of potential health hazards of specific substances or in specific industries or processes; prepares reports of findings and makes recommendations for the elimination or control of hazardous conditions; assists in the design, construction and use of special field apparatus; collects statistics and information from industrial establishments; gives information on the control of industrial health hazards; interprets standards; dictates correspondence and prepares reports; and does other related work.

EXAMINATION INFORMATION

Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview.

The interview will be weighted 100% and 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.

SCOPE OF EXAMINATION

The emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's knowledge and abilities as detailed in the following section.

KNOWLEDGE AND ABILITIES

ASSISTANT INDUSTRIAL HYGIENIST

Knowledge of: Basic principles of industrial hygiene, environmental health, and State and Federal laws, rules, and regulations on the health of industrial workers. Public health and industrial hygiene principles and practices; one or more phases of biological, chemical, engineering, or toxicological factors, effects, and control measures; apparatus used to monitor and/or collect samples for analysis; methods, techniques, and practices used in determining and eliminating health hazards in industry.

Ability to: Analyze situations accurately, derive recommendations, and take effective action; establish and maintain cooperative relations with those contacted in the course of the work; communicate effectively; prepare clear and concise reports. Collect and evaluate plant findings and make recommendations for the elimination or control of hazardous conditions; function as a specialist in one or more phases of biological, chemical, engineering, or toxicological factor, and effects and control measures; interpret and apply industrial hygiene standards.

VETERANS PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

CAREER CREDITS

Career Credits will be added to the final score of competitors who are successful in this

examination who qualify for the credits.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **The Department of Industrial Relations** three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may 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 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 testing 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 laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

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.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional

entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open (only) entrance examinations, Veterans' Preference Points are** granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance examinations, Veterans' Preference Points are** granted as follows: 5 points for veterans and 10 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. 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. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, 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 requirement 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 24 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. Such examinations cannot be for managerial positions described in Government Code Section 3513. 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 service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Department of Industrial Relations

P.O. Box 420603

San Francisco, CA 94142

or

455 Golden Gate Ave., 8th floor

San Francisco, CA 94102

1-800-564-0771

TTY 1-800-735-2929