



ASSISTANT SAFETY ENGINEER Recruitment #103499-00103899-0IR07M

Department(s):	Dept of Industrial Relations
Opening Date:	3/4/2010 10:45:00 AM
Closing Date:	Continuous
Type of Recruitment:	Departmental Open, NonPromotional
Salary:	MONTHLY-RANGED-SALARY - \$5,276.00 to \$6,409.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

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INTRODUCTION

Applications for Assistant Safety Engineer are being accepted on a continuous basis.

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 and/ 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> .

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 nine (9) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

The Department of Industrial Relations will accept applications continuously and will notify and test applicants as the needs warrant. Testing is considered continuous as closing dates can be set at any time. Applications received after the closing dates will be held for the next examination.

Submit Standard State Applications to the following address:

FILE BY MAIL:

Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142
Attention: Exam Unit

FILE IN PERSON:

455 Golden Gate Ave., 8th floor
San Francisco, CA 94102

Attention: Exam Unit

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box 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

Salary: \$5276 - \$6409 per month

Special Note: Salaries will be adjusted accordingly to comply with the provisions of the current Furlough Program.

POSITION STATEMENT

Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health.

ELIGIBLE LIST INFORMATION

A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in order of final scores regardless of date. Eligibility expires 12 months after it is established; however, candidates may retest in nine (9) months to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

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

ASSISTANT SAFETY ENGINEER

EITHER I

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

OR II

Experience: Two years of experience as a Safety Technician II in the California state service.

OR III

Experience: Two years of experience in another State or Federal Occupational Safety and Health Program performing duties comparable to Assistant Safety Engineer. or

Experience: Two years of full-time experience directly related to safety enforcement in industrial or commercial plants and/or construction sites. and

Education: Equivalent to graduation from college with a degree in engineering. (Additional qualifying experience may be substituted for the required education one a year-for-year basis.)

POSITION DESCRIPTION

This is the first working level for the Safety Engineer (General) series. An Incumbent assists fully qualified journeymen in the performance of their duties and, under supervision, perform assigned professional engineering work of average difficulty including conducting routine compliance inspections; investigates accidents; prepares and disseminates information on safety principles, regulations, standards, and methods; and prepares reports.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal panel interview weighted 100%. The 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.

SCOPE OF EXAMINATION

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

KNOWLEDGE AND ABILITIES

ASSISTANT SAFETY ENGINEER

Knowledge of: Functions, goals, and objectives of the CAL/OSHA Program and the Division of Industrial Safety; basic safety principles and practices; basic principles of safety engineering, industrial hygiene, or environmental or occupational health; practical application of such principles to the health and safety of industrial workers; report writing; Safety Orders of the Division of Industrial Safety and applicable provisions of the Labor Code; techniques of making field inspections and conducting investigations.

Ability to: Objectively interpret and apply rules and regulations; gather and analyze data; establish and maintain effective relationships with those contacted in the course of the work; learn safety engineering principles and effectively apply such knowledge; prepare clear and concise reports; analyze situations accurately and adopt an effective course of action; learn rapidly; make field inspections and conduct investigations; detect unsafe conditions and practices; interpret and apply Safety Orders of the Division of Industrial Safety and applicable provisions of the Labor Code.

VETERANS PREFERENCE

Veterans' Preference credits will NOT be granted in this examination since it does not qualify as an entrance examination under the law.

DISTINGUISHING CHARACTERISTICS

Demonstrated interest in and aptitude for industry safety work; willingness to accept increased responsibility; willingness to travel throughout an assigned area of the State; possession of, or ability to immediately obtain, a valid motor vehicle license.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education and experience over and above that required under "Minimum Qualifications."

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 with a written feature, it is the candidate's responsibility to contact **Department of Industrial Relations** three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact **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 Department of Industrial Relations 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.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete

under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov .

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
(800) 564-0771, TTY (800) 735-2929