



## ASSISTANT INDUSTRIAL HYGIENIST Recruitment #103499-00103855-0IR04M

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 - \$4,103.00 to \$5,443.00
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 Industrial Hygienist 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 Application 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: \$4103 - \$5443 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 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 in this class 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

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 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; basic concepts of apparatus used to monitor and/or collect samples of substances for analysis; 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 this examination since it does not qualify as an entrance examination under the law.

## 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](http://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](http://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