



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



Bulletin No. 690-10-062

Posting Date: January 10, 2011

JOB TITLE	<u>SAFETY ASSISTANT</u>
EXAM NUMBER	C3033M
FILING DATES	January 11, 2011 until needs are met
SALARY	\$3,760.82 - \$4,667.64 MONTHLY
ESSENTIAL JOB FUNCTIONS	<p>A Safety Assistant is responsible for the following essential job functions: assists in developing safety directives and instructions; assists field supervisors in developing safe work; assists supervisors in making recommendations for correction of unsafe work conditions or practices; conducts field inspections to be sure safe work practices are followed, monitor the safe condition of equipment and correct the use of personal protective equipment; 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 protective devices; investigates and prepares reports on industrial and automotive accidents and makes recommendations for their prevention; assists in conducting and coordinating safety training programs as necessary to protect employee health and safety; assists in all aspects of planning and implementation of the Departmental Illness and Injury Prevention Program; and uses computerized systems to assist in maintaining statistical records, writing reports and preparing correspondence.</p>
SELECTION REQUIREMENTS	<p>Bachelor's degree from an accredited* college or university with a specialization in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene, or a closely related field.</p> <p>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.</p> <p>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.</p> <p>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</u> and <u>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 <u>The National Association of Credential Evaluation Services</u> or <u>Association of International Credential Evaluation, Inc. (AICE)</u>.</p>

Department of Public Works: Address: 900 S. Fremont Ave., Alhambra, CA 91803
24-Hour Job Line: (800)970-LIST; TTY Phone: (626) 282-7829

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

APPLICANTS MUST ATTACH A LEGIBLE COPY OF THE DIPLOMA OR OFFICIAL TRANSCRIPTS WHICH SHOWS THE AREA OF SPECIALIZATION TO THE APPLICATION AT TIME OF FILING. Applications submitted without required documentation will be rejected as incomplete.

DESIRABLE QUALIFICATIONS

- Demonstrated knowledge of the American Conference of Industrial Hygienists Threshold Limit Values, and related standards
- Demonstrated knowledge, skills, and ability to research and develop Risk Management/Occupational Safety policies, procedures, and technical issue
- Demonstrated ability to develop and give effective safety-related presentations to large groups of employees
- Professional certifications such as Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Cal/OSHA Asbestos Certifications (CAC, SST), California Department of Public Health Lead Certifications

SPECIAL INFORMATION

Shift: Any Shift
FINGERPRINTING AND SECURITY CLEARANCE: Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may 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 and/or poor employment history.

VACANCY INFORMATION

The resulting eligible register for this examination will be used to fill vacancies in the Department of Public Works, Human Resources Division.

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 on the examination in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. **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: The Standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically beginning Tuesday, January 11, 2011. 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:**

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=2080BR

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 11, 2011. Applications not submitted to the Department of Public Works will not be accepted. Please note this office is closed on Fridays.

Facsimiles 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 Applications 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>

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. 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

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.

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.

**DISABILITY
ACCOMMODATIONS**

**AN EQUAL
OPPORTUNITY
EMPLOYER**

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.