



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



Bulletin No. 690-10-063

Posting Date: January 10, 2011

JOB TITLE	<u>SAFETY INSPECTOR</u>
EXAM NUMBER	C30340
FILING DATES	January 11, 2011 until needs are met
SALARY	\$4,421.18 - \$5,492.64 MONTHLY
ESSENTIAL JOB FUNCTIONS	<p>A Safety Inspector has a departmental wide responsibility for performing the following essential job functions: conducts a full range of field inspections to ensure compliance with Cal/OSHA standards such as confined space, respiratory protection, asbestos and lead; conducts field inspections to identify potential exposure to hazardous substances such as asbestos or lead requiring the use of a respirator or other personal protection devices; conducts and supervises work site and field monitoring inspections using air, sound, and other personal monitoring devices; researches and advises supervisors and managers on correct application of regulatory requirements such as respiratory protection, hearing conservation, ergonomics, asbestos, confined space, hazard communication, and other departmental safety programs; develops safety policies and procedures and prepares and revises safety manuals; participates in various departmental, County accident review or safety committees; investigates serious accidents, inspects equipment involved, interviews witnesses, and reports findings to superiors and County Counsel, as necessary; represents the Department at meetings conducted by the County and other agencies including California Department of Occupational Safety Health (Cal/OSHA); and uses computerized systems to maintain statistical records, write reports, and prepare 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 -AND- one year of experience at the level of County of Los Angeles Safety Assistant** in the areas of Occupational Safety, Industrial Hygiene or a closely related field. A Master's Degree from an accredited college in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene may be substituted for one year of the required experience.</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: <u>APPLICANTS MUST ATTACH A LEGIBLE COPY OF THE DIPLOMA OR OFFICIAL TRANSCRIPTS WHICH SHOWS THE AREA OF SPECIALIZATION TO THE APPLICATION AT THE TIME OF FILING.</u> Applications</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

submitted without required documentation will be rejected as incomplete.

*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 **American Universities and Colleges** and **International Handbook of Universities** 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)**.

**Experience at the level of Safety Assistant in the County of Los Angeles is defined as assisting in planning, conducting, coordinating, evaluating and maintaining a comprehensive occupational, environmental, and automotive safety program in a large department.

**DESIRABLE
QUALIFICATIONS**

- Demonstrated knowledge of the American Conference of Industrial Hygienists (ACGIH) Threshold Limit Values, and related standards

- Demonstrated knowledge, skills and abilities to research and develop Risk Management/Occupational Safety policies, procedures, and technical issues

- Demonstrated ability to develop and give effective safety-related presentations to large groups of employees

- Certified Asbestos Consultant (CAC) and California Department of Health Services (DHS) Lead Risk Assessor/Inspector, Project Monitor certifications are highly desirable

**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 list 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 score 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=2079BR

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/JobsInfo/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

**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.