The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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 | Applicants who meet the minimum qualifications as of the Final Filing Date as announced hereunder. |
| FINAL FILING DATE | April 15, 2016 |
| FILING INSTRUCTIONS | Please complete a Standard State Application Form (STD. 678) and submit the application by mail or in person to the following address: |

**By Mail:**
Department of Industrial Relations  
P.O. Box 420603, San Francisco CA 94142  
Attention: Examination Unit

**In Person:**
Department of Industrial Relations  
455 Golden Gate Avenue, 8th Floor  
San Francisco, CA 94102

The form can be downloaded from: [http://jobs.ca.gov/pdf/std678.pdf](http://jobs.ca.gov/pdf/std678.pdf). Please write the exam code and the classification title on your application.

No applications via email or fax mail will be accepted.

Applications by mail must be POSTMARKED by the United States Postal Service no later than the Final Filing Date. Postmark by a leased meter will be deemed received on the date stamped by the HR Office. Applications with a postmarked or received date after the Final Filing Date will not be accepted.

In employment history of applications, applicants must provide details of duties, how performed, subject matters and counterparties where applicable, pay, start and end dates of positions, contacts, etc. among other information, to allow an objective evaluation by the Department.

Applications must also have an original signature. Unsigned or incomplete applications will not be accepted for the examination.

| SPECIAL TESTING ARRANGEMENTS | If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination 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. |
| POSITION DESCRIPTION | This is the trainee level. Under close supervision of other professional staff, an incumbent performs the less complex industrial hygiene field work; assists higher level professional staff in conducting preliminary surveys and inspections |

(Continued on next page)
of occupational environments, and in the studies of potential health hazards of specific substances or in specific industries or processes; prepares reports of findings and makes recommendations for the control of hazardous conditions for review by other industrial hygiene personnel; assists in the construction and use of special field apparatus for monitoring or collecting samples; collects morbidity statistics from industrial establishments; prepare correspondence; and does other related work.

**SALARY RANGE**

$3,608-$4,697

**LOCATIONS OF POSITIONS**

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

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements for this examination by 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 requirement.

**MINIMUM QUALIFICATIONS**

**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.

**Note:** Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered for appointment.

**EXAMINATION INFORMATION**

**QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%**

Applicants who meet the minimum qualifications will be scheduled for a Qualifications Appraisal Panel Interview.

The qualifications appraisal interview will weigh 100% of the examination 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 the Examination:**

A. Knowledge of:
   1. Basic principles of industrial hygiene, environmental health, and State and Federal laws, rules, and regulations on the health of industrial workers
   2. Basic concepts of apparatus used to monitor and/or collect samples of substances for analysis

B. Ability to:
   1. Analyze situations accurately, derive recommendations, and take effective action
   2. Establish and maintain cooperative relations with those contacted in the course of the work
   3. Communicate effectively
   4. Prepare clear and concise reports
<table>
<thead>
<tr>
<th><strong>ELIGIBLE LIST INFORMATION</strong></th>
<th>A list of eligible candidates will be established for the Department of Industrial Relations. Eligibility expires 12 months after it is established. A candidate may only be tested once in every 12 months.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VETERANS' PREFERENCE</strong></td>
<td>Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:</td>
</tr>
<tr>
<td></td>
<td>(1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference, (2) An entrance examination is defined, under the law, as any open competitive examination. AND (3) Veterans' Preference is not granted once a person achieves permanent civil service status.</td>
</tr>
<tr>
<td></td>
<td>Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <a href="http://jobs.ca.gov/Job/VeteransInformation">http://jobs.ca.gov/Job/VeteransInformation</a>, and the Department of Veterans Affairs.</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

If a candidate's notice of QAP interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Application Forms are available at The California Department of Human Resources office, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the California Department of Human Resources website at www.calhr.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov. A link to the website(s) for downloading the form is also provided in this bulletin viewed on the internet.

If you meet the requirements stated on the reverse, you may submit your application to 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 described on the other side of this bulletin 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 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 law and rules and all competitors will be notified.

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. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 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 in this bulletin.

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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

(1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. (2) An entrance examination is defined, under the law, as any open competitive examination. AND (3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at http://jobs.ca.gov/Job/VeteransInformation, and the Department of Veterans Affairs.

Career Credits: In an open, non-promotional examination, 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 requirements 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 18 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. 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 civil service status in the appropriate section of the application Form 678.

For Inquiries: Call the Department of Industrial Relations at 1-800-564-0771
1-800-735-2929 - California Relay System Telephone number for the deaf and hearing impaired, or
Write to jobs@dir.ca.gov