



ASSISTANT SAFETY ENGINEER

Exam Code: 0PBES

Department: Department of Industrial Relations

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Assistant Safety Engineer - \$7,071.00 - \$8,848.00 per month.

View [the Assistant Safety Engineer classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

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

Assistant Safety Engineer

This is the first working level. Incumbents assist fully qualified journeypersons in the performance of their duties and, under supervision, perform assigned professional engineering work of average difficulty including conducting routine compliance inspections; investigating accidents; preparing and disseminating information on safety principles, regulations, standards, and methods; and preparing reports.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Functions, goals, and objectives of the CAL/OSHA Program and the Division of Industrial Safety.
2. Basic safety principles and practices.
3. Basic principles of safety engineering, industrial hygiene, or environmental or occupational health.
4. Practical application of such principles to the health and safety of industrial workers.
5. Report writing.
6. Safety Orders of the Divisions of Industrial Safety and applicable provisions of the Labor Code.
7. Techniques of making field inspections and conducting investigations.

Ability to:

1. Objectively interpret and apply rules and regulations.
2. Gather and analyze data.
3. Establish and maintain effective relationships with those contacted in the course of the work.
4. Learn safety engineering principles and effectively apply such knowledge.
5. Prepare clear and concise reports.
6. Analyze situations accurately and adopt an effective course of action.
7. Learn rapidly.
8. Make field inspections and conduct investigations.
9. Detect unsafe conditions and practices.
10. Interpret and apply Safety Orders of the Division of Industrial Safety and applicable provisions of the Labor Code.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Assistant Safety Engineer** classification will be established for:

Department of Industrial Relations

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

EXAMINATION INFORMATION

[Preview of the Assistant Safety Engineer Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Note: Please be aware that each page of the examination times out at 20 minutes.

It is recommended to preview the examination by clicking the link under "Examination Information" and prepare your responses into a word processing document which you can later copy and paste into the examination.

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

Take [the Assistant Safety Engineer examination](#).

TESTING DEPARTMENTS

Department of Industrial Relations

CONTACT INFORMATION

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Bulletin Date: 11/14/2023

Attn: Examination Services

1515 S Street

Sacramento, CA 95811

Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of Industrial Relations

Human Resources – Examination Unit

1515 Clay St., Suite 409

Oakland, CA 94612

Email: jobs@dir.ca.gov

Phone: 1-800-564-0771

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not

assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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) servicewide 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.