



**ASSOCIATE SAFETY ENGINEER  
(OPEN NON-PROMOTIONAL)**  
**9399-3929-30544KP**

**Department:** State Compensation Insurance Fund

**Opening Date:** 01/01/2017

**Closing Date:** Continuous

**Type of Recruitment:** Open Non-Promotional

**Monthly Salary Range:** \$7,632.00 - \$9,547.00

**Employment Type:**  
Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-Time  
Limited Term Intermittent

**Exam Type:** Statewide

## INTRODUCTION

This is an Open Non-Promotional statewide examination for the State Compensation Insurance Fund which received approval from the Department of Industrial Relations (DIR) and the California Department of Human Resources to utilize this DIR specific classification.

## EEO

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.

## DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any candidate 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 twelve (12) months.

## FILING INSTRUCTIONS

**FINAL FILING DATE:** Continuous

**Where to Apply:** A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at <https://www.statefundca.com/careers/CurrentExams>.

You must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

Once you have completed and submitted a State Fund Jobs Online exam application (And **upload the required educational documentation**), you will receive an e-mail containing your confirmation number. You will then need your confirmation number in order to complete and submit the T&E Examination. At the bottom of this exam bulletin is the T&E Examination link.

**FAXED, E-MAILED, OR HARD COPY STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED.**

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark "yes" on Question #2 on the Standard State Application (STD 678) form. You will be contacted to make specific arrangements.

## ELIGIBLE LIST INFORMATION

An OPEN NON-PROMOTIONAL, MERGED eligible list will be established for State Compensation Insurance Fund. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of the test date. **Candidate's eligibility expires twelve (12) months after it is established.** Candidates must then retake the exam to reestablish eligibility.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All candidates must meet the education and/or experience requirements as stated in this examination announcement as of the date the exam is taken. **Educational documentation must be attached when submitting the State Fund Jobs Online exam application.**

## MINIMUM QUALIFICATIONS

### Either I

Two years of experience in California state service performing the duties of an Assistant Safety Engineer.

### Or II

**Experience:** The equivalent of either:

1. Two years of experience as a safety engineer or safety consultant in the construction, electrical, or industrial disciplines, conducting safety inspections to identify hazards to worker safety and advise on their abatement in industrial or commercial establishments, government facilities, or construction sites. or
2. Three years of professional construction, electrical, or industrial engineering experience.

### **And**

**Education:** Equivalent to graduation from college with specialization in engineering or in a field directly related to occupational safety and health. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination but they must meet the experience requirement before being eligible for appointment.)

## POSITION DESCRIPTION

An Associate Safety Engineer, without detailed supervision or review, conducts construction, electrical, and industrial worker safety inspections, surveys and accident investigations, including the most difficult in factories, businesses, construction sites, and other work places throughout the State. Applies the provisions of the State's safety orders, applicable law, and appropriate department policies to conditions found and identifies construction, electrical, and industrial worker safety and health hazards.

Provides a variety of consultation services in response to requests from employers for advice and assistance in providing a safe and healthful work environment. Meets with employers, workers, representatives of labor organizations, employees of other government agencies, and members of the general public to explain and discuss construction, electrical, and industrial occupational safety and health problems. Conducts seminars, workshops, and other training on occupational safety and health.

May act in a lead capacity and assist in training other staff engaged in occupational safety and health work in the construction, electrical, and industrial disciplines. May be assigned special projects related to occupational safety and health in the construction, electrical, and industrial disciplines; and prepares technical reports and correspondence.

## EXAMINATION INFORMATION

### TRAINING AND EXPERIENCE (T&E) - WEIGHTED 100.00%

The sole component of the Associate Safety Engineer will consist of a T&E Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received.

Candidates are required to respond to the T&E questions provided on this announcement. For each listed knowledge, skill, and ability statement within the T&E evaluation, applicants will need to provide the following:

- 1) Identify the one professional reference who can best verify the response you provide for each knowledge, skill, and ability statement (Within the T&E you will have an opportunity to pre-list up to five professional references and from this listing you will identify the one professional reference).
- 2) Identifying level of proficiency and experience rating.
- 3) Provide a brief narrative example for each knowledge, skill, and ability.

Any knowledge, skill, and ability statement missing a professional reference, level of proficiency rating, level of experience rating, or a brief narrative example will not be scored.

**All information applicants provide in this examination is subject to verification.**

To preview the Associate Safety Engineer T&E questions, [Click Here](#)

## **KNOWLEDGE AND ABILITIES**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be measuring competitively, relative to job demands, each competitor's knowledge and abilities as outlined below.

### **Knowledge of:**

1. Title 8 California Code of Regulations (Cal/OSHA Title 8) and the California Labor Code and how they are applied in specific industries and operations
2. Time management techniques to provide for efficient prioritization and completion of projects and assignments
3. Principles of safety engineering as they pertain to areas such as methods of construction, electrical and industrial engineering in area of expertise
4. Purpose and functions of the various components of the Cal/OSHA program
5. Operations, methods, equipment and safety devices used in the State's work places and occupational safety and health hazards associated with construction, electrical and industrial disciplines
6. Methods and techniques used in safety inspections, accident prevention, consultation, training, and technical report writing associated with the construction, electrical, and industrial disciplines

### **Ability to:**

1. Assess workplace injury/illness risks based on understanding of business operations to improve safety
2. Conduct on-site inspections, investigations or consultations in a variety of workplaces without endangering yourself or others
3. Observe and detect hazards that could violate safety orders or present a workplace safety or health hazard (e.g., during inspections, investigations, onsite consultations)
4. Interpret and apply the State's safety orders, applicable provisions of the Labor Code, and the policies of the State Compensation Insurance Fund Safety & Loss Prevention Services program associated with construction, electrical, and industrial disciplines
5. Maintain document detailed records of work related activities to keep track of deadlines (e.g. complete work before the statute of limitation expires or a suspense date)
6. Evaluate a situation and determine if it is hazardous and if it is imminent
7. Communicate effectively, both orally and in writing
8. Effectively communicate during inspections, investigations, onsite consultations, meetings, hearings and when representing the Division
9. Prepare technical reports and correspondence
10. Read and understand written documents of varying complexity including departmental policy manuals and guides, instructional guides, written correspondence, State and Federal regulations, specifications and technical reports
11. Develop, provide, and monitor training

## **VETERANS' PREFERENCE**

Veterans' Preference will be granted in this examination.

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). Information on "How to Apply for Veterans Preference" is listed below in the General Information section.

## CAREER CREDITS

Career Credits will be added to the final score of competitors who are successful in this examination. If you receive Veterans Preference, you cannot also receive career credits.

## SPECIAL PERSONAL CHARACTERISTICS

1. Willingness to undertake additional training as needs are identified
2. Willingness to travel and work in assigned area of the State
3. Keenness of observation, tact, and maturity

## BROWSER SYSTEM REQUIREMENTS

**State Fund's Jobs Online application supports the following browsers:**

Internet Explorer 7 (or newer)

Google Chrome 35.0.1916.153

Mozilla Firefox 17.0.1

*It is not recommended that you complete the application with a smartphone or tablet as it was not designed to be compatible for mobile devices.*

**Disclaimer:** State Compensation Insurance Fund is only responsible for issues within our own system. Competitors experiencing technical difficulties within their own system/equipment (computer crash, browser timeout, internet issues, etc.) will NOT be given the opportunity to start the examination again.

## CONTACT INFORMATION

State Compensation Insurance Fund • Human Resources • Phone: 1.800.499.8668

For more information regarding this examination, visit <https://www.statefundca.com/careers/CurrentExams>

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>

## GENERAL INFORMATION

**Where to Apply:** A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at <https://www.statefundca.com/careers/CurrentExams>. Competitors must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

**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. All candidates who pass will be ranked according to their scores.

**State Compensation Insurance Fund** 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.

**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.

**How to Apply for Veterans Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at <https://jobs.ca.gov/Job/VeteransInformation> and on the Application for Veterans Preference form, [CalHR-1093](#). Additional information is also available at the Department of Veterans Affairs website at [www.calvet.ca.gov](http://www.calvet.ca.gov).

## STATE COMPENSATION INSURANCE FUND OFFICES

<b>Bakersfield</b> 9801 Camino Media Bakersfield, CA 93311-1303	<b>Eureka</b> 800 W Harris Street, Suite 37 Eureka CA 95503-3929	<b>Fresno</b> 10 River Park Place East Fresno, CA 93720-1531	<b>Pleasanton</b> 5880 Owens Drive Pleasanton, CA 94588-3900
<b>Monterey Park</b> 900 Corporate Center Drive Monterey Park, CA 91754-7618	<b>Redding</b> 2175 Shasta View Drive Redding, CA 96003-8296	<b>Riverside</b> 6301 Day Street Riverside, CA 92507-0902	<b>Rohnert Park</b> 5900 State Farm Drive, Suite 200 Rohnert Park, CA 94928-2122
<b>Sacramento</b> 2275 Gateway Oaks Drive Sacramento, CA 95833-3255	<b>San Francisco</b> 333 Bush Street San Francisco CA 94104-2806	<b>Santa Ana</b> 1750 East Fourth Street Santa Ana, CA 92705-3929	<b>Stockton</b> 3247 West March Lane Stockton CA 95219-2351
<b>Vacaville</b> 1010 Vaquero Circle Vacaville, CA 95688-8804			

### California Department of Human Resources (CalHR) Contact Information:

**Attn: Examination Services**  
**1515 S Street, North Building, Suite 400**  
**Sacramento, CA 95811**  
**(866) 844-8671**

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with TDD Device. California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones 1-800-735-2929; Voice 1-800-735-2922

### TAKING THE EXAM

[Click here to go to the T&E Evaluation](#)