



**ASSOCIATE SAFETY ENGINEER  
(OPEN NON-PROMOTIONAL)  
9399-3929-30619KP**

<b>Department:</b>	<b>State Compensation Insurance Fund</b>
<b>Opening Date:</b>	<b>01/01/2022</b>
<b>Closing Date:</b>	<b>Continuous</b>
<b>Type of Recruitment:</b>	<b>Open Non-Promotional</b>
<b>Monthly Salary Range:</b>	<b>\$8,757.00 - \$10,955.00</b>
<b>Employment Type:</b>	<b>Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent</b>

**Exam Type:** **Statewide**

#### **INTRODUCTION**

This is an Open Non-Promotional statewide examination for the State Compensation Insurance Fund (State 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. All applicants must meet the education and/or experience requirements as stated on this examination announcement at the time they apply.

#### **FILING INSTRUCTIONS**

**FINAL FILING DATE:** Continuous

**Where to Apply:** A Standard State Application (STD 678) is required for this examination. **If you are using education to meet the minimum qualifications, please include a copy of your transcripts or degree.** You may email or mail the Standard State Application (std. 678) to [SRecruitment@scif.com](mailto:SRecruitment@scif.com) or P.O. Box 659015, Sacramento, CA 95865-9015. **An email address is required on the submitted application. A submitted application without an email address will be rejected.**

The required Standard State Application (STD 678) can be found at [CalCareers](https://www.calcareers.com).

State Fund examination professionals will review submitted application and documents to determine if candidates meet the minimum qualifications. Candidates that meet the minimum qualifications will be sent an email with a link to the examination on

Survey Monkey and they will have two weeks to complete the exam.

**Disclaimer:** State Compensation Insurance Fund is not responsible for any system issues you may encounter within the Survey Monkey website.

**FAXED 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 they apply for the examination. **Educational documentation must be attached when submitting the Standard State Application (STD 678).**

## 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) EXAMINATION - 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.**

**A preview of the Associate Safety Engineer T&E questions can be found at the end of this bulletin.**

## 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 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

## CONTACT INFORMATION

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

State Compensation Insurance Fund Human Resources • Phone: 1.800.499.8668 • [SRecruitment@scif.com](mailto:SRecruitment@scif.com)

State Compensation Insurance Fund  
Attn: Classification & Selection Projects  
Human Resources – Sacramento  
PO BOX 659015  
Sacramento, CA 95865-9015

## DISCLAIMER

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

[Classification Specification](#)

## GENERAL INFORMATION

**Applications are available** at [CalCareers](#), State Personnel Board offices, and local offices of the Employment Development Department.

**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.

**Where to Apply:** A Standard State Application (STD 678) is required for this examination. **If you are using education to meet the minimum qualifications, please include a copy of your transcripts or degree.** You may email or mail the Standard

State Application (std. 678) to [SRecruitment@scif.com](mailto:SRecruitment@scif.com) or P.O. Box 659015, Sacramento, CA 95865-9015. **An email address is required on the submitted application. A submitted application without an email address will be rejected.**

**For an examination without a written feature**, it is the candidate's responsibility to contact State Compensation Insurance Fund, Human Resources at 1.800.499.8668 three weeks after the final filing date if he/she has not received a progress notice.

**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.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

**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 [Veterans Information](#) and on the Application for Veterans Preference form, [CalHR-1093](#). Additional information is also available at the Department of Veterans Affairs website at [Veteran Affairs](#).

#### STATE COMPENSATION INSURANCE FUND OFFICES

**Bakersfield**  
9801 Camino Media  
Bakersfield, CA 93311-  
1303

**Monterey Park**  
900 Corporate Center  
Drive  
Monterey Park, CA  
91754-7618

**Sacramento**  
2275 Gateway Oaks  
Drive  
Sacramento, CA 95833-  
3255

**Vacaville**  
1010 Vaquero Circle  
Vacaville, CA 95688-  
8804

**Eureka**  
800 W Harris Street,  
Suite 37  
Eureka CA 95503-3929

**Redding**  
2175 Shasta View Drive  
Redding, CA 96003-  
8296

**San Francisco**  
333 Bush Street  
San Francisco CA  
94104-2806

**Fresno**  
10 River Park Place  
East  
Fresno, CA 93720-  
1531

**Riverside**  
6301 Day Street  
Riverside, CA  
92507-0902

**Santa Ana**  
1750 East Fourth  
Street  
Santa Ana, CA  
92705-3929

**Pleasanton**  
5880 Owens Drive  
Pleasanton, CA 94588-  
3900

**Rohnert Park**  
5900 State Farm Drive,  
Suite 200  
Rohnert Park, CA 94928-  
2122

**Stockton**  
3247 West March Lane  
Stockton CA 95219-2351

---

#### 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**

---

## Training & Experience Evaluation Preview

### Associate Safety Engineer

Open, Non-Promotional Statewide

#### General Information

- State Compensation Insurance Fund will be establishing an eligible list for the Associate Safety Engineer.
- State Fund examination professionals will review submitted documents to determine if the candidate meets the minimum qualifications.
- Candidates that meet the minimum qualifications will be sent an email with a link to the examination on Survey Monkey and will have **two weeks** to complete the exam.
- The Training & Experience evaluation is the sole component of the State Compensation Insurance Fund Associate Safety Engineer examination.
- To obtain a position on the Associate Safety Engineer eligible list, a minimum score of 70% must be received.
- Current permanent employees of the State of California are eligible to have three (3) additional career credits added to their final score after verification of their employment status.
- All successful candidates will be merged onto the existing employment list and have 12 months of eligibility.
- Examination results will be released approximately two (2) to four (4) weeks after submitting this Training & Experience Evaluation.
- Candidates are encouraged to draft their responses prior to entering the testing environment.

## Instructions for Completing the Survey Monkey

---

**Step 1:** Candidates are required to identify one professional reference who can best verify the responses provided for each knowledge, skill, or ability statement.

To assist in providing a professional reference, candidates can identify up to five (5) professional references to choose from whom best can verify their responses.

It is **mandatory** that candidates provide the reference's contact information so that staff at the State Compensation Insurance Fund can contact them for verification purposes.

Name	Relationship (supervisor, professor or instructor, colleague)	Contact Information (Phone number and/or Email Address)

**NOTE:** If candidates do not identify a professional reference who can verify their response for a particular knowledge, skill, or ability statement, that statement will **NOT** be scored.

**Step 2:** Using the rating scale below, candidates will rate their level of proficiency for each knowledge, skill, and ability statement.

LEVEL OF PROFICIENCY RATING SCALE	
EXPERT	I possess an expert level to the extent that I could effectively perform the most difficult and complex attributes of this KSA with little or no training and I could instruct others on specific aspects of the position.
ADVANCED	I possess an advanced level to the extent that I could effectively perform the attributes of this KSA with some training and handle the majority of circumstances or situations encountered.
SUFFICIENT	I possess a sufficient level to the extent that I could perform the attributes of this KSA, but may require additional instruction/training to apply my knowledge effectively.
SOME	I possess some level of this area and will need some instruction and training to perform the attributes of this KSA.
NONE	I do not possess any knowledge, skill, or ability of this area and will need instruction and training to perform the attributes of this skill.

**Step 3:** Using the rating scale below, candidates will rate their experience level for each knowledge, skill, and ability statement.

EXPERIENCE RATING SCALE	
>6 Yrs	I have 6 years or more of experience performing tasks that would require possession of this KSA
3> <6 Yrs	I have more than 3 years, but less than 6 years of experience performing tasks that would require possession of this KSA
1 - 3 Yrs	I have 1 to 3 years of experience performing tasks that would require possession of this KSA
< 1 Yr	I have less than 1 year of experience performing tasks that would require possession of this KSA
0	I have no experience performing tasks that would require possession of this KSA

**Step 4:** Provide a brief example of a time when you demonstrated the below listed knowledge, skill, or ability either on-the-job or in a classroom environment.

In the example, be specific about where you demonstrated possession of the knowledge, skill, or ability.

An example must be provided for each of the statements, if no example is provided that statement will **NOT** be scored.

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.



## Knowledge, Skill, and Ability Statements:

1.	Ability to evaluate a situation and determine if it is hazardous and if it is imminent.
2.	Ability to observe and detect hazards that could violate safety orders or present a workplace safety or health hazard (e.g., during inspections, investigations, onsite consultations).
3.	Ability to maintain and 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).
4.	Ability to conduct on-site inspections, investigations or consultations in a variety of workplaces without endangering yourself or others.
5.	Ability to reason logically in a variety of situations (e.g., to interpret regulations, come to conclusions on inspections and on-site consultations, gathering information).
6.	Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments.
7.	Ability to work on multiple projects and assignments simultaneously.
8.	Ability to prioritize assignments in order of importance to effectively meet deadlines without sacrificing the quality of work.
9.	Ability to deal with sensitive matters in a tactful and professional manner in order to successfully complete work assignments (e.g., inspections, working with co-workers, working with supervisors, dealing with the public).
10.	Ability to effectively communicate orally during inspections, investigations, onsite consultations, meetings, hearings and when representing the Division.
11.	Ability to 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.
12.	Ability to assess workplace injury/illness risks based on understanding of business operations to improve safety.
13.	Knowledge of the 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.
14.	Ability to anticipate, identify and evaluate hazards as they apply to the Title 8 California Code of Regulations (Cal/OSHA Title 8) and ensure their abatement.
15.	Ability to communicate the Title 8 California Code of Regulations (Cal/OSHA Title 8) so employers understand the requirements of the safety orders.
16.	Ability to independently write non-technical documents such as letters, memos or other correspondence in order to communicate with other departmental staff, other agencies, or the general public using correct grammar, spelling and syntax.
17.	Ability to develop, provide and monitor training.