



## ASSOCIATE SAFETY ENGINEER

<b>EXAM CODE:</b>	4WRAC
<b>EXAM TYPE:</b>	OPEN/NON-PROMOTIONAL/CONTINUOUS
<b>LOCATION:</b>	STATEWIDE
<b>SALARY INFORMATION:</b>	\$8294 - \$10,376
<b>CLASS &amp; SCHEM CODE:</b>	3929 IF60

### EQUAL OPPORTUNITY & DRUG FREE STATEMENTS

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 the objective of the State of California to achieve a drug-free 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.

### CONTINUOUS TESTING & CUT OFF DATE(S)

**November 30, 2020**

Testing is considered continuous as Examination Applications (STD. 678) will be accepted on a continuous basis. The cut-off date is set for **November 30, 2020**; however, additional cut-off dates can be set at any time as departmental needs warrant. Examination Applications (STD. 678) must be postmarked or submitted in person no later than the cut-off date. Applications postmarked or submitted after 4:30pm on the cut-off date will not be accepted for any reason. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS or equivalent mobile print technology, are not acceptable proof of the date the application and any other required documents or materials were filed/mailed. Faxed or emailed applications will not be accepted.

### WHO SHOULD APPLY

Candidates who meet the minimum qualifications of the classification, as stated on this examination bulletin, may apply.

### HOW TO APPLY

It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Examination Applications (STD 678) may be mailed or submitted in person by the final filing date to:



**MAILING ADDRESS:**

Department of Water Resources  
P.O. Box 942836  
Sacramento, CA 94236-0001

**OR**

**SUBMIT IN PERSON:**

Department of Water Resources  
1416 9th Street, Room 320  
Sacramento, CA 95814

**DO NOT MAIL OR SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.**

Examination Applications must be dated and signed with an original signature. Applications must include "to" and "from" dates (month/day/year), job title, time base, and duties performed. Applications received without this information will be rejected. Resumes and other attachments will not be accepted in lieu of a completed application.

**IDENTIFICATION REQUIRED**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**SPECIAL TESTING INFORMATION**

If you need special testing arrangements, mark the appropriate box in Question 10 of the Examination Application (STD. 678) and submit the Accommodation Request form (STD. 679) with your application. You will then be contacted to make specific arrangements.

**EXAMINATION DATES**

It is anticipated that interviews will be held during **January/February 2021**.

If conditions warrant and additional cut-offs are set, the examination bulletin will be updated to reflect the additional examination dates.

**EXAMINATION INFORMATION**

This examination will consist of a **Qualification Appraisal Interview** weighted **100%**. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the interview will be disqualified.

**TESTING LOCATIONS**

The examination will take place at one or more of the following locations: Oroville, Sacramento, Pearblossom, Bakersfield, Gustine, or Byron.

**ELIGIBLE LIST INFORMATION**

An open, open/non-promotional list will be established for the Department of Water Resources.

Successful competitors will be merged onto the list in order of final score, regardless of date. The successful competitors' list eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retest to re-establish eligibility.



## TESTING PERIOD

Competitors may test only once during a 12 -month period.

## POSITION DESCRIPTION

Under general direction, performs independently the full range of professional journey level safety engineering work in construction, electrical, and industrial functions related to the Department of Water Resources; conducts the more responsible and complex safety inspections, accident investigations, consultations, or journey level staff assignments related to construction, electrical, and industrial occupational safety and health; acts in a lead capacity over other program staff; and does other related work.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications for this examination by the cut-off 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, “or” III, etc. 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.

### 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.)

Applicants qualifying under an education requirement **MUST** provide a copy of their college diploma and/or transcripts (unofficial are acceptable) by the final filing date as proof of completion of the required education. Competitors who fail to provide proof of completion of the required education will be eliminated from the examination.



## **SCOPE OF EXAMINATION**

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

### **Knowledge of:**

- 1) Purpose and functions of the various components of the CAL/OSHA program.
- 2) Principles, practices, and methods of construction, electrical, and industrial engineering, including those specifically applicable to safety engineering.
- 3) 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.
- 4) Associate Safety Engineer State's safety orders covering construction, electrical, and industrial safety.
- 5) Applicable provisions of the Labor Code.
- 6) Policies and procedures relating to the operations of the CAL/OSHA program.
- 7) Methods and techniques used in safety inspections, accident prevention, consultation, training, and technical report writing associated with the construction, electrical, and industrial disciplines.
- 8) Methods of developing and presenting evidence in administrative and formal legal hearings.

### **Ability to:**

- 9) Conduct safety inspections and accident investigations associated with the construction, electrical, and industrial disciplines, including the most difficult and complex, in work places throughout the State.
- 10) Gather and effectively analyze information.
- 11) Detect occupational safety and health hazards and unsafe working conditions and practices in the construction, electrical, and industrial disciplines.
- 12) Interpret and apply the State's safety orders, applicable provisions of the Labor Code, and the policies of the CAL/OSHA program associated with construction, electrical, and industrial disciplines.
- 13) Develop and maintain effective working relationships with employers, workers, labor organizations, the general public, and others encountered in the work.
- 14) Analyze situations accurately and take effective action.
- 15) Communicate effectively, both orally and in writing.
- 16) Address groups and conduct seminars and workshops on construction, electrical, and industrial worker safety.
- 17) Prepare technical reports and correspondence.
- 18) Act in a lead capacity and assist in training staff in occupational safety and health work in CAL/OSHA program functions and activities associated with the construction, electrical, and industrial disciplines.
- 19) Develop and present evidence and represent the Division of Occupational Safety and Health or other components of the CAL/OSHA program in administrative and formal legal hearings related to the construction, electrical, and industrial disciplines.



## EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education as compared to a standard developed from the class specification. For this reason it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to undertake additional training as needs are identified; willingness to travel and work in an assigned area of the State; keenness of observation, tact, and maturity.

## VETERANS PREFERENCE

Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014: 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 Veteran's Preference. 2) An entrance exam is defined, under law, as any open competitive examination 3) Veterans Preference is not granted once a person achieves permanent civil service status.

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

## CAREER CREDITS

Career Credits will be granted.

## GENERAL INFORMATION

**The Department of Water Resources** 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.

**For an examination with a written feature**, it is the candidate's responsibility to contact the Department of Water Resources seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Water Resources at (916) 653-4838, TDD (916) 653-1804, three weeks after the final filing/cut-off date if he/she has not received his/her notice.

**Applications** are available at Department of Water Resources' (DWR) offices, local office of the Employment Development Department, and California Human Resources (CalHR) at <https://jobs.ca.gov/pdf/std678.pdf>.



**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.

**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 classification.

**Examination Locations:** When a written or performance test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**If a candidate's notice** of oral interview 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.

**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, 6) open eligible list. 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 this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

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

## CONTACT INFORMATION

For information regarding this examination, please contact Selection Services at (916) 653-4838.