



# CALIFORNIA STATE LANDS COMMISSION EXAM BULLETIN



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.

## ASSOCIATE PROCESS SAFETY ENGINEER OPEN – SPOT LONG BEACH, CA

FINAL FILING DATE	May 8, 2017
	State Applications (STD form 678) must be electronically-submitted no later than the Final Filing Date. Applications postmarked or personally delivered after the Final Filing Date may not be accepted. FAXED OR E-MAILED APPLICATIONS MAY NOT BE ACCEPTED.
DEPARTMENT INFORMATION	The California State Lands Commission provides the people of California with effective stewardship of the lands, waterways, and resources entrusted to its care through preservation, restoration, enhancement, responsible economic development, and the promotion of public access. Website: <a href="http://www.slc.ca.gov">http://www.slc.ca.gov</a>
WHO MAY APPLY	Candidates that meet the minimum qualifications, as stated below, may apply for this examination.
HOW TO APPLY	<p>You must electronically submit your State application (STD form 678) by the Final Filing Date. Manage your applications and update your information with ease through your CalCareer Account. If you do not have an account, it is easy to create one at: <a href="https://www.jobs.ca.gov/CalHRPublic/Login.aspx">https://www.jobs.ca.gov/CalHRPublic/Login.aspx</a></p> <p><u>Under Special Accommodations:</u> Completed applications may be mailed or submitted in-person to: California State Lands Commission - Human Resources 100 Howe Ave., Ste. 100-S Sacramento, CA 95825</p> <p><u>NOTE:</u> Employment history must include “to” and “from” dates (month/day/year); time-base; and official Civil Service classification titles. Also, if a college degree or course units are required under the “Minimum Qualifications” section, you <u>must</u> include a copy of your degree and/or transcripts with your application. Applications/resumes received without required information will be rejected.</p> <p><b>PLEASE <u>DO NOT</u> SEND APPLICATIONS TO CALHR OR TO THE STATE PERSONNEL BOARD.</b></p>
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a government-issued photo identification or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, please mark the appropriate box in Question 2 of the “Application for Examination”. You will be contacted to make specific arrangements.
SALARY RANGE	\$9,317.00 - \$11,655.00 per month
	Please <b>Note:</b> Salaries used in this bulletin are the latest available from the State Controller’s Office; however, the Salary Range as reflected herein may not reflect the most recent salary adjustment.
ELIGIBLE LIST INFORMATION	An open Eligible List will be established for the California State Lands Commission. The Eligible List will be abolished 12 months after it is established, unless the needs of the service and conditions of the Eligible List warrant a change in this time period.
EXAMINATION DATES	The Examination will consist of a Qualifications Appraisal Panel (QAP) Interview, which is weighted 100%. It is anticipated that Examination Interviews will be performed within the June/July 2017 timeframe.
EDUCATION AND EXPERIENCE	<p>If conditions warrant, this examination may utilize an internal Experience and Education (E&amp;E) evaluation rating based on each candidate’s application package as compared with standards that have been derived from the CalHR Classification Specification (Class Specs).</p> <p>For the above reason(s), it is imperative that each candidate take special care and attention in accurately completing all requirements and application sections on their application; therefore, please list all experience that may be deemed relevant to the information reflected within this Examination Bulletin/Examination Announcement.</p> <p>Any supplementary information provided by applicants will be accepted; however, please ensure to read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff performing the evaluation.</p> <p>An Exam Panel will evaluate your application/resume package and will provide you with a score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination.</p>
POSITION DESCRIPTION	<p><u>Marine Environmental Protection Division (MEPD-Only):</u></p> <p>Under the general direction of the Marine Environmental Protection Division’s Engineering Supervisor or Lead Engineer, the incumbent performs process safety, mechanical, petroleum, and facility engineering analysis and design reviews for verifying compliance with the Marine Oil Terminal Engineering and Maintenance Standards (MOTEMS or California Building Code 24 CCR§ 3101F et seq.), industry standards and practices, and state/federal regulations. The incumbent evaluates and analyzes various mechanical, electrical, process safety, human factors, and control systems associated with the safe operation of a marine oil terminal or marine facility. These include: (1) fire prevention, detection and suppression, (2) piping and pipelines, (3) mechanical and electrical equipment, and (4) electrical systems. This work includes review of MOTEMS audit and inspection results, participation in engineering inspections, audits, evaluations of marine terminals and tracking of deficiencies. Reviews may consist of documentation, reports, test results, P&amp;IDs, process flow diagrams, electrical hazardous classification diagrams, hazards and risks analyses, HAZOPS, contingency plans, engineering specifications, analysis and design, pipeline preventative maintenance, static liquid pressure tests, corrosion protection, failure investigations, and environmental impact reports. This work requires preparation of written technical reports, memorandums, updates of MOTEMS standards, development of audit manuals and correspondence. Travel to terminals throughout California and possession of a valid driver’s license of the appropriate class issued by the California Department of Motor vehicles are required.</p> <p>THIS POSITION WILL BE BASED WITHIN THE MEPD HEADQUARTERS (LONG BEACH, CA)</p>

PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

REQUIREMENTS FOR EXAM ADMITTANCE	<p>All applicants must meet the Minimum Qualifications by the Final Filing Date as published herein.</p> <p>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, candidate’s 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.</p> <p><u><b>Experience:</b></u> Three years of increasingly responsible experience in an engineering discipline involving process design, maintenance and inspection, or safety evaluation of petroleum or chemical facilities. (A graduate degree in a related engineering discipline may be substituted for one year of the general experience; or a certificate in facility engineering may be substituted for one year of the general experience; or California registration in a related engineering discipline, such as chemical, petroleum, or mechanical engineering, may be substituted for one year of the general experience.)</p> <p style="text-align: center;"><b>&lt;AND&gt;</b></p> <p><u><b>Education:</b></u> Equivalent to graduation from college with major work in a related engineering discipline, such as chemical, petroleum, or mechanical engineering. (Additional qualifying experience in a related engineering discipline may be substituted for the required education on a year-for-year basis.)</p>
EXAMINATION INFORMATION	<p>This examination will consist of a Qualifications Appraisal Panel (QAP) Interview – Weighted at 100%. Applicants with a P.E. (Professional Engineering) license are preferred. In order to obtain a position on the Eligible List, a minimum rating of 70% must be attained.</p> <p><b>COMPETITORS WHO DO NOT APPEAR FOR THE EXAMINATION MAY BE CONSIDERED DISQUALIFIED</b></p>
SCOPE OF EXAMINATION	<p>The QAP Interviews will be weighted at 100%. Applicants with a P.E. (Professional Engineering) license are preferred. In addition to evaluating the competitors’ relative abilities, as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:</p> <p><b>A. <u>Knowledge of:</u></b></p> <ol style="list-style-type: none"><li>1. Principles of hazards analyses</li><li>2. Principles and practices of chemical, mechanical, and petroleum engineering</li><li>3. Process safety management analysis</li><li>4. State and Federal engineering codes and regulations</li><li>5. State and Federal safety orders as they apply to oil, gas, or chemical process safety engineering</li><li>6. Heat-transfer fluid systems, electrical hazards, explosion protection, gas detection systems, flame arrestors, pressure relief systems, effluent disposal systems, and fire protection processes</li><li>7. Working knowledge of Human and Organizational Factors engineering</li></ol> <p><b>B. <u>Ability to:</u></b></p> <ol style="list-style-type: none"><li>1. Prepare and interpret chemical and petroleum engineering reports, plans, specifications, and correspondence</li><li>2. Analyze various engineering data and develop appropriate conclusions and recommendations</li><li>3. Inspect and judge the adequacy of various engineering processes</li><li>4. Review oil, gas, or chemical safety systems, including alarms, shutdown, and startup protocols</li><li>5. Utilize database application software for the storage, retrieval, and indexing of various engineering data</li><li>6. Effectively communicate and establish and maintain cooperative relations with those contacted on the job</li><li>7. Use applicable engineering applications software (e.g. CAESAR II)</li><li>8. Make engineering recommendations that strike balance in technical, economic, operational, &amp; environmental factors</li></ol>
VETERANS PREFERENCE	<p>Veterans Preference will be granted, but does not qualify as an examination entrance under California Law</p>
CAREER CREDITS	<p>Career Credit Points will not be granted in this examination</p>

GENERAL INFORMATION

- **The California State Lands Commission** 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 any examination** without a written feature it is the candidate's responsibility to contact the Human Resources Office of the California State Lands Commission, at 916-574-1910 three weeks after the final filing date if he/she has not received a progress notice.
- **Applications** are available at any Employment Development Department (EDD) office, CA Human Resources (CalHR), or online at www.JOBS.ca.gov
- **If you meet the requirements** stated on the reverse, 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 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, Hercules and Long Beach. However, locations of interviews may be limited or extended as conditions warrant.
- **If a notice** of 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) sub divisional promotional, 2) departmental promotional, 3) multidepartment promotional, 4) service wide 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.
- **Veterans’ Preference Points:** Effective January 1, 2014, Veterans’ Preference will be awarded to qualifying Veterans passing any open exam in the form of Rank placement rather than points. All individuals awarded Veterans’ Preference will be certified in Rank 1 of the eligibility list, regardless of score. Career Credits: In open, non-promotional examinations, 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 requirement 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 24 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. Such examinations cannot be for managerial positions described in Government Code Section 3513. 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 service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).
- **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.
- **For additional information** regarding this examination, please contact the California State Lands Commission Human Resources Office at 916-574-1910.