



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

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## **ASSITANT INDUSTRIAL HYGIENIST**

**Schematic Code: 1C61 Classification Code: 3855 Exam Code: 8H1AR01**

### **Examination Type: Open Continuous**

#### **FINAL FILING DATES**

Testing is considered continuous as dates can be set at any time. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for 12 months from the established list date.

Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are:

**February 15, 2017**

**April 17, 2017**

**June 15, 2017**

**August 15, 2017**

**October 16, 2017**

**December 15, 2017**

**January 16, 2018**

#### **SALARY**

**\$4659-\$6366 per month**

#### **EQUAL EMPLOYMENT OPPORTUNITY**

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.

## WHO CAN APPLY

Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

## MINIMUM QUALIFICATIONS

Either One

One year of experience in the California state service performing the duties of a Junior Industrial Hygienist.

Or Two

Two years of professional or technical experience in identifying, evaluating, and controlling health hazards, developing, and implementing occupational and environmental health standards. This experience shall include at least one year in a position comparable in level, responsibility, and duties to that of a Junior Industrial Hygienist in the California state service. (A Master's Degree in Chemistry, Engineering, Environmental Health, Industrial Hygiene, Public Health, or a closely related curriculum may be substituted for one year of the required general experience. A Master's Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master's degree program including planned work experience, may be substituted for the two years of required general experience.)

AND

Equivalent to graduation from college with major work in industrial hygiene, environmental health, environmental engineering, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational health and safety. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## GENERAL QUALIFICATIONS

In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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.

## POSITION DESCRIPTION

### TYPICAL TASKS

Under direction, performs hygiene work of average difficulty; conducts preliminary surveys and inspections of occupational and environmental settings; conducts studies of potential health hazards of specific substances or in specific industries or processes; prepares reports of findings and makes recommendations for the elimination or control of hazardous conditions; assists in the design, construction, and use of special field apparatus; collects statistics and information in field settings; gives information on the control of industrial and environmental health hazards; interprets standards; prepares correspondence and reports; and other required work.

## HOW TO APPLY

To apply for this examination, please complete and return the following:

**STANDARD STATE APPLICATION (FORM 678)**

## **COPY OF UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS**

Applications and any additional documents must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Submit ([California State Application STD 678](#)) and any additional documents to:

DEPARTMENT OF PUBLIC HEALTH  
Examination Services Unit  
1615 Capitol Ave., 4<sup>th</sup> floor, Suite 73-430  
P.O. Box 997378 MS 1700 – 1702  
Sacramento, CA 95899-7378

**DO NOT** SUBMIT APPLICATIONS  
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)  
THROUGH EMAIL  
THROUGH FAX  
THROUGH INTER-AGENCY MAIL

## **CONTACT INFORMATION**

All questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

**PHONE NUMBER: 916-650-0436**

## **EXAMINATION INFORMATION**

This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The California Department of Public Health 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 law and rules and all competitors will be notified.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications **must** include “to” and “from” dates (month/day/year), time base, job titles and/or civil service class title(s), and range (if applicable) for all work experience. College course Information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree. Applications received without this information will be rejected. Applicants must submit a copy of unofficial/official transcripts along with the application when using education to meet the entrance requirements for this examination.

**SCOPE OF EXAMINATION:** Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

### Knowledge of:

1. Basic principles of industrial hygiene, environmental and public health, and state and Federal laws, rules, and regulations on the health of industrial workers and health workers of communities that are exposed to environmental contaminants.
2. Basic concepts of apparatus used to monitor and/or collect samples of substance for analysis.
3. Public health and industrial hygiene practices.
4. Effects and control of environmental and occupational hazards.
5. Methods, techniques and practices used in determining and eliminating health hazards in occupational and environmental settings.

### Skills to:

1. Write effectively for various purposes.
2. Communicate orally to various audiences.
3. Evaluate and apply estimation techniques and avoid bias in research results.
4. Execute statistical analyses using software packages.
5. Maintain professional and scientific integrity.

### Ability to:

1. Analyze situations accurately, derive recommendations, and take effective action.
2. Establish and maintain effective teamwork and cooperative working relationships.
3. Communicate effectively.
4. Prepare clear and concise reports.
5. Collect and evaluate findings and make recommendations for the elimination or control of hazardous conditions.
6. Function as a specialist in one or more physical, biological, chemical, engineering, or toxicological factors, effects, and control measures.
7. Interpret and apply industrial hygiene and environmental standards.

## ELIGIBLE LIST INFORMATION

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into a departmental open list established for use by the California Department of Public Health in order of final scores regardless of testing date. Eligibility expires 24

months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

## **VETERAN'S PREFERENCE**

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

## **HOW TO APPLY FOR VETERANS' PREFERENCE**

The [California State Jobs' website](http://www.jobs.ca.gov) (www.jobs.ca.gov) has information on how to apply for Veterans' Preference on their website and on the [Application for Veterans' Preference form \(CalHR 1093\)](https://jobs.ca.gov/PDF/SPB1093.pdf) (https://jobs.ca.gov/PDF/SPB1093.pdf). Additional information is also available at the [Department of Veterans Affairs website](http://www.cdva.ca.gov) (http://www.cdva.ca.gov).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:  
MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922  
Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

## CONDITONS OF EMPLOYMENT (631)

### Examination Title: Assistant Industrial Hygienist

Name: \_\_\_\_\_ (Print: first, middle initial, last)

Final Filing Dates:

**February 15, 2017**

**April 17, 2017**

**June 15, 2017**

**August 15, 2017**

**October 16, 2017**

**December 15, 2017**

**January 16, 2018**

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Alameda County (0100) \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

- Full Time
- Part Time (regular hours less than 40)
- Intermittent (on call)
- Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

- Full Time
- Part Time (regular hours less than 40)
- Intermittent (on call)
- Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your name, examination title, and identification number.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_