



ASSISTANT SAFETY ENGINEER

EXAM CODE: 6WRAC
EXAM TYPE: OPEN/NON-PROMOTIONAL/CONTINUOUS
LOCATION: STATEWIDE
SALARY INFORMATION: \$5723 - \$7160
CLASS & SCHEM CODE: 3899 IF55



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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

Testing is considered continuous as Examination Applications (STD 678) will be accepted on a continuous basis and cut-off dates can be set at any time as departmental needs warrant. Cut-off dates will be announced on the "Notice of to Announce Cut-off Date." Applications postmarked or submitted in person after 4:30pm on the cut-off date will be held until the next administration. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. 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

Examination Applications must have an original signature. 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 cut-off 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. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the California Department of Human Resources (CalHR), and their website: www.jobs.ca.gov.

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 have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the Examination Application (STD 678). You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

An 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 18 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 only test once during a 12 month period.

POSITION DESCRIPTION

This is the first working level. Incumbents assist fully qualified journeypersons in the performance of their duties and, under supervision, perform assigned professional engineering work of average difficulty including conducting routine compliance inspections; investigating accidents; preparing and disseminating information on safety principles, regulations, standards, and methods; and preparing reports.

EXAMINATION INFORMATION

This examination will consist of a **Qualifications 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.

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

Experience: One year of experience performing the duties of a Junior Safety Engineer in the California state service.

Or II

Experience: Two years of experience as a Safety Technician II in the California state service.

Or III

Experience: Two years of experience in another State or Federal Occupational Safety and Health Program performing duties comparable to Assistant Safety Engineer. **OR**

Experience: Two years of full-time experience directly related to safety enforcement in industrial or commercial plants and/or construction sites. **AND**

Education: Equivalent to graduation from college with a degree in engineering. (Additional qualifying experience may be substituted for the required education one a year-for-year basis.)

Applicants **MUST** provide a copy of their college diploma or unofficial transcripts by the cut-off date as proof of completion of the required education. Competitors who fail to provide copies of diplomas or unofficial transcripts 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) Functions, goals, and objectives of the CAL/OSHA Program and the Division of Occupational Safety and Health.
- 2) Basic safety principles and practices.
- 3) Basic principles of safety engineering, industrial hygiene, or environmental or occupational health.
- 4) Practical application of such principles to the health and safety of industrial workers.
- 5) Report writing.
- 6) Safety Orders of the Division of Occupational Safety and Health and applicable provisions of the Labor Code.
- 7) Techniques of making field inspections and conducting investigations.

Ability to:

- 1) Make field inspections and conduct investigations.
- 2) Detect unsafe conditions and practices.
- 3) Interpret and apply Safety Orders of the Division of Occupational Safety and Health and applicable provisions of the Labor Code.

SPECIAL AND PERSONAL REQUIREMENTS

Demonstrate interest in and aptitude for industry safety work; willingness to accept increased responsibility; willingness to travel throughout an assigned area of the State; possession of, or ability to immediately obtain, a valid motor vehicle license.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent and education and experience over and above that required under "Minimum Qualifications."

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 and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.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, the DWR website:

www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, and California Human Resources (CalHR) 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.



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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.