



**ASSOCIATE HAZARDOUS MATERIALS SPECIALIST**  
**Final Filing Date: May 4, 2018**

**OPEN**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER** 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.

**EXAMINATION BASE** MULTIDEPARTMENTAL FOR:  
  
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR) and CALIFORNIA DEPARTMENT OF STATE HOSPITALS (CDSH)

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below.

**HOW TO APPLY** Submit Examination Application (Std. Form 678) **and** Qualifications Assessment

**By mail to:** **Department of Corrections and Rehabilitation**  
**Office of Workforce Planning**  
**P.O. Box 942883**  
**Sacramento, CA 94283-0001**

**or**

**In person at:** **Department of Corrections and Rehabilitation**  
**1515 S Street**  
**Sacramento, CA 95811-7243**  
**Attn: Office of Workforce Planning, 101N**  
**(916) 322-2545**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above.

Qualifications Assessments for Associate Hazardous Materials Specialist are available from the CDCR website at: [http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Open/Index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Open/Index.html) or in person at the street address listed above.

**NOTE:** Only applications with an original signature will be accepted.

**APPLICATION DEADLINE/ REQUIREMENTS** **May 4, 2018**, is the final filing date. Examination Applications **and** Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the minimum qualifications for this examination by the final filing date.

**TEST DATE** Candidates must complete and return the Associate Hazardous Materials Specialist Qualifications Assessment along with his/her Examination Application (Std. Form 678) by **May 4, 2018**, the final filing date. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

**SALARY RANGE(S)** **As of: April 2, 2018**  
  
**\$5,114 - \$7,012**

**MINIMUM QUALIFICATIONS** **Either I**  
Two years of experience in the California state service performing hazardous materials management duties at a level of responsibility not less than a Hazardous Materials Specialist, Range B.

**Or II**  
**Education:** Equivalent to graduation from an accredited college or university or equivalent degree approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10, with major work in biological, chemical, physical, environmental, or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene or a related field. (Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an institution approved by the Bureau for Private Postsecondary and 3, Part 59, Division 10.) **and**

**Experience:** Three years of progressively responsible professional experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery. Two years of this experience must have included responsibility for a major segment of a broad and complex chemical, environmental, or hazardous material control program. This experience must be at a level equivalent to that of a Hazardous Materials Specialist, Range B, in the California state service.

(Possession of a master's degree in the areas specified above may be substituted for one year of the required experience. Possession of a doctorate in the areas specified above may be substituted for two years of the required experience. Candidates who are in their final semester or quarter in either degree program may be admitted to the examination if otherwise qualified, but they must receive the degree before they can be appointed.)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example,

MINIMUM  
QUALIFICATIONS  
(CONTINUED)

candidates who possess 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.

**OUT-OF-CLASS EXPERIENCE:** A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**NOTE:** Equivalent to graduation from college refers to a Bachelor’s degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor’s degree. When education and/or specific course work is required, provide a copy of unofficial transcripts along with your application.

**Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.**

EXAMINATION  
PLAN

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate’s knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the “Minimum Qualifications” will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Qualifications Assessment -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate’s:

**A. Knowledge of:**

1. Basic principles of scientific research.
2. Chemical, biological, physical, environmental science.
3. Chemical and physical characteristics of hazardous materials and their general effect on human health and the environment.
4. Chemical reactions.
5. Effect of hazardous materials and their interactions on the environment and statistical methods of analysis.
6. Principles and procedures of hazardous materials management and resource recovery, including basic toxicology, hydrology, and geology.
7. Water, soil, and air quality management, and environmental planning.
8. Investigatory methods.
9. Hazardous materials management activities and programs in both the public and private sectors.
10. Research and literature on the health effects of hazardous substances used in California industry.
11. California’s hazardous waste stream characteristics and mitigation measures.
12. Federal, State, and local statutes, regulations, legislative, and regulatory processes, programs, and responsibilities related to hazardous materials.
13. Methods of transport, storage, recovery, treatment, destruction, disposal, and use of hazardous materials.
14. Hazardous facility permitting process including State and Federal requirements for environmental review.
15. Concepts employed in a variety of disciplines including economics, public health, and resource management as specifically related to hazardous materials management programs.
16. Principles involved in siting hazardous waste facilities and for controlling hazardous substances.

**B. Ability to:**

1. Collect environmental data.
2. Analyze and evaluate data and reach sound conclusions.
3. Apply scientific methods and principles.
4. Analyze situations and take appropriate action.
5. Establish and maintain cooperative relations with local governments and all persons contacted in the work.
6. Prepare clear, complete, and technically accurate reports.
7. Communicate effectively.
8. Plan, organize, and carry out hazardous materials studies or projects.
9. Coordinate the work of others.
10. Make oral presentations, evaluate scientific data, and develop and prepare recommendations based on findings.
11. Be objective and flexible.
12. Meet critical deadlines.
13. Apply or modify complex scientific methods and principles.
14. Understand principles of risk assessments and risk management.
15. Work with professionals from a variety of disciplines within and outside of State Government on complex and changing hazardous substance issues related to the achievement of departmental goals.
16. Read and understand technical research reports on emerging public health issues related to the use of hazardous substances.
17. Assess the impact of proposed legislation and new statutes.
18. Organize materials for public presentation and dissemination.
19. Anticipate and respond to public concerns with tact and sensitivity.

EXAMINATION PLAN (CONTINUED)	The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the <b>ASSOCIATE HAZARDOUS MATERIALS SPECIALIST</b> is available on the CDCR website at: <a href="http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html">http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html</a>
ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for CDCR.  Eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit <a href="https://www.jobs.ca.gov">https://www.jobs.ca.gov</a> .
POSITION DESCRIPTION AND LOCATION(S)	An Associate Hazardous Materials Specialist independently performs the full range of the more responsible, varied, and complex work associated with the evaluation, management, and regulation of hazardous materials. Incumbents perform complex scientific evaluations of facility permit applications, environmental data, chemical contamination, remedial action plans, compliance with permit conditions, and other regulatory requirements. Incumbents may also be assigned responsibility for modification or application of complex scientific models in evaluating portions of the work described above. In a headquarters setting, incumbents may also be assigned responsibility for development of the more difficult regulations, policies, and procedures. This level may also be assigned lead responsibility over other first working and journey level Hazardous Materials Specialist.  Positions exist statewide with CDCR and CDSH.
VETERANS’ PREFERENCE/ CAREER CREDITS	Veterans’ Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans’ Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

**It is the candidate’s responsibility** to contact CDCR’s Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available** at CDCR, California Department of Human Resources (CalHR), and Employment Development Department offices. To create a CalCareer account and obtain an application, visit <https://www.jobs.ca.gov>. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

**Veterans’ Preference:** California law allows the granting of Veterans’ Preference in any **Open** examination. In accordance with Government Code Sections 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% disabled veteran, who achieves a passing score in an open 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) Veterans’ Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans’ Preference are available at the CalHR’s website by clicking on the following link: <https://jobs.ca.gov/CalHRPublic/Landing/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at [www.calvet.ca.gov/veteran-services-benefits/employment](http://www.calvet.ca.gov/veteran-services-benefits/employment).

**The Department of Corrections and Rehabilitation** 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 changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

**Eligible Lists:** Eligible lists established by a 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. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors 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 and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN 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.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS