



ASSOCIATE SAFETY ENGINEER
Departmental Promotional
Exam Code: 7TR26

Department: Caltrans
Bulletin Release Date: May 12, 2017
Final Filing Date: June 02, 2017
Salary: \$7,482.00 - \$9,360.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Associate Safety Engineer** examination. Employment from this examination may be offered in Caltrans District 03 (Marysville) and Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans 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.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as 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.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for Caltrans. Applicants must:

1. Have a permanent civil service appointment with Caltrans as of the final filing date in order to participate in the examination; or
2. Have been employed with Caltrans within the last three years, without a break in State civil service; or
3. Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
4. Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
5. Be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

FILING INSTRUCTIONS

[Applications \(STD.678\)](#) must be received or postmarked no later than the final filing date. 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 E-mailed applications will NOT be accepted. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION

MAILING ADDRESS:

**Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

SUBMIT IN PERSON:

**Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816**

***Candidates are responsible for obtaining proof of mailing or submission of their application to Examination Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD 678. You will be contacted to make specific arrangements.

POSITION STATEMENT

Under general supervision, operates and maintains foundation exploration and testing equipment; directs one drill rig crew; and does other related work.

ELIGIBLE LIST INFORMATION

A Departmental Promotional eligible list will be established for Caltrans in Caltrans District 03 (Marysville) and Sacramento County. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: 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 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 requirements.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the examination:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/3929.aspx>

MINIMUM QUALIFICATIONS

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 transportation engineer (civil), 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 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.)

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

It is anticipated that the Supplemental Application Questionnaire will be mailed in **JUNE/JULY 2017**.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Caltrans safety policies and specifications and the California Division of Occupational Safety and Health Administration (CAL/OSHA) to enforce conformance (e.g., General Industry, Highway Construction, Electrical, Laboratory)
2. Purpose and function of policies, procedures, principles and applications relating to Title 8 California Code of Regulations (CAL/OSHA Title 8) to ensure compliance with contract (e.g., Excavation Safety; Confined Space Entry; Tunnel Safety; Blasting; Lead Compliance; Asbestos Compliance; Fall Protection; Scaffold Erection and Dismantling, Highway Construction, Structure Construction)
3. Caltrans Highway Construction and Safety Manuals used in safety inspections, accident prevention, consultation, and training of safety engineering to guide others on how to address safety issues
4. Methods and practices used in safety inspections, accident prevention, consultation, and training of safety to positively affect the highway construction projects
5. Operations used to develop evidence when presenting administrative and formal legal hearings to safeguard proper representation for safety matters
6. Rules and Regulations applicable to provisions of the Labor Code to detect any problems while performing inspections in preventing injury and harm
7. Rules and Regulations to provide a centralized reference and make recommendations and consultations for a better understanding of the safety guidelines
8. Federal and CAL/OSHA citation processes to avoid violations and penalties
9. Policies and procedures of safety and accident inspection to educate safety techniques to others
10. Materials and tools involved with construction repairs of highways, structures (e.g., bridges, retaining walls, major drainage systems), building and tunnel/shaft construction, facilities and application to specific industries and operations to ensure conformance
11. Equipment and safety devices used in work environments to protect the safety on oneself and others

Ability to:

1. Perform safety inspections throughout the North Region to ensure compliance with Federal, CAL/OSHA and California Code of Regulations (CCR) Title 8 safety laws
2. Review plans and specifications after contract award to prepare and give the pre-construction safety presentation
3. Conduct accident investigations throughout the North Region to ensure compliance
4. Gather information to analyze and interpret the dynamic hazards in highway maintenance and construction work zones to prevent hazards
5. Effectively analyze situations and develop logical conclusions and take effective action to improve the situations
6. Effectively communicate with verbal and written skills to disseminate information on occupational safety and health to a targeted audience (e.g., managers, supervisors, peers, employees, and other government agencies or the public)
7. Detect occupational safety health hazards and unsafe working conditions to prevent serious or imminent hazards to employees and offer proposed solutions
8. Interpret and apply State's Safety Orders applicable to provisions of the Labor Code and policies of CAL/OSHA to identify any unsafe conditions
9. Address groups with mandatory requirements (e.g., conducting seminars, training, and workshops) to inform them of updates on safety and health
10. Prepare technical safety reports and correspondence to provide accurate information to both department staff and contractor staff in accordance to meet compliances
11. Administer training to staff in occupational safety and health work to provide knowledge and ensure compliance are with contract
12. Assist with training staff in occupational safety and health work to ensure compliance with contract
13. Communicate effectively to maintain a professional working relationships with employers, workers, labor organizations, and the general public

14. Develop and present evidence to represent the program in administration and formal legal actions
15. Develop alternative procedures to field operations when current procedures pose potential health problems or concerns to prevent recurrence
16. Read and interpret engineering and planning documents (e.g., drawings, specifications, maps and survey notes)
17. Provide analysis, recommendations and solutions that are legal and appropriate to guide contractors to ensure public safety and meet mandated safety requirements.
18. Provide analysis of injury incidents in the work place environment, and hazardous material control and storage to prevent serious or imminent hazards

SPECIAL PERSONAL CHARACTERISTICS

1. Keenness of observation, tact, maturity and diplomacy when used to analyze situations, make recommendations and decisions.
2. Willingness to travel and work in an assigned area of the State to conduct safety inspections, interviews, and present training to division staff
3. Willingness to stand at construction project sites and walk on slopes or uneven terrain
4. Willingness to sit with a keyboard and video display terminal for an extended period of time
5. Willingness to climbing stairs, ladders, stoop, kneel, and enter confined and elevated spaces
6. Willingness to lift safety training equipment and supplies up to 50 pounds

VETERANS' PREFERENCE

Veterans' Preference credit will not be granted in this examination as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits will not be granted in this examination.

CONTACT INFORMATION

For more information regarding this examination, please contact the examination analyst at (916) 227- 2645.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

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

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. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the 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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

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) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. 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 the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status

and eligibility for promotional examinations.

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

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.