



# CALIFORNIA STATE LANDS COMMISSION EXAMINATION ANNOUNCEMENT



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.

## MARINE SAFETY SPECIALIST I OPEN / STATEWIDE – CONTINUOUS TESTING CONTINUOUS / ANNUAL CUT-OFF DATES: NOVEMBER 1<sup>st</sup> and MAY 1<sup>st</sup>

<b>CONTINUOUS TESTING</b>	The State Lands Commission is accepting application packages for this examination on a continuous basis by the identified cut-off dates. Applications received by our Human Resources Office will be reviewed to ensure applicants meet the posted Minimum Qualifications. Possession of entrance requirements does not assure a place on the Eligible List. A completed Qualifications Assessment must be submitted along with a Standard State Application (STD 678) for consideration.
<b>WHO SHOULD APPLY</b>	This is an announcement for an Open / Statewide Continuous Training & Experience (T&E) Examination. Individuals meeting the posted Minimum Qualifications for this classification are encouraged to apply.
<b>HOW TO APPLY</b>	Interested applicants must submit a completed Standard State Application (STD 678) along with a completed Qualifications Assessment located at the end of this announcement. Examination Packages must be received or postmarked by the cut-off date to be considered for the current administration. 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. Examination Packages must be submitted to the following address by the cut-off date:  <div style="text-align: center;"> <p>California State Lands Commission Human Resources Office 100 Howe Ave., Ste. 100-S Sacramento, CA 95825</p> </div> <p>The Standard State Application (STD 678) is available at: <a href="http://www.calcareers.ca.gov">www.calcareers.ca.gov</a>.</p> <p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>• Applications must include “to” and “from” dates; time base; civil service class titles; and an original signature.</li> <li>• Applicants using education to meet Minimum Qualifications must provide a copy of their transcripts along with their application package for the universities/colleges attended where the coursework or degree was earned. Applicants providing copies of international transcripts may need to provide an evaluation/translation from an educational credentials evaluation service to ensure all coursework can be verified by the Commission. Applications received without this information may be rejected.</li> <li>• Applications received after the cut-off date for the current administration will be held until the next administration.</li> </ul> <p><b>PLEASE DO NOT SEND APPLICATIONS TO CaiHR OR THE STATE PERSONNEL BOARD.</b></p>
<b>SPECIAL TESTING</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the Standard State Application (STD 678). You will be contacted to make specific arrangements.
<b>SALARY RANGE</b>	\$5,280 - \$6,555 Per Month The salaries used in this Exam Announcement are the latest available from the State Controller’s Office and may not reflect recent salary adjustments.
<b>ELIGIBLE LIST INFORMATION</b>	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. This examination will be administered on a continuous basis. Competitors have the option of retesting every 12 months after the date they last took the exam. Competitors who are successful in retesting in subsequent examination(s) will be merged into the Eligible List in order of final score.
<b>POSITION DESCRIPTION</b>	Under the general supervision of the Marine Safety Supervisor, incumbent provides marine facility and maritime expertise in the more complex processing of inspection reports, data quality assurance, and field monitoring coordination in support of the California State Lands Commission’s pollution prevention program.  <div style="text-align: center;"> <p>POSITION(s) MAY EXIST IN LONG BEACH, CA and/or HERCULES, CA</p> </div>
<b>EXAMINATION ADMITTANCE REQUIREMENTS</b>	Applicants must meet the Minimum Qualifications as published for this examination. 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.  <div style="text-align: center;"> <p><b>Either I:</b></p> <p><b>Experience:</b> Two years of experience in the California state service performing the duties of a Marine Safety Inspector.</p> <p><b>Or II:</b></p> <p><b>Experience:</b> Four years of progressively responsible maritime or bulk oil transportation experience, or experience in a marine-related environmental program, two years of which must have involved bulk oil transportation or inspection activities in a marine environment. Bulk oil transportation activities include experience working or directing the work at a marine oil terminal or working or directing work with shipboard cargo transfer systems. Inspection activities include performing or directing others engaged in marine safety inspections or conducting third-party inspections of bulk oil transfers. (State service applied toward this pattern must have been at a level of responsibility equivalent to a Marine Safety Inspector.) <b>&lt;and&gt; Education:</b> Equivalent to graduation from college including course work in marine transportation, engineering, environmental sciences, public administration, business administration, or a related field. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis or possession of a valid Unlimited Tonnage Master, Chief Mate, Second Mate, Third Mate, Chief Engineer, or First Engineer Merchant Marine License may be substituted for two years of the education requirement.)</p> </div>

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**EXAMINATION INFORMATION** **Training and Experience (T&E) Qualifications Assessment – Weighted 100%**

This examination consists of a T&E Qualifications Assessment which is the sole component of the examination. To obtain a position on the Eligible List, you must attain a minimum rating of 70%.

**Please Note:** Exam applicants who correctly complete and submit a Standard State Application (STD 678) and Qualifications Assessment (found on last page), and then subsequently pass an initial Minimum Qualifications screening, will receive their exam results within **two to four weeks** following the advertised cut-off date(s).

When completing the Qualifications Assessment, months of experience must be calculated based on full time (40-hour work week) experience and be pro-rated for part time experience.

**Competitors who do not submit a complete application package as indicated will be disqualified.**

**SCOPE OF EXAMINATION**

**A. Knowledge of:**

1. California State Regulations (CCR) regarding: Marine Terminal Inspection and Management, Marine Terminal Personnel Training and Certification, Marine Terminal Oil Pipelines, and Structural Requirements for Vapor Control Systems at Marine Terminals
2. Federal Regulations (CFR) regarding: Facilities Transferring Oil in Bulk, Oil Pollution Prevention Regulations for Vessels, and Oil Transfer Operations;
3. Marine terminal petroleum transfer equipment, systems, and procedures
4. Tank vessel and barge petroleum transfer equipment, systems, procedures, and safe mooring practices
5. Safety considerations at marine facilities and for vessels including worker safety, emergency procedures, and cargo characteristics
6. Pipeline systems at marine facilities
7. Effects of oil pollution on the marine environment

**B. Ability to:**

1. Act independently
2. Reason logically and creatively
3. Analyze data and present ideas and information effectively
4. Communicate effectively
5. Gain and maintain the confidence and cooperation of governmental, environmental, and industry officials
6. Prepare clear and concise reports
7. Work as an integral member of interdisciplinary teams

**VETERANS' PREFERENCE** Veterans' Preference Credit **will be granted** in this exam in accordance with Government Code 18973.1 and 18973.5.

**CAREER CREDITS** Career Credit Points **will not be granted** in this examination.

### 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 California State Lands Commission (CSLC) offices, the CSLC website: [www.slc.ca.gov](http://www.slc.ca.gov), local office of the Employment Development Department, California Human Resources (CalHR), and the CalHR website at [www.calcareers.ca.gov](http://www.calcareers.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 Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**If a candidate's notice** of examination 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) multi-departmental 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 Veteran's 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, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an OPEN examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged/released. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at the Department of Veterans Affairs or via download from: <https://calcareers.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>. Due to changes in laws effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDIT.

**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 information regarding this examination, please contact the California State Lands Commission Human Resources Office at 916-574-1910.

## Training & Experience / Qualifications Assessment Exam (Weighted 100%)

Please complete the below Qualifications Assessment and submit it along with your completed Standard State Application (STD 678). Please be sure to submit all other required documents (i.e. transcripts, degrees, etc.) as indicated within this Exam Announcement. For each question below, please check one box indicating months of experience and complete employment dates, company name, position title, and contact information for someone who will confirm your experience and employment dates. When completing the Qualifications Assessment, months of experience must be calculated based on full time (40-hour work week) experience and be pro-rated for part time experience.

←-QUESTIONS	<b>MARINE SAFETY SPECIALIST I EXAM</b> <b>QUALIFICATIONS ASSESSMENT QUESTIONS</b> <i>Check only <u>one</u> box indicating months of experience for each question</i>	NO EXPERIENCE	1-23 MONTHS	24-35 MONTHS	36-47 MONTHS	48-59 MONTHS	60+ MONTHS
<b>#1</b>	<b>How much experience do you possess being accountable for proper, safe, efficient, and effective marine oil terminal transfer, oil cargo monitoring, and/or inspection duties?</b> Company/Agency Name: _____ Position/Functional Title: _____ Contact Name & Telephone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		EMPLOYMENT DATES: FROM: ____/____/____ TO: ____/____/____					
<b>#2</b>	<b>How much experience do you possess conducting periodic reviews of rules and regulations dealing with marine oil transfer operations?</b> Company/Agency Name: _____ Position/Functional Title: _____ Contact Name & Telephone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		EMPLOYMENT DATES: FROM: ____/____/____ TO: ____/____/____					
<b>#3</b>	<b>How much experience do you possess meeting with representatives of a regulated community or regulating organization to discuss topics of mutual concern?</b> Company/Agency Name: _____ Position/Functional Title: _____ Contact Name & Telephone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		EMPLOYMENT DATES: FROM: ____/____/____ TO: ____/____/____					
<b>#4</b>	<b>How much experience do you possess with regards to gathering information regarding oil spill inquiries and reporting?</b> Company/Agency Name: _____ Position/Functional Title: _____ Contact Name & Telephone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		EMPLOYMENT DATES: FROM: ____/____/____ TO: ____/____/____					
<b>#5</b>	<b>How much experience do you possess in reviewing and updating vessel schedules?</b> Company/Agency Name: _____ Position/Functional Title: _____ Contact Name & Telephone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		EMPLOYMENT DATES: FROM: ____/____/____ TO: ____/____/____					
<b>#6</b>	<b>How much experience do you possess in inspecting and monitoring the transfer of petroleum products between facilities and vessels?</b> Company/Agency Name: _____ Position/Functional Title: _____ Contact Name & Telephone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		EMPLOYMENT DATES: FROM: ____/____/____ TO: ____/____/____					
<b>#7</b>	<b>How much experience do you possess in verifying rules and regulation for compliance?</b> Company/Agency Name: _____ Position/Functional Title: _____ Contact Name & Telephone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		EMPLOYMENT DATES: FROM: ____/____/____ TO: ____/____/____					
<b>#8</b>	<b>How much experience do you possess in verifying that equipment utilized during marine oil transfers is in operable condition and meets all safety requirements?</b> Company/Agency Name: _____ Position/Functional Title: _____ Contact Name & Telephone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		EMPLOYMENT DATES: FROM: ____/____/____ TO: ____/____/____					
<b>#9</b>	<b>How much experience do you possess with respect to monitoring the activities of personnel during the oil transfer evolution from hook-up to disconnect?</b> Company/Agency Name: _____ Position/Functional Title: _____ Contact Name & Telephone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		EMPLOYMENT DATES: FROM: ____/____/____ TO: ____/____/____					
<b>#10</b>	<b>How much experience do you possess in acting as a liaison between marine facilities and vessel company personnel who transfer petroleum products?</b> Company/Agency Name: _____ Position/Functional Title: _____ Contact Name & Telephone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		EMPLOYMENT DATES: FROM: ____/____/____ TO: ____/____/____					
<b>#11</b>	<b>How much experience do you possess with inspecting vessels of various types for compliance with Ballast Water Management Program requirements?</b> Company/Agency Name: _____ Position/Functional Title: _____ Contact Name & Telephone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		EMPLOYMENT DATES: FROM: ____/____/____ TO: ____/____/____					