

## NOTICE OF CORRECTION

DATE: **9/2/16**

EXAM CODE: 30486KP

This amends the bulletin released 1/4/16.

EXAM TITLE: **Associate Industrial Hygiene Specialist (SCIF)**

EXAM BASE: **Departmental Open**

DEPARTMENT: **State Compensation Insurance Fund**

LOCATION: **Statewide**

FINAL FILING DATE: **Continuous**

The bulletin announcing the above examination is amended as follows:

**Final Filing Date: 9/23/2016**

**We regret any inconvenience this change may cause to candidates who have filed for this examination.**

**State Compensation Insurance Fund  
Human Resources Department**



**ASSOCIATE INDUSTRIAL HYGIENE SPECIALIST (SCIF)  
(DEPARTMENTAL OPEN)  
9399-00109321-30486KP**

**Department(s):** State Compensation Insurance Fund  
**Opening Date:** 01/04/2016  
**Closing Date:** Continuous  
**Type of Recruitment:** Departmental Open  
**Monthly Salary Range:** \$5,364.00 - \$7,326.00  
**Employment Type:** Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-Time  
Limited Term Intermittent  
**Exam Type:** Statewide

#### INTRODUCTION

This is a Departmental Open Spot examination for the State Compensation Insurance Fund.

#### EEO

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.

#### DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state 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.

#### WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as states below may apply for this examination at any time. **Once you have taken the examination, you may not reapply for twelve (12) months.**

#### FILING INSTRUCTIONS

**Final File Date:** Continuous

**Where to Apply:** A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at [www.statefundca.com/careers/currentexams.asp](http://www.statefundca.com/careers/currentexams.asp).

Interested applicants must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678). Applicants, who submit a State Fund Jobs Online exam application, will receive an e-mail containing a confirmation number.

**FAXED, E-MAILED, OR HARD COPY STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED.**

## **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, mark "yes" on Question #2 on the Standard State Application (STD 678) form. You will be contacted to make specific arrangements.

## **ELIGIBLE LIST INFORMATION**

An **OPEN, MERGED** eligible list will be established for State Compensation Insurance Fund. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of the test date. **Candidate's eligibility expires twelve (12) months after it is established.** Candidates must then retake the exam to reestablish eligibility.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**APPLICANTS ARE REQUIRED TO SUBMIT AN ATTACHMENT OF EITHER THEIR UNOFFICIAL TRANSCRIPTS OR COLLEGE DIPLOMA.** Educational documents may be submitted directly through the State Fund Jobs Online portal when completing the required online exam application.

**APPLICANTS WHO DO NOT SUBMIT THE REQUIRED EDUCATIONAL DOCUMENTATION WILL BE ELIMINATED FROM THE EXAMINATION.**

**NOTE:** All applicants must meet the experience and education requirements as stated on this examination announcement by the date you submit your application.

## **MINIMUM QUALIFICATIONS**

### **EITHER I**

**Experience:** One year of experience performing duties of an Assistant Industrial Hygiene Specialist, State Compensation Insurance Fund, or one year experience in California state service performing the duties of Assistant Industrial Hygienist.

### **OR II**

**Experience:** Three years of increasingly responsible professional or technical industrial hygiene experience in identifying, evaluating and controlling health hazards in work places, and developing, evaluating and implementing occupational health programs. This experience shall include at least two years in a position comparable in level, responsibility and duties to that of Assistant Industrial Hygiene Specialist in California state service. (A Master's Degree in Industrial Hygiene, Chemistry, Environmental Health, Public Health, Engineering, Toxicology or a closely related curriculum may be substituted for up two years of the required experience on a year-for-year basis.) **And**

**Education:** Equivalent to graduation from college with major work in industrial hygiene, chemistry, biology, engineering, physics, public health, medicine, environmental health, toxicology, or a field directly related to occupational health.

## **POSITION DESCRIPTION**

This is the full journey person professional level. Under general direction performs difficult industrial hygiene studies of insured's operations and evaluates the results; assists in the development of internal occupational health standards, procedures and policies; reviews existing policies and recommends revisions where appropriate; consults with field safety personnel on difficult occupational health questions; identifies the training and education needs of key safety personnel; develops special educational programs and coordinates and administers instruction; applies basic chemical and physical principles to solve problems of measurement and evaluation; utilizes chemical and mechanical procedures to suggest control measure alternatives for situations presenting hazards to health in industry; analyzes heat, illumination, radiation, noise, vibration, vapors, gases, and other physical factors in industrial situations; designs and executes field studies to evaluate the total working environment in a given industry; may act as lead analyst for one or more Assistant Industrial Hygiene Specialist in connection with studies or special projects; prepares reports and dictates correspondence; and does other related work.

This is a field position which requires traveling in Northern or Southern California.

## **EXAMINATION INFORMATION**

### **TRAINING AND EXPERIENCE (T&E) - WEIGHTED 100.00%**

The sole component of the Associate Industrial Hygiene Specialist, SCIF examination will consist of a T&E examination. To

obtain a position on the eligible list, a minimum score of 70% must be received.

**Applicants are required to respond to the T&E questions provided on this announcement.** For each listed knowledge, skill, and ability statement within the T&E examination, applicants will need to provide the following:

- 1) Identify the one professional reference who can best verify the response you provide for each knowledge, skill, and ability statement (Within the T&E you will have an opportunity to pre-list up to five professional references and from this listing you will identify the one professional reference).
- 2) Identifying level of proficiency and experience rating.
- 3) Provide a brief narrative example for each knowledge, skill, and ability.

Any knowledge, skill, and ability statement missing a professional reference, level of proficiency rating, level of experience rating, or a brief narrative example will not be scored.

**All information applicants provide in this examination is subject to verification.**

To preview the T&E questions, [Click Here](#)

## KNOWLEDGE AND ABILITIES

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be measuring competitively, relative to job demands, each competitor's knowledge and abilities as outlined below.

### Knowledge of:

1. Basic principles of industrial hygiene environmental health, and State and Federal laws, rules, and regulations on the health of industrial workers.
2. Basic concepts of apparatus used to monitor and/or collect samples of substances for analysis.
3. Public health and industrial hygiene practices, industrial processes, stresses, toxicology, and control measures.
4. Worker's Compensation Laws, practices, and principles.
5. State and Federal laws, rules, and regulations relating to the health of industrial workers.
6. Methods and practices used in the determination and elimination of industrial hazards.
7. Basic principles of supervision and training.

### Ability to:

1. Analyze situations accurately, derive recommendations, and take effective action.
2. Establish and maintain cooperative relations with those contacted in the course of the work.
3. Communicate effectively.
4. Prepare clear and concise reports.
5. Conduct field studies and investigations.
6. Evaluate findings and prepare written recommendations.
7. Tactfully and skillfully present necessary information and maintain good client relations in sensitive areas.
8. Conduct research in specific industrial hygiene areas.
9. Speak and write effectively.
10. Independently conduct the most difficult field studies and investigations.
11. Identify organizational needs in occupational health service programs.
12. Develop, conduct and coordinate educational programs on occupational health and industrial environmental health and safety problems.
13. Train, lead, and review the work of other technical personnel.

## VETERANS PREFERENCE

Veterans Preference **will be** granted in this examination.

Effective January 1, 2014, in accordance with Government Codes 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 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. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Information on "How to Apply for Veterans Preference" is listed below in the General Information section.

## CAREER CREDITS

Career Credits do not apply and will not be added to the final score of this examination.

## CONTACT INFORMATION

State Compensation Insurance Fund • Human Resources • Phone: 1.800.499.8668

For more information regarding this examination, visit [www.statefundca.com/careers/currentexams.asp](http://www.statefundca.com/careers/currentexams.asp)

## DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification:

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

## GENERAL INFORMATION

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the State Compensation Insurance Fund.

**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.

**State Compensation Insurance Fund** 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.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

**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 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.

**How to Apply for Veterans Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at <https://jobs.ca.gov/Job/VeteransInformation> and on the Application for Veterans Preference form, [CalHR-1093](#). Additional information is also available at the Department of Veterans Affairs website at [www.calvet.ca.gov](http://www.calvet.ca.gov).

## STATE COMPENSATION INSURANCE FUND OFFICES

**Bakersfield**  
9801 Camino Media  
Bakersfield, CA 93311-1303

**Chatsworth**  
9419 Mason Avenue  
Chatsworth, CA 91311-5204

**Eureka**  
2440 Sixth Street  
Eureka CA 95501-0788

**Fresno**  
10 River Park Place East  
Fresno, CA 93720-1531

**Greater Bay Area/Pleasanton**  
5880 Owens Drive  
Pleasanton, CA 94588-3900

**Monterey Park**  
900 Corporate Center Drive  
Monterey Park, CA 91754-7618

**Redding**  
2175 Shasta View Drive  
Redding, CA 96003-8296

**Riverside**  
6301 Day Street  
Riverside, CA 92507-0902

**Rohnert Park**  
5900 State Farm Drive, Suite 200  
Rohnert Park, CA 94928-2122

**Sacramento Regional Office**  
2275 Gateway Oaks Drive  
Sacramento, CA 95833-3255

**San Francisco**  
333 Bush Street  
San Francisco CA 94104

**Santa Ana**  
1750 East Fourth Street  
Santa Ana, CA 92705-3929

**Stockton**  
3247 West March Lane  
Stockton CA 95219-2351

**Vacaville**  
1020 Vaquero Circle  
Vacaville, CA 95688-8804

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**Contact Information for California Department of Human Resources**

**Attn: Examination Services**  
1515 S Street, North Building, Ste 400  
Sacramento, CA 94244-2010  
**(866) 844-8671**

**California Relay (Telephone) 1 (800-735-2929; (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device**