



**AREA MANAGER, CAL/OSHA CONSULTATION SERVICE
(DEPARTMENTAL OPEN)
9399-3918-30500KP**

Department(s): State Compensation Insurance Fund

Opening Date: 01/04/2016

Closing Date: Continuous

Type of Recruitment: Departmental Open

Salary: MONTHLY-RANGED-SALARY - \$8,810.00 to \$11,026.00

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 Statewide examination for the State Compensation Insurance Fund which received approval from the Department of Industrial Relations (DIR) and the California Department of Human Resources to utilize this DIR specific classification.

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?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

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.

Interested candidates must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

Candidates, upon submitting a State Fund Jobs Online exam application (And **uploading the required**

educational documentation), will receive a confirmation e-mail which will then allow for accessing the T&E online exam within the candidate's Jobs Online account.

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.** Competitors must then retake the exam to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement as of the date the exam is taken. **Educational documentation must be attached when submitting the State Fund Jobs Online exam application.**

MINIMUM QUALIFICATIONS

Either I

Two years of experience in California state service in the CAL/OSHA Program performing the duties of an Associate Safety Engineer or an Associate Industrial Hygienist.

Or II

Experience: Four years of experience organizing, administering or implementing a comprehensive safety or health program.

And

Education: Equivalent to graduation from college with specialization in engineering or in a field related to occupational safety and health. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Under general direction, as manager of a State Compensation Insurance Fund Safety & Loss Prevention Services area office, to supervise a team of safety engineers, industrial hygienists, and ergonomists engaged in a full range of consultation and training activities involving employment and places of employment covered by the California Safety and Health Act. Trains staff, assigns work, gives instruction, maintains discipline, evaluates staff performance, and takes appropriate action.

Supervises difficult onsite consultations involving potential safety and health hazards to determine causes; meets with employers, employees and others in regards to applicable provisions of the State's safety orders, applicable law, and appropriate department policies.

Establishes and maintains cooperative relations with organizations interested in promoting health and safety activities for employees and in organizing and carrying on accident prevention and health campaigns. Prepares reports.

EXAMINATION INFORMATION

TRAINING & EXPERIENCE (T&E) EXAMINATION-Weighted 100.00%

The sole component of the Area Manager, Cal/OSHA Consultation Service 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 rating 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, 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](#)

EXAMINATION SCOPE

TRAINING & EXPERIENCE (T&E) EXAMINATION – WEIGHTED 100.00%

Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. Occupational accident and illness prevention techniques
2. Title 8 of the California Administrative Code
3. Operations, methods, equipment, and safety devices applicable to various types of employment
4. Applicable provisions of the Labor Code and Health and Safety Code
5. Current management principles and practices, human resources management, and supervision as well as equal employment principles and guidelines
6. Principles of effective supervision and training
7. Various State Compensation Insurance Fund functions as they impact loss prevention

Ability to:

1. Ability to handle stressful situations while being firm but tactful
2. Plan, organize, direct, and evaluate the work of a team of safety engineers, industrial hygienists, and ergonomists providing consultation services to employers
3. Apply the policies of the State Compensation Insurance Fund Safety & Loss Prevention Services program, as well as applicable provisions of the Labor Code and Health and Safety Code
4. Manage multiple projects and tasks
5. Use good judgment
6. Secure and maintain the cooperation of employers serviced by the State Compensation Insurance Fund Safety & Loss Prevention Services program to help comply with regulations and strengthen workplace safety
7. Write and speak effectively

ADDITIONAL DESIRABLE QUALIFICATIONS

Experience or additional college work in administration, management, industrial relations, industrial hygiene, safety or other engineering, and other areas directly related to the functions of the CAL/OSHA Consultation Service.

BROWSER/SYSTEM REQUIREMENTS

State Fund's Jobs Online application supports the following browsers:

Internet Explorer 7 (or newer) • Google Chrome 35.0.1916.153 • Mozilla Firefox 17.0.1

It is not recommended you complete this exam with a smartphone or tablet as it is not mobile device compatible.

Disclaimer: State Compensation Insurance Fund is only responsible for issues within our own system. Competitors experiencing technical difficulties within their own system/equipment (computer crash, browser timeout, internet issues, etc.) will NOT be given the opportunity to start the examination again.

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 granted in 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

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, 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.

Where to Apply: A Standard State Fund 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. Competitors must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application.

For an examination without a written feature, it is the candidate's responsibility to contact State Compensation Insurance Fund, Human Resources at 1.800.499.8668 three weeks after the final filing date if he/she has not received a progress notice.

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.

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.

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.

STATE COMPENSATION INSURANCE FUND OFFICES

Bakersfield

9801 Camino Media
Bakersfield, CA 93311-1303

Greater Bay Area/Pleasanton

5880 Owens Drive
Pleasanton, CA 94588-3900

Rohnert Park

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

Stockton

3247 West March Lane
Stockton CA 95219-2351

Chatsworth

9419 Mason Avenue
Chatsworth, CA 91311-5204

Monterey Park

900 Corporate Center Drive
Monterey Park, CA 91754-7618

Sacramento Regional Office

2275 Gateway Oaks Drive
Sacramento, CA 95833-3255

Vacaville

1020 Vaquero Circle
Vacaville, CA 95688-8804

Eureka

2440 Sixth Street
Eureka CA 95501-0788

Redding

2175 Shasta View Drive
Redding, CA 96003-8296

San Francisco

333 Bush Street
San Francisco CA 94104

Fresno

10 River Park Place East
Fresno, CA 93720-1531

Riverside

6301 Day Street
Riverside, CA 92507-0902

Santa Ana

1750 East Fourth Street
Santa Ana, CA 92705-3929

California Department of Human Resources (CalHR) contact information:
Attn: Examination Services
1515 S Street, North Building, Suite 400
Sacramento, CA 95811
(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.