



SAFETY SPECIALIST, CALTRANS
Departmental Open, Non-Promotional
Exam Code: 5TR92

Department: Caltrans
Bulletin Release Date: 02/16/2016
Final Filing Date: 03/09/2016
Salary: \$3,189.00 to \$5,758.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Safety Specialist, Caltrans** examination. Employment from this examination will be offered in all Districts, and Sacramento County. Candidates may only establish eligibility in one of the locations listed above.

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?

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

A [State Application \(STD678\)](#) must be received by the final filing date. Applicants approved to take the examination will be mailed the Supplemental Application Questionnaire one month from the Final Filing Date.

[State Applications \(STD 678\)](#) must be received or postmarked no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

***FILE BY MAIL:**

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

***FILE IN PERSON:**

**Caltrans
Exam 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 Exam 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 STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

POSITION STATEMENT

This is the entry and training, extended training, and full journey level class for Caltrans' Safety Program. Under general direction, incumbents perform a full range of safety-related duties in both the Headquarters and District setting within Caltrans. Incumbents conduct safety inspections and accident investigations; perform office and work site reviews to ensure safe working conditions with authority to request work stoppage in the event of serious safety violations; respond to safety-related complaints; interpret and apply laws, rules and policies to further develop the Department's Safety Program including

ergonomics, electrical safety, and hearing conservation; recommend corrective action for law/rule violation; provide consultation and training to departmental staff relative to safety- and health-related problems; represent the Department/District in administrative hearings; maintain vehicle accident data and identify accident trends; are responsible for the Employee Assistance Program (EAP) and the employee wellness program; monitor the safety incentive award program; coordinate development of the safety newsletter; and do other related work.

ELIGIBLE LIST INFORMATION

An Open, Non-promotional eligible list will be established for Caltrans in all Districts and Sacramento County. The list will be abolished 12 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.

MINIMUM QUALIFICATIONS

Either I

Experience: Two years' experience in the California state service performing occupational safety-related duties in a classification equivalent in level of responsibility to an Assistant Caltrans Administrator, Range C.

Or II

Education: Equivalent to graduation from college with specialization in engineering, industrial hygiene, chemistry, physics, biology, or in a field directly related to occupational

safety and health. (Additional qualifying experience may be substituted on a year-for-year basis for up to two years of the educational requirement.)

And

Experience: Two years' experience as a safety consultant or specialist in the construction, maintenance, laboratory or equipment disciplines, conducting safety inspections to identify worker safety hazards and offering advice on the prevention of industrial accidents to public or private entities.

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

<http://calhr.ca.gov/state-hr-professionals/pages/9807.aspx>

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 April 2016.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The principles, practices, and methods of construction, maintenance, laboratory, equipment, or office functions as they relate to safety and health
2. Methods, operations, and devices used in the Department's work places and the safety and health hazards associated with these work places
3. Laws, rules, practices, and policies associated with various Departmental programs
4. Methods and techniques used in safety inspections, accident prevention, consultation, training, and technical report writing
5. Federal, State, and local laws
6. Principles of automotive safety
7. Hazardous Materials
8. Microsoft Office Suite

Skill in:

1. Conduct safety inspections and accident investigations
2. Detect occupational safety, health hazards, and unsafe working conditions and practices
3. Interpret and apply laws, rules, policies, and practices
4. Develop and maintain effective working relationships
5. Analyze situations accurately and take effective action
6. Communicate effectively at a level required for successful job performance.
7. Write effectively
8. Prepare technical reports and correspondence
9. Prepare and deliver presentations to small and large groups, both internal and public
10. Act in a lead capacity
11. Conduct safety related training
12. Analyze and solve problems relating to employee safety and health
13. Utilize computer and various computer applications

SPECIAL PERSONAL CHARACTERISTICS

1. Willingness to undertake additional training to meet job needs
2. Willingness to travel and work in various locations throughout the State
3. Keeness of observation
4. Tact
5. Professional demeanor

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will be granted in this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7855.

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, local offices of the Employment Development Department, and the testing department on this job bulletin.

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.

The testing department 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.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.

3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <http://jobs.ca.gov/Public/Jobs/Veterans.aspx> or from the California Department of Human Resources, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95811 and the Department of Veterans Affairs.

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).

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.