



**Open Examination - Statewide
Assistant Industrial Hygienist
California Department of Toxic Substances Control**



The mission of DTSC is to protect California's people and environment from harmful effects of toxic substances through the restoration of contaminated resources, enforcement, regulation and pollution prevention.

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 stated below

FINAL FILING DATE:

Continuous

HOW TO APPLY:

Step 1. Visit www.jobs.ca.gov. Create your State application by establishing a profile or by navigating directly to the PDF application. Make sure you meet the minimum qualifications listed below. If you do not meet these requirements, your application will be rejected.

Step 2. Print the application and mail it to:

Department of Toxic Substances Control
Human Resources
Attn: Exam Unit, Chhing Chau
1001 I St., Floor 21
Sacramento, CA 95814

Step 3: When DTSC needs warrant, the link to the online examination will be mailed to applicants admitted into the examination. The examination will result in an eligibility list of qualified applicants that DTSC utilizes to fill vacancies as needed.

For questions, contact Chhing Chau in the Examination Unit at (916) 322-8669. TDD (916) 323-3418 or CALNET 8-473-3418

Cross Filing Information: If you meet the entrance requirements for the Assistant and Associate Industrial Hygienist, you may file for both examinations on a single application.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

SALARY INFORMATION:

\$4,103 - \$5,606 per month

SPECIAL TESTING ARRANGEMENTS:

If you have a disability and need special testing arrangements, mark the appropriate box on question # 2 of the "Application for Examination." You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION:

A departmental eligible list will be established for the Department of Toxic Substances Control. Names of successful competitors will be merged onto the open list established for use by the Department of Toxic Substances Control in order of final scores regardless of testing date. Applicants may be tested only once during a 12 months period. Eligibility expires 12 months after it is established. Competitors must then retake the examination to reestablish eligibility.

POSITION DESCRIPTION:

This is the first working professional level. Under direction, performs industrial hygiene work of average difficulty; makes preliminary surveys and inspections of occupational environments; conducts studies of potential health hazards of specific substances or in specific industries or processes; prepares reports of findings and makes recommendations for the elimination or control of hazardous conditions; assists in the design, construction, and use of special field apparatus; collects statistics and information from industrial establishments; gives information on the control of industrial health hazards; interprets standards; dictates correspondence and prepares reports; and does other related work.

Positions may be filled at any of our locations (<http://www.dtsc.ca.gov/ContactDTSC/locations.cfm>).

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

MINIMUM QUALIFICATIONS:

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 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

EITHER I

One year of experience in the California state service performing the duties of a Junior Industrial Hygienist.

OR II

Experience: Two years of professional or technical experience in identifying, evaluating, and controlling health hazards in work places, and developing, evaluating, and implementing occupational health standards. This experience shall include at least one year in a position comparable in level, responsibility, and duties to that of a Junior Industrial Hygienist in the California state service. (A Master's Degree in Chemistry, Engineering, Environmental Health, Industrial Hygiene, Public Health, or a closely related curriculum may be substituted for one year of the required general experience.) and

Education: Equivalent to graduation from college with major work in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational health and safety. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) A Master's Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master's degree program including planned work experiences, may be substituted for the two years of required general experience.

DEFINITION OF TERMS:

"Performing the duties of. . ." - means the applicant must have the amount of experience in State service in the class specified or on a training and development assignment (T&D), limited term, or approved out-of-class assignment to the class.

EXAMINATION INFORMATION:

This examination will consist of a Written component, weighted 70%, and a Training and Experience Evaluation component, weighted 30%. The Training and Experience Evaluation will ask you to rate yourself on a series of statements. When the needs arise for the department, the link to the examination will be mailed to applicants admitted into the examination. To obtain a position on the eligible list, a total minimum score of 70% must be received. Results of the examination will be mailed to candidates.

KNOWLEDGE AND ABILITIES:

A. 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 principles and practices.
4. One or more aspects of biological, chemical, engineering, or toxicological factors, effects, and control measures of industrial hygiene.
5. Apparatus used to monitor and/or collect samples for analysis.
6. Methods, techniques, and practices used in determining and eliminating health hazards in industry.

B. 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. Collect and evaluate plant findings and make recommendations for the elimination or control of hazardous conditions.
6. Function as a specialist in one or more aspects of biological, chemical, engineering, or toxicological factors, effects, and control measures.
7. Interpret and apply industrial hygiene standards.

VETERANS PREFERENCE:

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 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 or releases. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

CAREER CREDITS:

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

Click here for information on the State's two-step hiring process: <http://jobs.ca.gov/Job/Steps>

For questions, contact the Examination Unit at (916) 322-8669; TDD (916) 323-3418 or CALNET 8-473-3418

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, 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 described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The Department of Toxic Substances Control reserves the right to revise the examination plan to better meet the needs of the service, should 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 contact the testing department.

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.

It is the Candidate's Responsibility to contact the Department of Toxic Substances Control, (916) 322-8669, (CALNET 8-473-3418), three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Toxic Substances Control, (916) 322-8669, (CALNET 8-473-3418), three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test 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.

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 Telephones: 1-800-735-2922

CLASS CODE: 3855