



OPEN SPOT EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS-COALINGA

ASSOCIATE HAZARDOUS MATERIALS SPECIALIST

www.dsh.ca.gov

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 the 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.

EXAMINATION TYPE AND POSITION LOCATIONS

This is an open spot examination for the Department of State Hospitals (DSH) for the following location(s):

DSH – Coalinga

State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

MAIL OR HAND DELIVER A STATE APPLICATION (STD. 678) TO:

**DEPARTMENT OF STATE HOSPITALS-COALINGA
SELECTION SERVICES UNIT
PO BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120**

California Relay for the hearing impaired:

From a TDD Phone (800) 735-2929

From a Voice Phone (800) 735-2922

DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

NOTE: All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Application (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of State Hospitals- Atascadero, Coalinga, Metropolitan, Napa, Patton, Sacramento, Salinas Valley, Stockton, or Vacaville within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE

August 24, 2016. Examination and/or Employment Application forms must be **POSTMARKED** no later than the final filing date. Examination and/or Employment Application forms postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted. Examination and/or Employment Application forms must have an original signature; therefore, faxed forms will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services Unit will contact you to make special testing arrangements.
IDENTIFICATION REQUIRED	Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
EXAMINATION DATES	Qualifications Appraisal: It is anticipated that interviews will be held September 2016.
SALARY RANGE	<p>\$4,870 - \$6,059*</p> <p>*Salary reflects the increase effective 7/1/2015.</p> <p>The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your State Application (STD. 678) indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.</p>
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>Two years of experience in the California state service performing hazardous materials management duties at a level of responsibility not less than a Hazardous Materials Specialist, Range B.</p> <p style="text-align: center;">Or II</p> <p><u>Education</u>: Equivalent to graduation from an accredited college or university or equivalent degree approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10, with major work in biological, chemical, physical, environmental, or soil science; environmental health; environmental or sanitary engineering; toxicology; industrial hygiene or a related field. (Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science from an accredited college or equivalent units from an institution approved by the Bureau for Private Postsecondary and 3, Part 59, Division 10.) and</p> <p><u>Experience</u>: Three years of progressively responsible professional experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or resource recovery. Two years of this experience must have included responsibility for a major segment of a broad and complex chemical, environmental, or hazardous material control program. This experience must be at a level equivalent to that of a Hazardous Materials Specialist, Range B, in the California state service.</p> <p>(Possession of a master's degree in the areas specified above may be substituted for one year of the required experience. Possession of a doctorate in the areas specified above may be substituted for two years of the required experience. Candidates who are in their final semester or quarter in either degree program may be admitted to the examination if otherwise qualified, but they must receive the degree before they can be appointed.)</p>

JOB DESCRIPTION

Under direction, incumbents independently perform the full range of the more responsible, varied, and complex work associated with the evaluation, management, and regulation of hazardous materials. Incumbents perform complex scientific evaluations of facility permit applications, environmental data, chemical contamination data, remedial action plans, compliance with permit conditions, and other regulatory requirements. Incumbents may also be assigned responsibility for modification or application of complex scientific models in evaluating portions of the work described above. In a headquarters setting, incumbents may also be assigned responsibility for development of the more difficult regulations, policies, and procedures. This level may also be assigned lead responsibility over other first working and journey level Hazardous Materials Specialists.

EXAMINATION INFORMATION

This examination may consist of a Qualifications Appraisal Interview weighted 100%.

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 their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

EXAMINATION SCOPE**Qualifications Appraisal– Weighted 100%****Knowledge of:**

1. Basic principles of scientific research.
2. Knowledge of chemical, biological, physical, and environmental science.
3. Chemical and physical characteristics of hazardous materials and their general effect on human health and the environment.
4. Chemical reactions.
5. Effect of hazardous materials and their interactions on the environment and statistical methods of analysis.
6. Principles and procedures of hazardous materials management and resource recovery, including basic toxicology, hydrology, and geology.
7. Water, soil and air quality management, and environmental planning.
8. Investigatory methods.
9. Hazardous materials management activities and programs in both the public and private sectors.
10. Research and literature on the health effects of hazardous substances used in California industry.
11. California's hazardous waste stream characteristics and mitigation measures.
12. Federal, State, and local statutes, regulations, legislative, and regulatory processes, programs, and responsibilities related to hazardous materials.
13. Methods of transport, storage, recovery, treatment, destruction, disposal, and use of hazardous materials.
14. Hazardous facility permitting process including State and Federal requirements for environmental review.
15. Concepts employed in a variety of disciplines including economics, public health, and resource management as specifically related to hazardous materials management programs.
16. Principles involved in siting hazardous waste facilities and for controlling hazardous substances.

Ability to:

1. Collect environmental data.
 2. Analyze and evaluate data and reach sound conclusions.
 3. Apply scientific methods and principles.
 4. Analyze situations and take appropriate actions.
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5. Establish and maintain cooperative relations with local governments and all persons contacted in the work.
 6. Prepare clear, complete, and technically accurate reports.
 7. Communicate effectively.
 8. Plan, organize, and carry out hazardous materials studies or projects.
 9. Coordinate the work of others.
 10. Make oral presentations, evaluate scientific data, and develop and prepare recommendations based on findings.
 11. Be objective and flexible.
 12. Meet critical deadlines.
 13. Apply or modify complex scientific methods and principles.
 14. Understand principles of risk assessments and risk management.
 15. Work with professionals from a variety of disciplines within and outside of State Government on complex and changing hazardous substance issues related to the achievement of departmental goals.
 16. Read and understand technical research reports on emerging public health issues related to the use of hazardous substances.
 17. Assess the impact of proposed legislation and new statutes.
 18. Organize materials for public presentation and dissemination.
 19. Anticipate and respond to public concerns with tact and sensitivity.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of State Hospitals-Coalinga only. The eligible list will be used to fill vacancies at Coalinga. The list will be in effect for a minimum of 12 months. The list will be abolished after 48 months or the completion of a subsequent examination, whichever occurs first.

**VETERANS'
PREFERENCE**

Veterans' preference will be granted in this examination.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

State Applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at www.CalHR.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of State Hospitals 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 law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide 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 this bulletin.

General Qualifications: Competitors 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.

Veterans' Preference: 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). 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional 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 requirements 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 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 civil service status in the appropriate section of the State Applications (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

DEPARTMENT OF STATE HOSPITALS

Selection Services Unit
1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922