



## ASSOCIATE HAZARDOUS MATERIALS SPECIALIST

Department of Corrections and Rehabilitation  
Department of State Hospitals

Servicewide Open Examination  
Examination Code: 8CEAC  
Final Filing Date: Continuous

### EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

### TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)  
Department of State Hospitals (DSH)

#### **Including:**

All Departments Statewide

### CLASSIFICATION DETAILS

#### **Salary Range:**

\$5,639.00 - \$7,731.00 per month

View the [classification specification](#) for the Associate Hazardous Materials Specialist classification.

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

Once you have taken the Qualifications Assessment Examination, you may not retake it for twelve (12) months.

### HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) and [Qualifications Assessment](#).

By mail to:

**Department of Corrections and Rehabilitation  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Office of Workforce Planning, 211S**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the cut-off date to the same street address as listed above.

Qualifications Assessments for Associate Hazardous Materials Specialist are available from the CDCR website at: [Associate Hazardous Materials Specialist](#) or in person at the street address listed above.

Completed applications and all required documents must be received or postmarked by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered postmark dates for the purpose of determining timely filing of an application.

**NOTE:** Only applications with an original signature will be accepted.

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**SPECIAL TESTING ARRANGEMENTS**

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

**APPLICATION DEADLINES/REQUIREMENTS**

Candidates must complete and return the Associate Hazardous Materials Specialist Qualifications Assessment along with his/her Examination Application (STD. 678). Candidates who meet the minimum qualifications will have their Qualifications Assessment rated.

All applicants must meet the minimum qualifications for this examination at the time he/she files his/her application.

**TEST DATE**

Applications will be accepted on a continuous basis.

**Cut-off dates for processing will be:**

July 3, 2020	January 4, 2021	July 2, 2021
October 2, 2020	April 2, 2021	

**Note:** Check back periodically as cut-off dates may be added in the future. Additionally, cut-off dates are subject to change or be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Results notices will be mailed in 6 – 7 weeks following each cut-off date. Please contact the Office of Workforce Planning at (916) 322-2545 if you have not received your notice after 7 weeks.

**MINIMUM QUALIFICATIONS**

**Either 1**

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.

**Or 2**

**Education:** 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**

**Experience:** 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.

**NOTE:** Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree. **Applicants must include a copy of their unofficial college transcripts or degree with their Examination Application (STD. 678) for verification.**

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**POSITION DESCRIPTION AND LOCATION(S)**

An Associate Hazardous Materials Specialist independently performs 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, 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

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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 Specialist.

Position(s) exist statewide with CDCR and DSH.

**EXAMINATION PLAN**

**EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Qualifications Assessment -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**Knowledge of:**

1. Basic principles of scientific research.
2. Chemical, biological, physical, 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 action.
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.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Associate Hazardous Materials Specialist is available on the CDCR website at: [CDCR Job Analysis](#).

## **ELIGIBLE LIST INFORMATION**

The resulting eligible list will be established to fill vacancies for CDCR, and DSH, including all departments statewide.

Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

## **VETERANS' PREFERENCE/CAREER CREDITS**

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

## **DIVERSITY AND INCLUSION**

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

## **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.

## **GENERAL INFORMATION**

**Applications are available** at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

**Veterans' Preference:** California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 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% disabled veteran, who achieves a passing score in an open 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) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

**The Department of Corrections and Rehabilitation** 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 applicants will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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 and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

**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) 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 the bulletin.

### **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

**OFFICE OF WORKFORCE PLANNING  
EXAMINATION SERVICES UNIT**

**1515 S STREET, SACRAMENTO, CA 95811**

**EMAIL: [ExamHelpDesk@cdcr.ca.gov](mailto:ExamHelpDesk@cdcr.ca.gov)**

**PHONE: (916) 322-2545**

Telecommunications Relay Service: 711

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