

REVISED EXAMINATION ANNOUNCEMENT

MARCH 12, 2020

EXAM TITLE: SUPERVISING PIPELINE SAFETY ENGINEER
EXAM CODE: 9FS0502
EXAM BASE: OPEN
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: **May 15, 2020***

The bulletin announcing the above examination has been amended as follows:

*The final filing date has been extended to **May 15, 2020**. Applications postmarked after **May 15, 2020** will **NOT** be considered for this examination.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.



SUPERVISING PIPELINE SAFETY ENGINEER

9FS0502

DEPARTMENT(S):	Department of Forestry & Fire Protection
OPENING DATE:	March 6, 2020
FINAL FILING DATE:	May 15, 2020*
EXAM TYPE:	Open
SALARY:	\$11,243.00 - \$14,077.00
LOCATIONS:	Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

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 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 CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **May 15, 2020***, unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and you **MUST** submit the [Accommodation Request Form \(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resources' website. *You may submit your application by mail or in person.*

SUBMIT BY MAIL OR IN PERSON: (NEW ADDRESS BELOW)

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, CA 94244-2460
Examination Unit – (Attn: Ashley Stewart)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **May 20, 2020***, will not be accepted for any reason.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

EXAMINATION INFORMATION

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

STRUCTURED INTERVIEW (QUALIFICATIONS APPRAISAL PANEL) WEIGHTED AT 100%

In this type of exam candidates will be asked pre-determined, job-related questions by a three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

It is anticipated interviews will be held in **May/June 2020**.

CANDIDATES WHO DO NOT APPEAR FOR THE STRUCTURED INTERVIEW EXAMINATION WILL BE DISQUALIFIED.

MINIMUM QUALIFICATIONS

EITHER I:

One year of experience in California state service performing the duties of a Pipeline Safety Engineer, Range C.

OR II:

EXPERIENCE: Four years of experience performing responsible engineering duties in hazardous liquid, petroleum, or natural gas pipeline safety. And EDUCATION: Equivalent to graduation from college with a major in civil, chemical, mechanical, or petroleum engineering. (Additional qualifying experience may be submitted for the required education on a year-for-year basis.)

****NOTE- If you are using education to meet the minimum qualifications, please attach a copy of your diploma and/or transcripts showing proof of completion/graduation, to your application packet.***

ELIGIBLE INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This 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

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination AND the notice to appear showing the scheduled date and time of the exam.

POSITION DESCRIPTION

This is the supervisory level of the series. Incumbent(s) have supervisory responsibility for staff within an assigned geographic area of the State or have supervisory responsibility for difficult, sensitive, or statewide pipeline safety projects.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Applicable codes, standards, and jurisdictional requirements as it relates to hazardous liquid pipelines for resolving complaints for investigations and inspections.
2. Hazardous liquid pipeline safety regulations to determine if there has been a violation.
3. Various methods of hazardous liquid pipeline testing (e.g., in-line inspection, hydrostatic testing, acoustic testing) to determine hazardous liquid pipeline integrity (e.g., damage, leaks, defects).
4. Potential work hazards encountered during the performance of field duties (e.g., traffic, tripping hazards, construction equipment, hazardous materials) for personal and public safety.
5. Safety precautions involved in hazardous liquid pipeline activities (e.g., construction, hazardous liquid pipeline investigations, trench shoring) to ensure personal and public safety.
6. Practices and techniques for a thorough and complete hazardous liquid pipeline accident investigation.
7. Basic electrical principles for cathodic protection to ensure pipeline integrity.
8. Engineering as applied to hazardous liquid pipeline safety work to ensure safe hazardous liquid pipeline operation.
9. Hazardous liquid pipeline terminology and principles for proper application to the job.
10. Specialized industry equipment (e.g., in-line inspection, mag-particle testing, holiday detectors) used in the hazardous liquid pipeline industry to ensure safe pipeline operation.
11. Hazardous liquid pipeline design and construction to enforce Federal and State laws and regulations.
12. Nationally recognized hazardous liquid pipeline standards, associations, regulations, and laws relating to the hazardous liquid pipeline industry to ensure compliance.
13. Principles of combustion as it relates to hazardous liquid flammability to ensure hazardous liquid pipeline safety.
14. Hazardous liquid pipeline accident investigative techniques for a complete and thorough investigation report.
15. Engineering as applied to fire protection and pipeline safety work to maintain safe pipeline systems.
16. Principles of combustion and causes of fire to understand hazardous liquid pipeline malfunction during an investigation.
17. Principles and techniques of personnel management and supervision to effectively supervise employees.
18. Hazardous liquid pipeline operation and maintenance to enforce Federal and State laws and regulations.

19. Proper grammar, spelling, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
20. Accepted hazardous liquid pipeline repair methods to ensure safe operation.
21. The State Fire Marshal mission statement and strategies to protect life and property through the development and the application of fire prevention engineering, education, enforcement, and regulations.
22. Various hazardous liquid pipeline organizations the Division interacts with (e.g., Pipeline and Hazardous Material Safety Administration, National Association of Pipeline Safety Representatives) to understand their purpose as it relates to hazardous liquid pipeline safety.

Skill to:

1. Operate all information technology devices (e.g./ smartphones, computers, laptops) for correspondence, effective job performance, and communication.
2. Operate desktop software (e.g., Microsoft Office Suite, inspection software) to electronically compile and analyze data, produce reports, and manager operations.
3. Make sound decisions under stressful situations with staff, stakeholders, vendors, or the public to effectively manage daily operations.
4. Multi-task during emergency and non-emergency situations for effective job performance.
5. Use communication equipment (e.g., portable radio, mobile radio, radio pager, cell phone) to safely and effectively communicate with others (e.g., executive, staff, stakeholders).
6. Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
7. Manage time and prioritize daily activities during emergency and routine operations to ensure safe and an effective program.
8. Research regulatory documentation (e.g., advisory bulletins, interpretations, enforcement guidance) to determine and interpret the proper application of Federal and State laws and regulations.
9. Manage and effectively motivate a diverse workforce with different skill levels and personalities to ensure a productive team.
10. Demonstrate effective communication in written or verbal form to others (e.g., staff, executive, public, stakeholders) to disseminate necessary information.
11. Use and maintain appropriate Personal Protective Equipment (PPE) to ensure personal safety.
12. Create graphic visual reports and conduct presentations (e.g., PowerPoint) for successful job performance.

Ability to:

1. Follow oral and written directions for an effective job performance.
2. Read and write to effectively exchange information and accomplish daily tasks.

3. Travel long distances in emergency and non-emergency circumstances (e.g., inspections, investigations, training) to accomplish the responsibilities of the Department.
4. Analyze situations, reason logically, and recommend an effective course of action for hazardous liquid pipeline safety and an effective job performance.
5. Work independently with minimal supervision for an effective job performance.
6. Manage workload and time to prioritize for a successful job performance.
7. Adapt to a changing work environment to ensure Department's mission is covered.
8. Maintain a professional demeanor to represent the Department in a positive manner.
9. Use basic computer software programs (e.g., Microsoft Office Suite, Adobe Acrobat Pro) to produce reports and correspondence.
10. Work cooperatively as part of team and lead on hazardous liquid pipeline accidents and non-emergency situations to ensure appropriate procedures are performed.
11. Inspect hazardous liquid pipelines to ensure compliance with all Federal and State hazardous liquid pipeline safety laws and regulations.
12. Inspect hazardous liquid pipeline operators to ensure public safety and compliance with Federal and State hazardous liquid pipeline safety laws and regulations.
13. Read and interpret regulations, reference manuals, training materials, data, and correspondence to acquire knowledge essential to the performance of the job.
14. Prepare accurate, clear, concise, and well-written reports and correspondence for an effective job performance.
15. To make sound decisions under extreme situations (e.g., deadlines hazardous surroundings) to ensure tasks are completed safely.
16. Perform basic engineering calculations to ensure hazardous liquid pipelines are designed, constructed, maintained, and operated in a safe manner.
17. Work in a variety of hazardous situations on the job (e.g., construction sites, accidental releases, refineries) using safety protocol and Personal Protective Equipment (PPE).
18. Recognize hazardous situations and conditions (e.g., illegal activities, unsafe surroundings) to ensure personal and public safety.
19. Mentor (e.g., lead by example, exposure to management processes, set expectations, Individual Development Plan) staff for work force succession planning.
20. Read, review, and analyze hazardous liquid pipeline design specifications of proposed hazardous liquid pipeline projects to verify compliance with Federal and State laws and regulations.
21. Write technical reports (e.g., inspection activities, investigation) to accurately communicate and summarize findings.
22. Assess technical and administrative data to develop reports, briefings, and other documents.

23. Give oral presentations to educate and inform stakeholders on hazardous liquid pipeline safety and regulations.
24. Understand and apply new and evolving hazardous liquid pipeline testing technologies and new regulations to reduce the impacts of hazardous liquid release, to protect the environment, and public safety.
25. Facilitate meetings (e.g., committee, task groups, fire prevention) to achieve goals of the Department and disseminate information to stakeholders.
26. Lead and conduct investigations (e.g., root cause) to determine cause of hazardous liquid pipeline related incidents.
27. Review and recommend State Waiver requests from operators and determine risk to public safety.
28. Work effectively with various types of personalities to ensure a cohesive workforce and workplace.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination, pursuant to Government Code section 18973.1, effective January 1, 2014 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 [CAL HR Veterans Information](#) , and the [Department of Veterans Affairs](#).

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 214-9896
CALFIREexams@fire.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones
Equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is
reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, 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 Department of Forestry and Fire Protection 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.

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 classification. 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.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CAL HR Veterans Information](#), and the Application for Veterans' Preference Application for (CalHR 1093). Additional information is also available on the [Department of Veterans Affairs](#) website.