

***This is only a **preview** of the exam statements for the Training & Experience Examination. You will be asked to respond to each statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

Training and Experience Evaluation

Supervising Hazardous Substances Engineer 1 & 2

Department of Toxic Substances Control

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the hiring process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 6 (SHSE 1 and SHSE 2) and 7 – 10 (SHSE 2 only)

To answer all the test items in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for SHSE 1 and 2

1. Conducting/overseeing environmental studies in compliance with applicable regulations.
2. Evaluating engineering documents (e.g., designs, plans) to ensure compliance with laws and regulations.
3. Overseeing and monitoring environmental projects to ensure progress and compliance with applicable laws and regulations.
4. Developing planning documents (e.g., budgets, annual work plans) to forecast needs and optimize resources.
5. Conducting presentations to the public and other stakeholders on environmental issues relating to projects, programs and services.
6. Responding to inquiries and complaints on issues pertaining to environmental programs and services (e.g., hazardous waste releases, toxic waste handling, project status).

Tasks for SHSE 2 only

7. Administering the implementation of new or revised environmental programs, policies, and legislation by developing and communicating needed changes and monitoring and enforcing compliance to achieve program goals and objectives.
8. Monitoring the performance of subordinate employees to ensure the work meets quality, quantity and timeliness standards.
9. Facilitating the development of staff through ongoing coaching, guidance, and training to improve performance and productivity.

10. Implementing enforcement actions and negotiating settlements for environmental infractions.