

\*\*\*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**

### **Hazardous Substances Engineer (HSE)**

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### **Senior Hazardous Substances Engineer (SHSE)**

## **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 education, 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.

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Number of Questions: 1 – 5 (HSE and SenHSE) and 6 – 13 (SenHSE only)

To answer all the test items in this exam, you will be required to choose from among the provided answers, and 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, experience, 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 Hazardous Substances Engineer and Senior Hazardous Substances Engineer**

- 1 Researching engineering technologies (e.g., chemical processes, waste treatment/disposal/recovery, construction, manufacturing methodologies) to identify trends and to determine technical viability, applicability and efficiency.
- 2 Preparing or evaluating technical or engineering documents (e.g., reports, environmental assessments, engineering cost estimates, plans, specifications) to determine compliance with standard engineering practices.
- 3 Performing and/or reviewing engineering calculations (e.g., equipment sizing, mass balances, volume estimates, structural integrity) to ensure design accuracy, feasibility, and compliance with standard engineering practices.
- 4 Analyzing and interpreting engineering plans, drawings, and specifications to verify that information is accurate, reasonable, and complies with standard engineering practices.
- 5 Managing projects to ensure that commitments are met and that work products, services, or activities meet quality, quantity, and timeliness standards.

### **Additional Tasks for Senior Hazardous Substances Engineer Only**

- 6 Reviewing, analyzing, and interpreting (existing and proposed) public health and/or environmental statutes and regulations to determine the impact on programs, procedures, policies and services.

- 7 Developing and evaluating risk management alternatives (e.g., restricting access, clean-up activities, mitigation measures) for hazardous waste/substances sites or safer consumer products to protect public health and/or the environment.
- 8 Assessing the impact of projects on environmental resources (e.g., air, water, land) to determine appropriate actions to protect human health and/or the environment.
- 9 Investigating sites, facilities and/or industries to identify potential substances and/or operations that may affect public health and/or the environment.
- 10 Reviewing analytical data to determine appropriate classification, handling, treatment, disposal and/or recycling of waste and to make decisions and recommendations.
- 11 Providing engineering input in creating policies and procedures for hazardous waste management, site cleanup, and/or safer products programs and/or developing contracts (e.g., procurement of materials, services, equipment).
- 12 Providing consultative assistance to various entities (e.g., individuals, government agencies, community groups, industries) on engineering, public health, and/or environmental issues.
- 13 Overseeing and/or directing the performance of facilities, contractors, and consultants to ensure the work performed (e.g., sampling, analyses, technical document preparation, construction activities) is consistent with the contract's scope of work and approved plans.