



HEALTH AND SAFETY OFFICER

Departmental Promotional Spot - Sacramento

Final File Date: March 6, 2015

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.

WHO SHOULD APPLY

Competition is limited to department employees who meet the minimum qualifications listed on this bulletin and:

1. Have a permanent civil service appointment with California Conservation Corps as of **March 6, 2015**, the final filing date; or
2. Are a current or former employee of the Legislature for two or more years as defined in Government Code section 18990; or
3. Are a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code section 18992; or
4. Are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code section 18991. For entrance requirements, veterans must provide a copy of their DD214 when applying for this examination. Veterans' preference will not be granted in promotional examinations.

For applicants under items 2, 3, 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

TYPE OF EXAMINATION

This is a departmental promotional examination for the California Conservation Corps.

HOW TO APPLY

Complete, print and mail a standard state application (STD. 678) to the address below. **Faxed or e-mailed applications will not be accepted.** Applications postmarked, personally delivered, or received via interoffice mail **after 5:00 p.m. on the final filing date will not be accepted.** Please include **Health & Safety Officer Exam** on the front page of the application.

FILE BY MAIL OR IN PERSON:

CALIFORNIA CONSERVATION CORPS
1719 24TH STREET
SACRAMENTO, CA 95816
ATTN: EXAM UNIT

Submit applications only to the address indicated above. Do not send applications to the California Department of Human Resources (CalHR) or to any CCC center. Applications may be obtained at <http://www.jobs.ca.gov/>, www.ccc.ca.gov, any Employment Development Department office, or at California Conservation Corps centers.

REASONABLE ACCOMMODATION

If you have a disability and need special testing arrangements or other reasonable accommodations, please contact the Exam Unit at (916) 341-3140, or via the California Relay Service for the deaf or hearing impaired from TTY phones at (800) 735-2929, or from voice phones at (800) 735-2922.

SALARY RANGE

\$4714 - \$5858

REQUIRED IDENTIFICATION

Candidates scheduled for the examination are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITIONS

One position exists with the California Conservation Corps. The position is located in Sacramento in the Health and Safety Unit.

THE POSITION

Under the general direction of the Headquarters Health and Safety Manager (SSM I), the Health and Safety Officer plans, conducts and evaluates a comprehensive occupational health and safety program to promote a safe work environment for all California Conservation Corps (CCC) staff and corpsmembers. Incumbents will deliver specialized safety services with SCIF Safety Officer; plan, organize and conduct health and safety training for various levels of CCC staff; conduct unannounced on-site health and safety inspections of Headquarters and field offices; and are responsible for fulfilling all OSHA and Department of Labor reporting requirements.

EXAMINATION INFORMATION

The examination may consist of a qualifications appraisal panel interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Note: 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. Completion and submittal of the state application (STD. 678) by the final filing date will constitute the entire examination. **For this reason, candidates should take special care in accurately and completely filling out his/her application.** List all experience relevant to the "Minimum Qualifications" section of this announcement, even if that experience goes beyond the seven-year limit printed on the application. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by **the final filing date**. Your signature on your application indicates that you read, understand, and possess the minimum qualifications (MQs) required.

NOTE: A completed standard state application (STD. 678) is required and must include: "to" and "from" dates (month/day/year), time base, and civil service or private sector titles. It is the applicant's responsibility to provide the specific information under duties performed that illustrates the qualifying experience needed to meet the MQs.

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

MINIMUM QUALIFICATIONS

Either I

In the California state service, one year of experience performing the duties equivalent to a Staff Services Analyst, Range C. (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing health and safety activities.)

Or II

Experience: Two years of increasingly responsible technical program experience beyond the trainee level in environmental health or occupational safety improvement activities. (Experience in a capacity other than safety officer in a large Government agency or major private industry is considered qualifying if health or safety activities occupied a major portion of the time.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE & ABILITIES

Qualifications Appraisal Panel Interview – Weighted 100%

In addition to evaluating the candidates' relative abilities as demonstrated by quality and breadth of experience, emphasis in the oral exam interview will be on measuring competitively, relative to job demands, each candidate's:

Scope

A. Knowledge of:

1. Principles and techniques of industrial health and safety.
2. Training methods and techniques.
3. California laws, including Workers' Compensation, relating to safety.
4. Principles of supervision.
5. Statistical methods.
6. Department's Equal Employment Opportunity objectives.
7. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment objectives.

**KNOWLEDGE &
ABILITIES (Con't)**

B. Ability to:

1. Organize health and safety programs.
2. Evaluate results of health and safety programs.
3. Conduct studies and surveys to determine problems and to make recommendations for solutions.
4. Develop and maintain cooperative working relationships.
5. Speak and write effectively.
6. Effectively contribute to activities necessary to achieve the department's goals, and to the department's equal employment objectives.

**ELIGIBLE LIST
INFORMATION**

A departmental eligible list will be established for use by the California Conservation Corps to fill vacancies in Sacramento. The list will be abolished 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits are not granted in promotional examinations.

**VETERANS'
PREFERENCE**

Veterans' Preference is not granted in promotional examinations.

QUESTIONS

If you have questions about this exam, please contact the Exam Analyst at (916) 341-3140.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the **California Conservation Corps Examination Unit in Sacramento at (916) 341-3140**, three weeks after the cut-off/final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview 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. Locations of interviews may be limited or extended as conditions warrant.

Applications are available at any Employment Development Department office, at www.jobs.ca.gov, or at www.ccc.ca.gov on the Internet.

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 will be rated against a predetermined job-related rating scale, and all candidates who pass the examination will be ranked on the eligible list according to their scores.

The California Conservation Corps 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 candidates will be notified.

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 this bulletin.

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 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.

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.

Veterans' Preference: Effective January 1, 2014 – Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. Veterans' Preference will now 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 veteran's preference.
2. An entrance examination is defined, under the law, as **any open** competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veteran's Preference Application form (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website at www.cdva.ca.gov.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate 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.