



**Open Examination; Statewide
Associate Industrial Hygienist
Department of Toxic Substances Control**



The mission of DTSC is to protect California's people and environment from harmful effects of toxic substances through the restoration of contaminated resources, enforcement, regulation and pollution prevention.

FINAL FILING DATE: October 25, 2013

WHO SHOULD APPLY: Persons who meet the minimum qualifications as stated on this bulletin.

HOW TO APPLY:

Step 1. Visit www.jobs.ca.gov. Create your State application by establishing a profile or by completing a PDF application. Make sure you meet the minimum qualifications listed below. If you do not meet these requirements, your application will be rejected. Note on your application whether you are applying to Assistant or Associate Industrial Hygienist, or both.

Step 2. Print the application and mail it to:

Department of Toxic Substances Control
1001 I Street
PO Box 806
Sacramento, CA 95812-0806
ATTN: EXAM UNIT

The application must be postmarked by the final file date.

Step 3. After the final file date, DTSC will email applicants who meet the minimum qualifications. Applicants will be asked to complete an online Qualifications Assessment Questionnaire. The questionnaire is the examination. The questionnaire results in an eligibility list of qualified applicants that DTSC uses as vacancies are created.

Cross Filing Information: If you meet the entrance requirements for the Assistant and Associate Industrial Hygienist, you may file for both examinations listed in this bulletin on a single application.

For questions, contact the Examination Unit shown above.
(916) 322-0445; TDD (916) 323-3418 or CALNET 8-473-3418

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

SALARY RANGE: \$4960-6774 per month

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

THE POSITION: This is the full professional journey level. Under general direction, performs difficult industrial hygiene work in connection with health hazards in places of employment; does research on problems of occupational hazards; develops special sampling and measuring apparatus and techniques; investigates

complaints of unhealthful working conditions and recommends corrective action; represents the department at meetings of professional and community groups; works with and advises local health departments, industry and employee groups, and State and other governmental agencies in the field of industrial hygiene; assists in collecting and interpreting statistical data; prepares articles for publication; assists in training, directing, and reviewing the work of other personnel; prepares reports and correspondence; may act as lead over subordinate staff members in connection with studies or special projects; and does other related work.

Positions may be filled at any of our locations (<http://www.dtsc.ca.gov/ContactDTSC/locations.cfm>).

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure that you meet the education and/or experience requirements stated below.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

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 possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS:

EITHER I

One year of experience in the California state service performing the duties of an Assistant Industrial Hygienist.

OR II

Experience: Three years of increasingly responsible professional or technical experience in identifying, evaluating, and controlling health hazards in work places, and developing, evaluating, and implementing occupational health standards. This experience shall include at least two years in a position comparable in level, responsibility, and duties to that of an Assistant Industrial Hygienist in the California state service. (A Master's Degree in Chemistry, Engineering, Environmental Health, Industrial Hygiene, Public Health, or a closely related curriculum may be substituted for one year of the required general experience.) **and**

Education: Equivalent to graduation from college with major work in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational health and safety. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) A Master's Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master's degree program including planned work experiences, may be substituted for the two years of required general experience.

DEFINITION OF TERMS: "Performing the duties of. . ." - means the applicant must have the amount of experience in State service in the class specified or on a training and development assignment (T&D), limited term, or approved out-of-class assignment to the class.

EXAMINATION INFORMATION: This examination will consist of an online Qualifications Assessment questionnaire only. After the final file date, the questionnaire will be emailed to applicants admitted into the examination. **Be sure to include your email address on your application.**

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

A. KNOWLEDGE OF:

1. Basic principles of industrial hygiene, environmental health, and State and Federal laws, rules, and regulations on the health of industrial workers.
2. Basic concepts of apparatus used to monitor and/or collect samples of substances for analysis.
3. Public health and industrial hygiene principles and practices.
4. One or more aspects of biological, chemical, engineering, or toxicological factors, effects, and control measures of industrial hygiene.
5. Apparatus used to monitor and/or collect samples for analysis.
6. Methods, techniques, and practices used in determining and eliminating health hazards in industry.
7. Control of industrial health hazards.
8. Special sampling techniques and related apparatus.
9. Basic principles of supervision and training.

B. ABILITY TO:

1. Analyze situations accurately, derive recommendations and take effective action.
2. Establish and maintain cooperative relations with those contacted in the course of the work.
3. Communicate effectively.
4. Prepare clear and concise reports.
5. Collect and evaluate plant findings and make recommendations for the elimination or control of hazardous conditions.
6. Function as a specialist in one or more aspects of biological, chemical, engineering, or toxicological factors, effects, and control measures.
7. Interpret and apply industrial hygiene standards.
8. Independently conduct the most difficult field studies and investigations.
9. Represent the department in meetings with other governmental jurisdictions, industry, and community groups.
10. Train, lead and review the work of other technical personnel.

VETERANS PREFERENCE CREDIT: will not be granted in this examination since it does not qualify as an entrance examination under the law.

ELIGIBLE LIST INFORMATION: A departmental eligible list will be established for the Department of Toxic Substances Control. The list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

Click here for information on the State's two-step hiring process: <http://jobs.ca.gov/Job/Steps>

CALIFORNIA STATE GOVERNMENT-AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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

The Department of Toxic Substances Control 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.

It is the Candidate's Responsibility to contact the Department of Toxic Substances Control, (916) 322-0445, (CALNET 8-473-2679), three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Toxic Substances Control, (916) 322-0445, (CALNET 8-473-2679), three weeks after the 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.

Applications are available at www.jobs.ca.gov, and local offices of the California Department of Human Resources (www.calhr.ca.gov), and the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, 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 described on the other side of this bulletin 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.

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. Ordinarily, interviews are scheduled in Sacramento, Berkeley, Cypress, and Chatsworth. However, locations of interviews may be limited or extended as conditions warrant.

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 list must be used first. Eligible lists will expire in from 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

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

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. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
California Relay Telephone Service for the Deaf or Hearing Impaired:
From TDD phones: 1-800-735-2929
From Voice Telephones: 1-800-735-2922

CLASS CODES: 3856

EXAM CODE: 3TW37