DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR

ASSISTANT INDUSTRIAL HYGIENIST

IC61 3855 8IRAH
OPEN–NON PROMO-STATEWIDE

EQUAL 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 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 SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of **the scheduled cut-off dates.**
CAREER CREDITS	Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See information regarding career credits at the last page of this bulletin.)
HOW TO APPLY	Applications for this classification will be accepted on a continuous basis and processed for examinations after the following **cutoff dates**: ▪ **May 23, 2008** ▪ **October 10, 2008** Qualified applicants, who submit completed applications by one of the above **cut-off dates,** will be admitted to the examination scheduled for the applicable **cut-off date.** Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8th Floor in San Francisco, CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov.
FILING INSTRUCTIONS	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and **POSTMARKED** by the United States Postal Service (a postmark by a "**leased**" meter will **not** be accepted) no later than **the applicable cut-off date.** Applications postmarked, personally delivered or received via inter-office mail after **the cut-off date** will be accepted for examination scheduled for the next cut-off date.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	$4103- $5443 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health.
ELIGIBLE LIST INFORMATION	A candidate may only test once in a 12 month period. A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in order of final scores regardless of dates. Eligibility expires 12 months after it is established; candidates may then retest to re-establish eligibility

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EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) by the **applicable cut-off date** will be scheduled for a Qualifications Appraisal Panel Interview.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by **the applicable cut-off date.** 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". For example, candidates possessing 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** One year of experience in the California state service performing the duties of a Junior Industrial Hygienist. **Or II** Two years of 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 one year in a position comparable in level, responsibility, and duties to that of a Junior 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 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.
POSITION DESCRIPTION	This is the first working professional level. Under direction, an incumbent performs industrial hygiene work of average difficulty; makes preliminary surveys and inspections of occupational environments; conducts studies of potential health hazards of specific substances or in specific industries or processes; prepares reports of findings and makes recommendations for the elimination or control of hazardous conditions; assists in the design, construction and use of special field apparatus; collects statistics and information from industrial establishments; gives information on the control of industrial health hazards; interprets standards; dictates correspondence and prepares reports; and does other related work.
QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%	The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** **Qualifications Appraisal Interview** Scope: Emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

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	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 and health and industrial hygiene principles and practices; 4 One or more phases of biological, chemical, engineering, or toxicological factors, effects, and control measures; 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. 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 phases of biological, chemical, engineering, or toxicological factor, effects, and control measures; 7. Interpret and apply industrial hygiene standards.
VETERANS PREFERENCE	**Veterans' preference credit** will **not** be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 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 State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations website at www.dir.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.

The Department 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 law and rules and all competitors will be notified.

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, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. 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) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in 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: As described in the Section covering Knowledge and Ability.

Career Credits: In open, non-promotional 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 18 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. 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 678.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929