



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
 ASSISTANT INDUSTRIAL HYGIENIST
 OPEN EXAMINATION
 CONTINUOUS TESTING**



IC61 / 3855 2HADD01

Bulletin Release Date: January 29, 2016

This bulletin supersedes the bulletin released on October 8, 2014

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: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement you may take this examination, which is competitive.

HOW TO APPLY: Applications must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit Standard State Application to:

By Mail or In Person:

**California Department of Public Health
 Examination Services Unit
 1501 Capitol Avenue, Suite 71.1501
 MS 1700-1702
 P.O. Box 997378
 Sacramento, CA 95899-73798**

(916) 650-0436

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

CROSS-FILING INFORMATION: If you meet the entrance requirements for this class and for Associate Industrial Hygienist, you may file for both examinations on a single application. You must indicate the class title(s) for which you are applying on the application Form STD. 678.

FINAL FILING DATE: There is no final filing date. Testing is considered continuous as dates can be set at any time.

Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are:

February 15, 2016 April 15, 2016 June 15, 2016 August 15, 2016 October 15, 2016 December 15, 2016

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

SALARY RANGES: \$4226 - \$5774 per month.

EMPLOYEE BENEFITS:

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- Health, Dental, and Vision
- Cash Benefit Programs
- Disability Insurance
- Work, Home, and Family
- Beneficiary and Survivor Benefits
- Awards
- Retirement and Separation Benefits
- Flexible Schedules
- Public Transit Reimbursement (limits apply)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

POSITION DESCRIPTION: Under direction, performs hygiene work of average difficulty; conducts preliminary surveys and inspections of occupational and environmental settings; 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 in field settings; gives information on the control of industrial and environmental health hazards; interprets standards; prepares correspondence and reports; and other required work .

Positions exist with the California Department of Public Health in Alameda County.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications **must** include “to” and “from” dates (month/day/year), time base, job titles and/or civil service class title(s), and range (if applicable) for all work experience. College course Information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree. **Applications received without this information will be rejected. Applicants must submit a copy of official transcripts along with the application when using education to meet the entrance requirements for this examination.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

Either I

One year of experience in the California state service performing the duties of a Junior Industrial Hygienist.

Or II

EXPERIENCE: Two years of professional or technical experience in identifying, evaluating, and controlling health hazards, developing, and implementing occupational and environmental 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 general experience. A Master’s Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master’s degree program including planned work experience, may be substituted for the two years of required general experience.)

AND

EDUCATION: Equivalent to graduation from college with major work in industrial hygiene, environmental health, environmental 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.)

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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.

EXAMINATION INFORMATION: This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The California Department of Public Health 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.

SCOPE: Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. Basic principles of industrial hygiene, environmental and public health, and state and Federal laws, rules, and regulations on the health of industrial workers and health workers of communities that are exposed to environmental contaminants.
2. Basic concepts of apparatus used to monitor and/or collect samples of substance for analysis.
3. Public health and industrial hygiene practices.
4. Effects and control of environmental and occupational hazards.

5. Methods, techniques and practices used in determining and eliminating health hazards in occupational and environmental settings.

Ability to:

1. Analyze situations accurately, derive recommendations, and take effective action.
2. Establish and maintain effective teamwork and cooperative working relationships.
3. Communicate effectively.
4. Prepare clear and concise reports.
5. Collect and evaluate findings and make recommendations for the elimination or control of hazardous conditions.
6. Function as a specialist in one or more physical, biological, chemical, engineering, or toxicological factors, effects, and control measures.
7. Interpret and apply industrial hygiene and environmental standards.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into a departmental open list established for use by the Department of Health Services in order of final scores regardless of testing date. Eligibility expires **24** months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

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, and 6) open. When there are two lists of the same kind, the older must be used first

VETERANS' PREFERENCE: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 veterans' 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 Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

California Department of Public Health
SECURITY INFORMATION FOR PARTICIPANTS

Preparation, Development, Review of
State Civil Services Examination Material

EXAMINATION TITLE: Assistant Industrial Hygienist

State law requires that civil service examinations are confidential and impartial. We ask that you assume a personal responsibility in maintaining the competitive aspects and confidential nature of this examination. The personal information that you provide on this form is required for documentation purposes. All information will remain confidential.

As a candidate, you must comply with the following test security standards:

1. DO NOT REVEAL the fact that you are participating in the examination process to anyone.
2. DO NOT DISCUSS any aspect of the examination with anyone. This includes supervisors, peers and co-workers. This security limitation includes information on all questions and answers.

I certify that:

1. I will not reveal to anyone that I am participating in this examination.
2. I will not discuss any aspect of this material with anyone.
3. I will adhere to all the established security measures.

I hereby certify and understand that the information provided by me in this application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsification. I further understand that this information may be verified and that, if it is discovered I have made any false representations, I will be removed from the promotional list resulting from this examination, and possibly dismissed from civil service.

Signature

Date

Printed Name

Return this page with your original signature along with your State Application STD 678.

Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Assistant Industrial Hygienist

Name: _____
(Print: first, middle initial, last)

FFD: Continuous

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Alameda County (0100) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)
_____ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)
_____ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your examination title, identification number and Social Security number.

Signature: _____

Date: _____