



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



IC62 / 3856 8H1AR02

Bulletin Release Date: November 16, 2015

This bulletin supersedes the bulletin released on December 17, 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 may take this examination, which is competitive.

**HOW TO APPLY:** Applications must be submitted to the address listed below 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>.

**Mailing Address:**

**California Department of Public Health  
Examination Services Unit  
MS 1700-1702  
P.O. Box 997378  
Sacramento, CA 95899-7378**

**File in Person Address:**

**California Department of Public Health  
Examination Services Unit  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814  
Telephone: (916) 650-0436**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**FINAL FILING DATE:** The testing office has established the following application cut-off dates: February 15, April 15, June 15, August 15, October 15 and December 15. Submission of applications after the cut-off dates will not be accepted for the current examination, but will be held for the next scheduled examination.

**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:** \$5109 - \$6977 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 general direction, the Associate Industrial Hygienist performs difficult industrial hygiene work in connection with occupational and environmental health hazards; conducts research on problems of occupational and environmental hazards; develops special sampling and measuring apparatus and techniques; investigates complaints of unhealthful occupational and environmental 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, environmental, and public health; assists in collecting and interpreting statistical data; prepares presentations and articles for publication; assists in training, directing, and reviewing the work of other personnel; may act as lead person over subordinate staff members in connection with studies or special projects; and does other related work.

Positions exist with the Department of Public Health in Contra Costa 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 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 and environmental 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. 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 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 or environmental 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.
6. Special sampling techniques and related apparatus.
7. Control of industrial and environmental health hazards.
8. Basic principles of supervision and training.

**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.
8. Independently conduct the most difficult field studies and investigations.
9. Represent the department in meetings and make presentations to other governmental jurisdictions, the industry and community groups.
10. Train, lead, and review the work of other technical personnel.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into a departmental open list established for use by the California Department of Public Health 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](http://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](http://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

**CONDITIONS OF EMPLOYMENT (631)**

**Examination Title:** Associate 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.

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**Locations in which you are willing to work:**

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

Contra Costa County (0700) \_\_\_\_\_

**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: \_\_\_\_\_