



**REGIONAL MANAGER, DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
(DEPARTMENTAL OPEN)
9399-3871-30612KP**

Department(s): State Compensation Insurance Fund
Opening Date: 01/01/2021
Closing Date: Continuous
Type of Recruitment: Departmental Open
Monthly Salary Range: \$11,863.00 - \$13,476.00
Employment Type: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-Time
Limited Term Intermittent
Exam Type: Statewide

INTRODUCTION

This is a Departmental Open Statewide examination for the State Compensation Insurance Fund (State Fund) which received approval from the Department of Industrial Relations (DIR) and the California Department of Human Resources to utilize this DIR specific classification.

EEO

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.

DRUG FREE STATEMENT

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?

Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have taken the examination, you may not retake for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: A Standard State Application (STD 678) is required for this examination. **If you are using education to meet the minimum qualifications, please include a copy of your transcripts or degree.** You may email or mail the Standard State Application (std. 678) to SRecruitment@scif.com or P.O. Box 659015, Sacramento, CA 95865-9015. **An email address is required on the submitted application. A submitted application without an email address will be rejected.**

The required Standard State Application (STD 678) can be found at CalCareers.

State Fund examination professionals will review submitted application and documents to determine if candidates meet the minimum qualifications. Candidates that meet the minimum qualifications will be sent an email with a link to the examination on Survey Monkey and they will have two weeks to complete the exam.

Disclaimer: State Compensation Insurance Fund is not responsible for any system issues you may encounter within the Survey Monkey website.

FAXED STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark "yes" on Question #2 on the Standard State Application (STD 678) form. You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

An OPEN, MERGED eligible list will be established for State Compensation Insurance Fund. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of the test date. **Candidate's eligibility expires twelve (12) months after it is established.** Competitors must then retake the exam to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement as of the date they apply for the examination. **Educational documentation must be attached when submitting the Standard State Application (STD 678).**

MINIMUM QUALIFICATIONS

Either I

In the California state service either:

1. One year of experience performing the duties of a Senior Safety Engineer; Senior Industrial Hygienist; District Manager, Division of Occupational Safety and Health; Area Manager, CAL/OSHA Consultation Service; **or**
2. Three years of experience performing the duties of an Associate Safety Engineer or Associate Industrial Hygienist.

Or II

Experience: Five years of responsible experience as a safety engineer or industrial hygienist with overall responsibility for organizing and administering a comprehensive safety or industrial hygiene program, at least one year of which must have been in an administrative or supervisory capacity with responsibility for supervision of the work safety engineers or industrial hygienists.

And

Education: Equivalent to graduation from college with major work in engineering, industrial hygiene, environmental health, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational safety and health. (Additional qualifying experience may be substituted for the required education on a year- for-year basis.)

POSITION DESCRIPTION

Under the direction of the Senior Vice President Safety and Health the incumbent has management authority over a multi-disciplinary team of Area Managers, Senior Safety Engineers, Associate {Loss Prevention} Safety Engineers, Industrial Hygienists, Ergonomists, and Loss Prevention Consultants providing a full range of safety and health consultation and training services designed to encourage and assist State Fund policyholders to prevent or reduce employee injuries and illnesses and the workers' compensation claims that result. Services also include assisting employers statewide with information and training on select workplace safety and health topics.

EXAMINATION INFORMATION

TRAINING & EXPERIENCE (T&E) EXAMINATION-Weighted 100.00%

The sole component of the Regional Manager, Division of Occupational Safety and Health examination will consist of a T&E Examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

Candidates are required to respond to the T&E questions provided on this announcement. For each listed task statement

within the T&E examination, applicants will need to provide the following:

- 1) Identify the one professional reference who can best verify the response you provide for each task statement (Within the T&E you will have an opportunity to pre-list up to five professional references and from this listing you will identify the one professional reference).
- 2) Identifying level of proficiency rating and experience rating.
- 3) Provide a brief narrative example for each task.

Any task statement missing a professional reference, level of proficiency rating, experience rating, or a brief narrative example will **not** be scored.

All information applicants provide in this examination is subject to verification.

A preview of the Regional Manager, Division of Occupational Safety and Health T&E questions can be found at the end of this bulletin.

EXAMINATION SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be measuring competitively, relative to job demands, each competitor's knowledge and abilities as outlined below.

Knowledge of:

1. Engineering and industrial hygiene principles and methods
2. Principles and practices of safety engineering and industrial hygiene
3. State safety and health laws, the Safety and Health Rules and Orders of the Division of Occupational Safety and Health and applicable provisions of the Labor Code and Health and Safety Code
4. Accident prevention techniques
5. Industrial health hazards
6. Basic legislation concerning the Division of Occupational Safety and Health
7. Methods of organizations, planning, management and supervision
8. Purposes, organization and activities of the Division of Occupational Safety and Health
9. The Division's Equal Opportunity Program objectives
10. A manager's role in the Equal Opportunity Program and the processes available to meet equal opportunity objectives

Ability to:

1. Effectively plan, organize, and coordinate the work of a multidisciplinary engineering and industrial hygiene field team
2. Interpret and apply State safety and health laws, the Safety and Health Rules and Orders of the Division of Occupational Safety and Health and applicable provisions of the Labor Code and the Health and Safety Code
3. Analyze injury and illness data and develop appropriate accident and illness prevention techniques
4. Use good judgment and take appropriate action in emergencies
5. Direct the more difficult safety and health investigations and accident and illness prevention surveys
6. Secure and maintain the cooperation of those contacted in the course of the work
7. Write and speak effectively
8. Effectively contribute to the Division's equal opportunity objectives

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education and experience over and above that required under "Minimum Qualifications". Preferred types of additional education and experience are: Experience or additional college work in administration, management, industrial relations, industrial hygiene, safety or other engineering.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated capacity for assuming increasing administrative responsibilities; willingness to travel throughout an assigned area of the State.

VETERANS' PREFERENCE

Veterans' Preference will be granted in this examination.

Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will 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 Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Information on "How to Apply for Veterans Preference" is listed below in the General Information section.

CAREER CREDITS

Career Credits do not apply and **will not** be granted in this examination.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

State Compensation Insurance Fund Human Resources • Phone: 1.800.499.8668 • SRecruitment@scif.com

State Compensation Insurance Fund
Attn: Classification & Selection Projects
Human Resources – Sacramento
PO BOX 659015
Sacramento, CA 95865-9015

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification:

[Classification Specification](#)

GENERAL INFORMATION

Applications are available at [CalCareers](#), State Personnel Board offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, 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 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.

State Compensation Insurance Fund 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 competitors will be notified.

Where to Apply: A Standard State Application (STD 678) is required for this examination. **If you are using education to meet the minimum qualifications, please include a copy of your transcripts or degree.** You may email or mail the Standard State Application (std. 678) to SRecruitment@scif.com or P.O. Box 659015, Sacramento, CA 95865-9015. **An email address is required on the submitted application. A submitted application without an email address will be rejected.**

For an examination without a written feature, it is the candidate's responsibility to contact State Compensation Insurance Fund, Human Resources at 1.800.499.8668 three weeks after the final filing date if he/she has not received a progress notice.

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.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may 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. For more information, you may refer to the classification specification.

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 the bulletin.

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 [Veterans Information](#) and on the Application for Veterans Preference form, [CalHR-1093](#). Additional information is also available at the Department of Veterans Affairs website at [Veterans Affairs](#).

STATE COMPENSATION INSURANCE FUND OFFICES

Bakersfield
9801 Camino Media
Bakersfield, CA 93311-
1303

Monterey Park
900 Corporate Center
Drive
Monterey Park, CA
91754-7618

Sacramento
2275 Gateway Oaks
Drive
Sacramento, CA 95833-
3255

Vacaville
1010 Vaquero Circle
Vacaville, CA 95688-
8804

Eureka
800 W Harris Street,
Suite 37
Eureka CA 95503-3929

Redding
2175 Shasta View Drive
Redding, CA 96003-
8296

San Francisco
333 Bush Street
San Francisco CA
94104-2806

Fresno
10 River Park Place
East
Fresno, CA 93720-
1531

Riverside
6301 Day Street
Riverside, CA
92507-0902

Santa Ana
1750 East Fourth
Street
Santa Ana, CA
92705-3929

Pleasanton
5880 Owens Drive
Pleasanton, CA 94588-
3900

Rohnert Park
5900 State Farm Drive,
Suite 200
Rohnert Park, CA 94928-
2122

Stockton
3247 West March Lane
Stockton CA 95219-2351

California Department of Human Resources (CalHR) Contact Information:

Attn: Examination Services
1515 S Street, North Building, Suite 400
Sacramento, CA 95811
(866) 844-8671

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

Training & Experience Examination Preview
Regional Manager, Division of Occupational Safety and Health
Statewide

General Information

- State Compensation Insurance Fund will be establishing an eligible list for the Regional Manager, Division of Occupational Safety and Health.
- State Fund examination professionals will review submitted documents to determine if the candidate meets the minimum qualifications.
- Candidates that meet the minimum qualifications will be sent an email with a link to the examination on Survey Monkey and will have two weeks to complete the exam.
- The Training & Experience evaluation is the sole component of the State Compensation Insurance Fund Regional Manager, Division of Occupational Safety and Health examination.
- To obtain a position on the Regional Manager, Division of Occupational Safety and Health eligible list, a minimum score of 70% must be received.
- All successful candidates will be merged onto an existing employment list and have 12 months of eligibility.
- Examination results will be released approximately two (2) to four (4) weeks after submitting this Training & Experience Evaluation.
- Candidates are encouraged to draft their responses prior to entering the testing environment.

Instructions

Step 1: Candidates are required to identify one professional reference who can best verify the responses provided for each task statement.

To assist in providing a professional reference, candidates can identify up to five (5) professional references to choose from whom best can verify their responses.

It is **mandatory** that candidates provide the reference's contact information so that staff at State Compensation Insurance Fund can contact them for verification purposes.

Name	Relationship (supervisor, professor or instructor, colleague)	Contact Information (Phone number and/or Email Address)

NOTE: If candidates do not identify a professional reference who can verify their response for a task statement, that statement will **NOT** be scored.

Step 2: Using the rating scale below, candidates will rate their level of proficiency for each task statement.

LEVEL OF PROFICIENCY RATING SCALE	
EXPERT	I possess an expert level to the extent that I could effectively perform the most difficult and complex attributes of this task with little or no training and I could instruct others on specific aspects of the position.
ADVANCED	I possess an advanced level to the extent that I could effectively perform the attributes of this task with some training and handle the majority of circumstances or situations encountered.
SUFFICIENT	I possess a sufficient level to the extent that I could perform the attributes of this task, but may require additional instruction/training to apply my knowledge effectively.
SOME	I possess some level of this area and will need some instruction and training to perform the attributes of this task.
NONE	I do not possess any knowledge, skill, or ability of this area and will need instruction and training to perform the attributes of this task.

Step 3: Using the rating scale below, candidates will rate their experience level for each task statement.

EXPERIENCE RATING SCALE	
>6 Yrs.	I have 6 or more years' experience performing this task
3> <6 Yrs.	I have more than 3 years, but less than 6 years of experience performing this task
1-3 Yrs.	I have 1 to 3 years of experience performing this task
< 1 Yr.	I have less than 1 year of experience performing this task
0	I have no experience performing this task

Step 4: Provide a brief example of a time when you demonstrated the below listed task either on-the-job or in a classroom environment.

In the example, be specific about where you demonstrated the task.

An example must be provided for each of the statements.

*Any task statement missing a professional reference, level of proficiency rating, experience rating, or a brief narrative example will **NOT** be scored.*

Training and Experience Statements:

1.	Documenting manager and staff performance using performance evaluations and/or probationary reports, to identify staff accomplishments, improvement opportunities, and occurrences of noncompliance.
2.	Monitoring and evaluating the work of direct reports to ensure that all safety and health services are aligned with goals and work meets quality and timeliness standards.
3.	Creating and maintaining a cooperative working environment to create a positive workplace.
4.	Interacting effectively with potentially uncooperative, fearful, anxious, or hostile persons whose input and/or participation may be needed to complete a work assignment.
5.	Interacting professionally with and gaining the confidence and support of all levels of management, staff and the public and advising them on a wide range of safety and health matters.
6.	Experience with the principles and practices of safety engineering and industrial hygiene and interpreting and applying California occupational safety and health laws and regulations.
7.	Addressing the most complex, difficult, or sensitive safety and health matters using a high degree of independent judgment to pursue appropriate courses of action and achieve desired outcomes.
8.	Mentoring staff to develop skills and knowledge in specialized areas of expertise to advance the objectives of the department/State.
9.	Communicating with multiple persons or entities with different interests or positions about the most complex, difficult or sensitive safety and health matters.
10.	Effectively plan, organize, and coordinate the work of a multidisciplinary engineering and industrial hygiene field team.
11.	Identifying and prioritizing critical issues or assignments in order of importance to effectively meet deadlines and allocate resources.
12.	Experience with the principles, practices, and trends of public administration including organizational management, strategic and tactical planning, cost/benefit analysis, and budgeting in order to maintain operations and plan for change.