

AREA MANAGER, CAL/OSHA CONSULTATION SERVICE (DEPARTMENTAL OPEN) 9399-3918-30618KP

Department(s): State Compensation Insurance Fund

Opening Date: 01/01/2022
Closing Date: Continuous

Type of Recruitment: Departmental Open
Monthly Salary Range: \$10,311.00 - \$12,905.00
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 at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement at the time they apply.

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 STANDARD 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 candidates must meet the education and/or experience requirements as stated in this 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

Two years of experience in California state service in the CAL/OSHA Program performing the duties of an Associate Safety Engineer or an Associate Industrial Hygienist.

Or II

Experience: Four years of experience organizing, administering or implementing a comprehensive safety or health program. **And**

<u>Education</u>: Equivalent to graduation from college with specialization in engineering or in a field 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 general direction, as manager of a State Compensation Insurance Fund Safety & Loss Prevention Services area office, to supervise a team of safety engineers, industrial hygienists, and ergonomists engaged in a full range of consultation and training activities involving employment and places of employment covered by the California Safety and Health Act. Trains staff, assigns work, gives instruction, maintains discipline, evaluates staff performance, and takes appropriate action.

Supervises difficult onsite consultations involving potential safety and health hazards to determine causes; meets with employers, employees and others in regards to applicable provisions of the State's safety orders, applicable law, and appropriate department policies.

Establishes and maintains cooperative relations with organizations interested in promoting health and safety activities for employees and in organizing and carrying on accident prevention and health campaigns. Prepares reports.

EXAMINATION INFORMATION

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

The sole component of the Area Manager, Cal/OSHA Consultation Service 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 knowledge, skill, and ability 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 knowledge, skill, and ability 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 knowledge, skill, and ability.

Any knowledge, skill, and ability statement missing a professional reference, level of proficiency 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 Area Manager, Cal/OSHA Consultation Service 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. Occupational accident and illness prevention techniques
- 2. Title 8 of the California Administrative Code
- 3. Operations, methods, equipment, and safety devices applicable to various types of employment
- 4. Applicable provisions of the Labor Code and Health and Safety Code
- 5. Current management principles and practices, human resources management, and supervision as well as equal employment principles and guidelines
- 6. Principles of effective supervision and training
- 7. Various State Compensation Insurance Fund functions as they impact loss prevention

Ability to:

- 1. Ability to handle stressful situations while being firm but tactful
- 2. Plan, organize, direct, and evaluate the work of a team of safety engineers, industrial hygienists, and ergonomists providing consultation services to employers
- 3. Apply the policies of the State Compensation Insurance Fund Safety & Loss Prevention Services program, as well as applicable provisions of the Labor Code and Health and Safety Code
- 4. Manage multiple projects and tasks
- 5. Use good judgment
- 6. Secure and maintain the cooperation of employers serviced by the State Compensation Insurance Fund Safety & Loss Prevention Services program to help comply with regulations and strengthen workplace safety
- 7. Write and speak effectively

ADDITIONAL DESIRABLE QUALIFICATIONS

Experience or additional college work in administration, management, industrial relations, industrial hygiene, safety or other engineering, and other areas directly related to the functions of the CAL/OSHA Consultation Service.

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 <u>CalCareers</u>, 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 <u>Veterans Information</u> and on the Application for Veterans Preference form, CalHR-1093. Additional information is also available at the Department of Veterans Affairs website at <u>Veterans Affairs</u>.

STATE COMPENSATION INSURANCE FUND OFFICES

Bakersfield 9801 Camino Media Bakersfield, CA 93311-1303

Eureka 800 W Harris Street, Suite 37 Eureka CA 95503-3929 Fresno
10 River Park Place
East
Fresno, CA 937201531

Pleasanton 5880 Owens Drive Pleasanton, CA 94588-3900 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 Redding 2175 Shasta View Drive Redding, CA 96003-8296

> San Francisco 333 Bush Street San Francisco CA 94104-2806

Riverside 6301 Day Street Riverside, CA 92507-0902

Santa Ana 1750 East Fourth Street Santa Ana, CA 92705-3929 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 Area Manager, Cal/OSHA Consultation Service

Statewide

General Information

- State Compensation Insurance Fund will be establishing an eligible list for the Area Manager, Cal/OSHA Consultation Service.
- 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 Area Manager, Cal/OSHA Consultation Service examination.
- To obtain a position on the Area Manager, Cal/OSHA Consultation Service eligible list, a minimum score of 70% must be received.
- All successful candidates will be merged onto the 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 for Completing the Survey Monkey

Step 1: Candidates are required to identify one professional reference who can best verify the responses provided for each knowledge, skill, or ability 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 the 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 particular knowledge, skill, or ability statement, that statement will **NOT** be scored.

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

"Level o	"Level of Proficiency" Rating Scale				
Т	=	I would require comprehensive training to obtain this KSA			
S		I would require some on-the-job training (i.e., hands-on demonstrations) to obtain this KSA			
G	=	I possess this KSA sufficiently to perform the tasks of this job, but may need minimal guidance (i.e., verbal prompting in response to questions)			
I		I possess this KSA such that I could demonstrate this KSA independently and without guidance while performing the tasks of the job			
Е	=	I possess this KSA with a level of expertise that I could provide training or guidance to others while performing the tasks of the job			

Step 3: Using the rating scale below, candidates will rate their experience level for each knowledge, skill, and ability statement.

"Experience" Rating Scale				
0	II	I have no experience performing tasks that would require possession of this KSA		
Less than 1		I have less than 1 year of experience performing tasks that would require possession of this KSA		
1-3	=	I have 1 to 3 years of experience performing tasks that would require possession of this KSA		
Greater than 3-less than 6	=	I have more than 3 years, but less than 6 years of experience performing tasks that would require possession of this KSA		
6 or +	II	I have 6 years or more of experience performing tasks that would require possession of this KSA		

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

In the example, be specific about where you demonstrated possession of the knowledge, skill, or ability.

An example must be provided for each of the statements, if no example is provided that statement will **NOT** be scored.

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

Knowledge, Skill, and Ability Statements:

1.	Ability to plan, organize, direct, and evaluate the work of a team of safety engineers, industrial hygienists, and ergonomists providing consultation services to employers.
2.	Ability to use good judgment.
3.	Ability to manage multiple projects and tasks.
4.	Ability to handle stressful situations while being firm but tactful.
5.	Ability to write and speak effectively.
6.	Knowledge of State Fund loss prevention advisories, guidelines, and procedures.
7.	Knowledge of the principles of effective supervision and training.
8.	Skills to lead, supervise, direct, train, develop, monitor, motivate, appraise and discipline staff.
9.	Skill to achieve results according to objectives.
10.	Knowledge of occupational accident and illness prevention techniques.
11.	Knowledge of various State Fund functions as they impact loss prevention.
12.	Skill to design, plan, and implement policies, procedures and workflow processes.
13.	Skill to evaluate information and analyze data correctly to support and defend decisions and recommendations.
14.	Knowledge of general principles and practices of safety engineering and health sciences.
15.	Knowledge of current management principles and practices, human resources management and supervision as well as equal employment principles and guidelines.
16.	Knowledge of project management, organizational, and team-building principles.
17.	Knowledge of Title 8 of the California Administrative Code.
18.	Ability to apply the policies of State Compensation Insurance Fund Safety & Loss Prevention program as well as applicable provisions of the Labor Code and Health and Safety Code.