



# MARINE SAFETY SUPERVISOR OPEN STATEWIDE EXAMINATION

<b>FINAL FILING DATE</b>	<b>MARCH 30, 2018</b> State Examination Applications (STD form 678) must be postmarked or submitted in person no later than the FINAL FILING DATE. Applications postmarked or personally delivered after the FINAL FILING DATE may not be accepted for any reason. <b>FAXED OR E-MAILED APPLICATIONS MAY NOT BE ACCEPTED.</b>
<b>WHO SHOULD APPLY</b>	This is an Examination Announcement for an OPEN / STATEWIDE EXAMINATION. Individuals meeting the posted Minimum Qualifications for this Classification are encouraged to apply.
<b>HOW TO APPLY</b>	Your State examination application (STD form 678) must be postmarked or received <b>on or before <u>March 30, 2018</u></b>  <b><u>Please submit the completed Examination Application by mail or in-person to:</u></b>  <b>California State Lands Commission Human Resources Office 100 Howe Ave., Ste. 100-S Sacramento, CA 95825</b>  <b>PLEASE NOTE:</b> <ul style="list-style-type: none"> <li>All applications must include: "to" and "from" dates (month/day/year); time base; civil service class titles; and an original signature.</li> <li>Applicants using education to meet the minimum qualifications of this classification, must provide a copy of their official transcripts with their exam application package for the universities/colleges attended where the coursework or degree was received. Applicants providing copies of international official transcripts may need to provide an evaluation/translation from an educational credentials evaluation service to ensure that all the required coursework can be verified by the Commission. Applications without this information may be rejected.</li> </ul> <b>PLEASE DO NOT SEND APPLICATIONS TO CalHR OR THE STATE PERSONNEL BOARD.</b> State Examination Applications (STD 678) are available at <a href="http://www.calcareers.ca.gov">www.calcareers.ca.gov</a> .
<b>IDENTIFICATION REQUIRED</b>	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
<b>SALARY RANGE</b>	\$5,792 - \$7,191 Per Month The salaries used in this Exam Announcement are the latest available from the State Controller's Office, but may not reflect recent salary adjustments.
<b>ELIGIBLE LIST INFORMATION</b>	An eligible list will be established for the California State Lands Commission. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
<b>EXAMINATION DATES</b>	This examination will consist of a Qualifications Appraisal Interview Weighted 100%. It is anticipated Examination interviews will be held during April / May 2018.
<b>EXAM ADMITTANCE REQUIREMENTS</b>	<b>NOTE: Applicants must meet Minimum Qualifications for this Exam by the FINAL FILING DATE as noted above.</b>
<b>MINIMUM QUALIFICATIONS</b>	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, "or" III, etc. 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.  Either I: <b><u>Experience:</u></b> Two years of experience in California state service performing duties of Marine Safety Specialist II.  Or II: <b><u>Experience:</u></b> Three years of experience in California state service performing duties of a Marine Safety Specialist I.  Or III: <b><u>Experience:</u></b> Five years progressively responsible maritime or bulk oil transportation experience, or experience in a marine-related environmental program, two years of which must have involved bulk oil transportation or inspection activities in a marine environment. Bulk oil transportation activities include experience working or directing the work at a marine oil terminal or working or directing work with shipboard cargo transfer systems. Inspection activities include performing or directing others engaged in marine safety inspections or conducting third-party inspections of bulk oil transfers. (State service applied toward this pattern must have been at a level of responsibility equivalent to a Marine Safety Specialist I.) <b><u>and Education:</u></b> Equivalent to graduation from college including course work in marine transportation, engineering, environmental sciences, public administration, business administration, or a related field. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis or possession of a valid Unlimited Tonnage Master, Chief Mate, Second Mate, Third Mate, Chief Engineer, or First Engineer Merchant Marine License may be substituted for two years of the education requirement.)

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

MARINE SAFETY SUPERVISOR OPEN STATEWIDE		BULLETIN RELEASE DATE: February 28, 2018 FINAL FILING DATE: March 30, 2018	
POSITION DESCRIPTION	<p>This is the first supervisory level for the class series. Under direction, incumbents plan and direct the work of a regional field office or a section in the division responsible for planning, regulations, and significant program policy development. This level may supervise the work of incumbents in the classes of Marine Safety Inspector, Marine Safety Specialist I, Marine Safety Specialist II, and office support staff. Typical tasks may include supervising the full range of pollution prevention activities at a regional field office; assessing the progress and effectiveness of the pollution prevention program; supervising the training and development of assigned personnel; making policy recommendations; implementing goals and objectives; adjusting operational practices to achieve goals; advising management on laws, rules, regulations, and the most complex technical aspects of pollution prevention; coordinating field office assistance with complex engineering audits, mooring assessments, and structural and electrical engineering inspections; supervising comprehensive human factors and management system assessments; supervising the compliance process of previously unidentified marine facilities; analyzing regulatory effectiveness and proposing regulatory changes; coordinating the review and approval process of facility training and certification programs; supervising the review of Oil Spill Contingency Plans; supervising marine facility analysis and vessel operating histories and safety data analyses; conducting, attending, and making presentations at major safety seminars, meetings, and conferences; meeting with Harbor Safety Committees, Vessel Traffic Services, pilotage organizations, vessel operators, and related organizations to discuss safety and pollution prevention issues; working with high level Commission and other agency's staff to resolve jurisdictional issues and coordinate regulatory and inspection activities; supervising staff performing Environmental Impact Report reviews; ensuring regional compliance with marine facility State lease provisions and mitigation measures; and performing other related work.</p> <p><b>POSITION(S) MAY EXIST IN EITHER LONG BEACH OR HERCULES FIELD OFFICE</b></p>		
EXAMINATION INFORMATION	<p>This examination will consist of a <b>Qualifications Appraisal Panel (QAP) Interview – Weighted 100%</b>. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. <b>COMPETITORS WHO DO NOT APPEAR FOR THE EXAMINATION MAY BE DISQUALIFIED.</b></p>		
SCOPE OF EXAMINATION	<p><b>Qualifications Appraisal Panel (QAP) Interview – Weighted 100%</b></p> <p>In addition to evaluating the competitors' relative abilities, as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. California State Regulations (CCR) regarding: Marine Terminal Inspection and Management, Marine Terminal Personnel Training and Certification, Marine Terminal Oil Pipelines, and Structural Requirements for Vapor Control Systems at Marine Terminals</li><li>2. Federal Regulations (CFR) regarding: Facilities Transferring Oil in Bulk, Oil Pollution Prevention Regulations for Vessels, and Oil Transfer Operations</li><li>3. Marine terminal petroleum transfer equipment, systems, and procedures</li><li>4. Tank vessel and barge petroleum transfer equipment, systems, procedures, and safe mooring practices</li><li>5. Safety considerations at marine facilities and for vessels including worker safety, emergency procedures and cargo characteristics</li><li>6. Pipeline systems at marine facilities</li><li>7. Offshore moorings, International Safety Guide for Oil Tankers and Terminals, Spill Prevention Control and Countermeasure Plans, the oil transportation industry, and International Standards Organization/International Safety Management Code</li><li>8. Effects of oil pollution on the marine environment</li><li>9. The causes of marine oil spills</li><li>10. The importance of conservation and preservation of the marine environment</li><li>11. Human and organizational factors</li><li>12. The California Environmental Quality Act and the Environmental Impact Report process</li><li>13. The State legislative and regulatory processes</li><li>14. Principles of personnel management and supervision</li><li>15. The State Land Commission's Equal Employment Opportunity objectives</li><li>16. A supervisor's role in the Equal Employment Opportunity and the processes available to meet affirmative action objectives.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Act Independently</li><li>2. Reason logically and creatively</li><li>3. Analyze data and present ideas and information effectively</li><li>4. Communicate effectively</li><li>5. Gain and maintain the confidence and cooperation of governmental, environmental, and industry officials</li><li>6. Prepare clear and concise reports</li><li>7. Work as an integral member of interdisciplinary teams</li><li>8. Use a variety of analytical and research techniques to resolve complex marine facility issues</li><li>9. Recommend effective program and regulatory changes</li><li>10. Work as a leader, facilitator, or integral member of interdisciplinary teams</li><li>11. Use quality management techniques</li><li>12. Assume increased responsibilities</li><li>13. Complete comprehensive reports</li><li>14. Lead and train staff</li><li>15. Act independently within the guidelines set forth by the Division</li><li>16. Plan, organize, and direct the work of technical and clerical staff</li><li>17. Effectively contribute to the Commission's Equal Employment Opportunities</li></ol>		
EDUCATION AND EXPERIENCE	<p><b>If conditions warrant</b>, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the Class Specification. <u>For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application.</u> List all experience relevant to the "Requirements for Admittance to the Examination" as shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p> <p>A panel will evaluate your application and resume and will provide you with a score. <b>To obtain a position on the Eligible List, a minimum rating of 70% must be attained in the examination.</b></p>		
VETERANS' PREFERENCE	Veterans' Preference Credit <u>will be granted</u> in this examination in accordance with California Government Code 18973.1 and 18973.5.		
CAREER CREDITS	Career Credit Points <u>will not be granted</u> in this examination.		

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## GENERAL INFORMATION

**The California State Lands Commission** 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.

**For any examination** without a written feature it is the candidate's responsibility to contact the Human Resources Office of the California State Lands Commission, at 916-574-1910 three weeks after the final filing date if he/she has not received a progress notice.

**Applications** are available at California State Lands Commission (CSLC) offices, the CSLC website: [www.slc.ca.gov](http://www.slc.ca.gov), local office of the Employment Development Department, California Human Resources (CalHR), and the CalHR website at [www.calcareers.ca.gov](http://www.calcareers.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. All candidates who pass will be ranked according to their scores.

**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 classification.

**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, qualifications appraisal interviews are scheduled in Sacramento, Hercules and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**If a candidate's notice** of examination 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.

**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 eligible list. 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 this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**Veterans' Preference Points:** Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans passing any open exam in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score.

**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 requirement 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 24 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. Such examinations cannot be for managerial positions described in Government Code Section 3513. 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 service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

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

**For information** regarding this examination, please contact the California State Lands Commission Human Resources Office at 916-574-1910.

(Rev 8/23/17)