



STATE OF CALIFORNIA – ENVIRONMENTAL PROTECTION AGENCY
DEPARTMENT OF PESTICIDE REGULATION



Human Resources Branch
1001 I Street
P. O. Box 4015
Sacramento, CA 95812-4015
(916) 322-4553

**Associate Industrial Hygienist
PROMOTIONAL EXAMINATION**

Exam Code: 1DM01

SALARY RANGE: \$6,684-\$9,128

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 MAY APPLY

Applicants must have a permanent civil service appointment with the Department of Pesticide Regulation (DPR) as of the final filing date. Under certain circumstances, former DPR employees may be allowed to compete under the provisions of Rule 235. (See General Information section of this bulletin.)

HOW TO APPLY

An Examination Application (STD 678) must be **POSTMARKED** no later than the final filing date, **September 3, 2021**. Applications postmarked, personally delivered after 5:00 pm, or received via interoffice mail after the final filing date will not be accepted.

Applications may be submitted by mail or in person to:

**Department of Pesticide Regulation
Human Resources Branch/Examinations Unit
1001 I Street, 4th Floor MS 4-B
P.O. Box 4015
Sacramento, CA 95812-4015**

Note: Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

For your convenience, you may obtain a copy of the Examination Application (STD 678) via the Internet at:

<https://jobs.ca.gov/pdf/std678.pdf>

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in question 2 of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates you have read, understood, and possess the basic qualifications required. All applicants must meet the education and/or experience requirements for this examination by the final filing date of **September 3, 2021**.

NOTE: To verify applicants meet the minimum qualifications, as stated on this bulletin, all applications **must** include: "To" and "From" employment dates (month/day/year), time base, and job titles/official civil classification titles, and detailed description of the specific duties performed. College course information **must** include: name and address of institution, title, semester or quarter credits, completion dates, and title and type of degree (if applicable). **Applications must also contain original signatures. Applications excluding any of this information may be rejected.** Resumes containing additional information may be submitted with the examination application.

MINIMUM QUALIFICATIONS

Either I

Experience: 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 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.) **and**

Education: Equivalent to graduation from college with major work in industrial hygiene, environmental health, 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.) A Master's Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master's degree program including planned work experiences, may be substituted for the two years of required general experience.

See following page for additional information

**POSITION
DESCRIPTION**

Under general direction, performs difficult industrial hygiene work in connection with health hazards in places of employment; does research on problems of occupational hazards; develops special sampling and measuring apparatus and techniques; investigates complaints of unhealthful working 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; assists in collecting and interpreting statistical data; prepares articles for publication; assists in training, directing, and reviewing the work of other personnel; prepares reports and correspondence; may act as leaderperson over subordinate staff members in connection with studies or special projects; and does other related work.

**EXAMINATION
INFORMATION**

This examination will consist of an **Education and Experience evaluation weighted 100%**. The Education and Experience evaluation is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to this classification. The evaluation will be assessed based on the application packages that are submitted and pre-determined rating criteria. In order to obtain a position on the eligible list, a minimum overall rating of 70% must be attained in the examination. **COMPETITORS WHO DO NOT SUBMIT THE REQUIRED DOCUMENTS WILL BE DISQUALIFIED.**

**SCOPE OF
EXAMINATION**

A. Knowledge of:

1. Basic principles of industrial hygiene, environmental health, and State and Federal laws, rules, and regulations on the health and safety of workers throughout the State.
2. Basic concepts of apparatus used to monitor and/or collect samples of substances for analysis.
3. Public health and industrial hygiene principles and practices.
4. General or specific biological, chemical, engineering, toxicological and/or related factors.
5. Methods, techniques, and practices used in anticipating, recognizing, controlling or eliminating health and safety hazards in the workplace.
6. Basic principles of leadership and effective training.
7. Available reference sources to access relevant laws, codes, regulations, and/or relevant historical and technical information.
8. Time management techniques to provide for efficient prioritization and completion of work assignments.

B. Skill to:

9. Analyze occupational safety and health information to reach scientifically and technically defensible conclusions.

C. Ability to:

10. Analyze and interpret information and situations accurately, derive recommendations, and take effective action.
11. Establish and maintain cooperative relationships with those contacted in the course of the work.
12. Communicate effectively.
13. Prepare clear and concise reports.
14. Collect and evaluate findings and make recommendations for the elimination or control of hazardous conditions.
15. Function as a specialist in one or more areas of biology, chemistry, engineering, or toxicology as they relate to pesticides, and associated effects and control measures.
16. Interpret and apply industrial hygiene standards of practice.
17. Independently conduct the most difficult field studies and investigations.
18. Train, lead, and review the work of other technical personnel.
19. Take effective action to ensure safety and health in occupational and community environments.
20. Anticipate, recognize, evaluate and control potentially unsafe conditions and appropriately intervene to ensure occupational and community health and safety.
21. Listen to and understand information and ideas presented through spoken words and sentences to complete work assignments.
22. Work independently to complete work activities.
23. Be flexible in adapting to changes in priorities, work assignments, and other interruptions to complete projects and assignments.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department of Pesticide Regulation. The list will expire 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

**VETERANS'
PREFERENCE/
CAREER CREDITS**

Veterans' preference and career credits are **not granted** in promotional examinations.

See following page for additional information

GENERAL INFORMATION

The California Department of Pesticide Regulation and the State Personnel Board reserve 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.

Americans with Disabilities Act, Title II: The California Department of Pesticide Regulation (DPR) is committed to a strong policy of equal employment opportunity. To this end, DPR does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by DPR on the basis of race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, genetic information or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

It is the candidate's responsibility to contact the **Department of Pesticide Regulation, Human Resources Branch/Examination Unit at (916) 322-4553** three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the **Department of Pesticide Regulation, Human Resources Branch/Examination Unit at (916) 322-4553** three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test 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.

Applications are available at www.jobs.ca.gov, local offices of the Employment Development Department, and the Department of Pesticide Regulation.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in this 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.

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, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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 this bulletin.

Promotional Examination 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, and 235.2. State Personnel Board Rules 233, 234, 234.2, 235, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board office.

List appointment after a transfer appointment: Effective May 1, 2008, the State Personnel Board will allow an employee who transferred into a class to take an examination for and later receive a list appointment to the same or lower class. Employees, who take an examination under such circumstances must, however, meet the minimum qualifications and be reachable on the resulting list.

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 examination, investigation may be made of employment records and personal history and fingerprinting may be required.

TDD is Telecommunications Devise 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

See following page for additional information