



PB023

G999 – 3724 – 3PB0201 – Supervising Hazardous Substances Engineer 1
G999 – 3723 – 3PB0202 – Supervising Hazardous Substances Engineer 2

Department(s):	Department of Toxic Substances Control
Opening Date:	
Final Filing Date:	Continuous
Type of Examination:	Departmental Open
Salary:	Monthly Ranged Salary SHSE 1 \$6242.00 – \$8965.00 SHSE 2 \$7714.00 – \$9842.00
Tenure/Time-base:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 12 months.

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examination Services at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

SALARY INFORMATION

Monthly Ranged Salary:

Supervising Hazardous Substances Engineer 1 \$6242.00 – \$8965.00

Supervising Hazardous Substances Engineer 2 \$7714.00 – \$9842.00

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by the California Department of Toxic Substances Control. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation 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 bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Minimum Qualifications

All Levels:

Education: Equivalent to graduation from college with a Bachelor of Science Degree with major work in Civil, Chemical, Environmental, Mechanical, or Waste Management Engineering from a college accredited by the Engineers' Council for Professional Development for training in engineering or equivalent degree approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.

(Registration as a Senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

(Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 60 semester units in the engineering subjects noted above from an accredited college or equivalent units from an institution approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.)

(For Senior Hazardous Substances Engineer and above, possession of an engineering Master's Degree in Civil, Chemical, Environmental, Mechanical, or Waste Management Engineering or a directly related engineering field from a recognized college or university may be substituted for one year of the general experience requirement; an engineering Doctoral Degree in Civil, Chemical, Environmental, Mechanical, or Waste Management or a directly related engineering field from a recognized college or university may be substituted for two years of the general experience requirement.)

(Possession of a valid certificate as an engineer-in-training as issued by the California State Board of Registration for Professional Engineers may be substituted for the required education.)

Supervising Hazardous Substances Engineer I

EITHER I

Experience: Four years of experience in the California state service performing hazardous substances management duties at a level of responsibility not less than a Hazardous Substances Engineer, Range C CCC.

OR II

Experience: Two years of experience in the California state service performing the duties of a Hazardous Substances Engineer, Range D.

OR III

Experience: **Six years** of increasingly responsible experience in hazardous substances management or process control engineering, which shall have been comparable in type and level to that of a Hazardous Substances Engineer, Range C, in the California state service.

Supervising Hazardous Substances Engineer II

EITHER I

Experience: Two years of experience in the California state service performing hazardous substances management duties at a level of responsibility not less than a Supervising Hazardous Substances Engineer I.

OR II

Experience: Two years of experience in the California state service performing hazardous substances management duties at a level of responsibility not less than a Senior Hazardous Substances Engineer.

OR III

Experience: Six years of broad and extensive professional experience in increasingly responsible hazardous substances management or process control engineering,

and

two years of experience comparable in type and level to that of a Supervising Hazardous Substances Engineer I in the California state service.

POSITION DESCRIPTION

Supervising Hazardous Substances Engineer I

This is the first supervisory level of the series. Incumbents direct and have charge of professional and technical staff in a DTSC program unit. Typically, positions at this level directly supervise four to nine primarily professional staff including lower-level Hazardous Substances Engineers, or employees in other related engineering or scientific disciplines. This level places major emphasis on the performance of supervisory and management activities such as staff recruitment, development, and performance evaluation; program budgeting; and strategic planning.

Supervising Hazardous Substances Engineer II

This is the second supervisory level in the series. Incumbents direct and have charge of professional and technical staff in a DTSC Headquarters or regional program unit. Typically, positions at this level directly supervise 10 or more primarily professional staff, including lower-level Hazardous Substance Engineers or employees in other related engineering and scientific disciplines. Supervising Hazardous Substances Engineers I may be supervised by this level as the needs of the Department warrant. This level places

major emphasis on the performance of supervisory and management activities such as staff recruitment, development, and performance evaluation; program budgeting; and strategic planning.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Hazardous substances management and/or public health engineering principles and practices
2. Treatment and disposal methods of hazardous waste
3. Programs for resource recovery
4. Hazardous substances management facilities engineering design, construction, and operation processes
5. Hazardous substances disposal systems and resource recovery processes
6. Public health and hazardous substances management engineering principles, practices, and administrative procedures
7. State laws pertaining to public health and hazardous substances management engineering in California
8. Hazardous substances management facilities design and construction.
9. The major Department of Toxic Substances Control program areas
10. State and Federal regulations such as California Environmental Quality Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response, Compensation, and Liability Act, Clean Air Act, Clean Water Act and the Toxic Substances Control Act
11. Project management methods and techniques
12. Hazardous substances disposal systems, detoxification, and purification processes
13. Resource recovery processes and hazardous substances management programs
14. Principles of effective supervision, staff development, performance evaluation, program management, and personnel administration
15. Methods and techniques of effective leadership
16. Strategic planning development, implementation, and evaluation techniques
17. California's legislative, budget, and general administrative processes
18. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment

Ability to:

1. Review, check, and interpret hazardous substances management engineering plans, estimates, and specifications
2. Evaluate findings and make recommendations for the elimination or control of unsanitary or hazardous conditions
3. Establish and maintain cooperative relationships with those contacted in the course of work
4. Communicate effectively
5. Analyze situations accurately and adopt an effective course of action
6. Interpret laws, rules, and regulations pertaining to public health and hazardous substances management engineering in California

7. Interpret and apply State and Federal regulations
8. Prepare project plans
9. Review, check, and interpret major hazardous substances management engineering plans, engineering elements of hazardous waste permit applications, facility closure and site cleanup plans, and estimates and specifications
10. Plan, organize, direct, and evaluate the work of others
11. Ensure that staff have the tools needed to perform their jobs
12. Provide leadership in accomplishing basic functions and strategic objectives
13. Interpret, apply, and develop policy proposals and procedures
14. Participate in assigned programs effectively with groups and agencies to gain cooperation in hazardous waste and environmental management
15. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

VETERANS' PREFERENCE POINTS

Veterans' Preference Points **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Veterans' Preference Points.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

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

California Department of Human Resources
Attn: Examination Services
1515 "S" Street, North Bldg Ste. 400
Sacramento, CA 95811
1-866-844-8671
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

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

If you meet the requirements stated on this examination 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 the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

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](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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.

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, and 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.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)