



Civil Service Department Request for Provisional Appointment Form

PURPOSE:

To establish a process for the review and authorization of provisional appointments to classified positions.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 43 and [Civil Service Policy Section 1.02](#):

"When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification. All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission." (*Civil Service Rules and Regulations Section 43*)

"Extensions of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days. When an eligible list for the classification, in which the provisional employee is serving, is established the provisional appointee shall be removed from provisional status within a thirty day period." (*Civil Service Policy Section 1.02*)

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Provisional Request Form.
 - Electronic version of the form is submitted to Human Resources for initial approval.
 - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Provisional Request Form emailed to Civil Service Department Executive Assistant.
- Provisional Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department presents the need for a provisional appointment including: the recruitment bulletin/job flyer and recruitment plan.
- Commission Approves/Denies request.
- If approved, department conducts provisional recruitment as planned.
 - Provisional recruitments must be completed through Neogov (bulletin posting, job application, supplemental questions, and/or required proofs or certifications).
 - In creating your provisional bulletin, please reference past exam's recruitment bulletins and include the provisional disclaimer language* below.
- **ONCE PROVISIONAL IS SELECTED, DEPARTMENT MUST CONTACT CIVIL SERVICE ANALYST AND SUBMIT THE FOLLOWING FOR ANALYST TO VERIFY MINIMUM QUALIFICATIONS ARE MET:**
 - Provisional appointee's application, a signed [Provisional Appointment Statement of Conditions](#), and any required documents i.e. proof of license, education, certificate, etc.
 - NOTE: Please submit the above documents for each appointee separately.
- Civil Service will notify the candidate of the conditions of the provisional appointment.
- Once provisional appointee is hired, department completes HR1.
- Once HR1 is received by Civil Service, the provisional item will be placed on the Consent Calendar for approval.

Human Resources Approval

Director or Designee:

Date:

12/4/19

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: 11/19/2019 **DEPARTMENT:** Public Works

POSITION: Safety Specialist I **REQUISITION NUMBER:** PW20-021

TYPE OF PROVISIONAL REQUEST: Provisional Appointment.

NUMBER OF VACANCIES: 1

In the space below, please include an explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.

This position has been vacant since 10/19/2019. The Department of Public Works has exhausted the current eligible list to hire a replacement from. Since that time, the Public Works Safety and Disaster Preparedness Division's ability to provide safety services to its clients has been severely impacted and its ability to conduct safety courses such as Fire Extinguisher, Bloodborne Pathogen, Supervisor Incident Investigation, Hazcom, Body Mechanics, Confined Space Awareness, Fall Protection, Heat Awareness, Injury and Illness Prevention Program (IIPP), and *Respirator* training has been severely affected. Additionally, employee accident investigations have been delayed and disaster preparedness programs and training have stopped. This position is critical as it services the Department of Public Works, Financial Management Department's Fleet Services Bureau, Department of Disaster Preparedness and Emergency Communications, and Long Beach Airport

RECRUITMENT PLAN/STRATEGY

☐ Are you recruiting: ☐ Internal Candidates ☐ External Candidates ☒ Both

☒ How are you advertising for the position? (i.e. job flyers, governmentjobs.com, etc.)

Open recruitment via governmentjobs.com. The provisional opportunity will be disseminated to the local Safety Professional network and professional associations for Safety and Human Resources, via the Department and City Safety Officer.

☒ What is the length of your recruitment?

Initial two-week recruitment period which may be extended.

☒ What exam process will be administered? (i.e. interview or other testing)

Selection process will include an interview by a selection panel which may include a writing exercise.

☒ Did you include a provisional language disclaimer* on your provisional recruitment bulletin? Yes.

(*Disclaimer language to include in the beginning of your provisional bulletin: "This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.")



Civil Service Department

In the space below include the Provisional Recruitment bulletin. Include: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin (attachment or copy and paste)

See attached.

FOR PROVISIONAL APPOINTMENT – PROMOTIONAL

NOTE: Employees in the "feeder" classifications for the promotional opportunity should be given equal and fair opportunity to demonstrate their abilities to function in the promotional position.

Does a promotional list exist? ☐ YES ☒ NO

The date the vacancy occurred and circumstances surrounding vacancy. Ricky Kloppe, Safety Specialist I, resigned effective 10/18/19.

How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard. In December 2018, from the current eligible list, Public Works offered interviews to all candidates on the list and exhausted the list. The position has been vacant since 10/19/19 and as such, the Public Works Safety and Disaster Preparedness Division's ability to provide safety services to its clients has been severely impacted and its ability to conduct safety courses such as Fire Extinguisher, Bloodborne Pathogen, Supervisor Incident Investigation, Hazcom, Body Mechanics, Confined Space Awareness, Fall Protection, Heat Awareness, Injury and Illness Prevention Program (IIPP), and *Respirator* training has been severely affected. Additionally, employee accident investigations have been delayed and disaster preparedness programs and training have stopped. This position is critical as it services the Department of Public Works, Financial Management Department's Fleet Services Bureau, Department of Disaster Preparedness and Emergency Communications, and Long Beach Airport.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) Not applicable.

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION: (completed by Sheree Valdoria, Personnel Analyst)

- ☒ A valid requisition to fill the subject vacancy was received by the Civil Service Department for the classification in question. ☒ YES ☐ NO
- ☒ Include requisition number and date received by Civil Service: PW 20-021 provisional ; 10/31/19; PW 20-020 on 10/31/19
- ☒ No existing promotional, priority or eligible list exists for this classification.
Eligible list exists and has been exhausted by department.
- ☒ If there is an eligible list, when does it expire? There is a current eligible list for Safety Specialist. Originally, it had 6 candidates on the list and one was hired by Public Works; therefore, currently there are only 5 on the eligible list and Public Works stated that they have exhausted the list. List expires on 5/15/2020. Civil Service plans to start recruitment on March 2020.

- ☒ **Is any other department impacted? If yes, which department?**
 The position is utilized in Harbor, Human Resources, Public Works and Water Departments. This position assists in administering the Department's safety and emergency preparedness programs for the Department of Public Works, Financial Management Department's Fleet Services Bureau, Department of Disaster Preparedness and Emergency Communications, and Long Beach Airport
- ☒ **Provide notice to requesting department to attend Civil Service Commission Meeting.**

Once the provisional appointee has been identified by the department, Civil Service will:

- ☐ **Date initial provisional request was approved by Civil Service Commission:** Click or tap here to enter text.
- ☐ **Verify that the provisional appointee meets the minimum qualifications by reviewing the following items: provisional appointee's application; a signed Provisional Appointment Statement of Conditions; proof of license, education, certificate, etc. DATE COMPLETED:** Click or tap here to enter text.
- ☐ **Provisional appointee(s) selected by the Department:** Click or tap here to enter text.
- ☐ **Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options and of the terms and conditions of the provisional appointment. DATE COMPLETED:** Click or tap here to enter text.
- ☐ **Provide notice to the department that the request is scheduled to be on the Civil Service Commission agenda. (If the candidate does not meet the minimum qualifications, Civil Service will notify the department.)**
- ☐ **Civil Service Analyst will submit the verified form and other documents to Administrative Support Services and the Executive Assistant.**
- ☐ **Civil Service Analyst Verification (First and Last Name):** Click or tap here to enter text.



City of Long Beach Employment Opportunity

SAFETY SPECIALIST I-PROVISIONAL

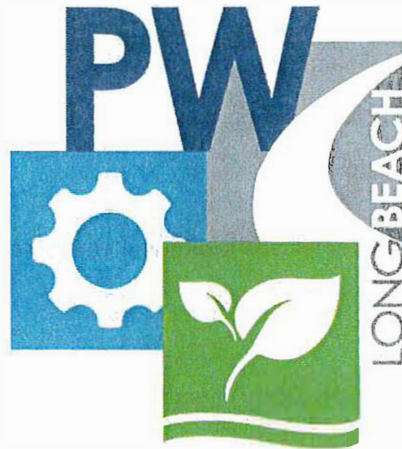
Job Number: PW20-021

SALARY: \$26.40 - \$35.85 Hourly

OPENING DATE: 12/18/19

CLOSING DATE: 01/05/20 11:59 PM

DESCRIPTION:



The Department of Public Works, Safety & Disaster Preparedness Division, is seeking candidates for a provisional Safety Specialist I opportunity. Interested candidates must meet the requirements to file listed under the minimum requirements heading. Pending Civil Service approval, the selected candidate will be appointed to the position on a provisional (temporary) basis with no guarantee of permanent employment. The provisional employee must apply, compete, and obtain a reachable position on the Civil Service eligible list for Safety Specialist when the Civil Service examination is conducted in order to be considered for appointment to a permanent position. Provisional appointments are valid through the establishment of a Civil Service eligible list.

The Safety Specialist will assist the Department Safety Officer in administering the Department's safety and emergency preparedness programs for

the Department of Public Works, Long Beach Airport, Financial Management Fleet Services Bureau, and Disaster Preparedness and Emergency Communications Department.

Note: This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.

EXAMPLES OF DUTIES:

Under general supervision, assists in the administration of the Citywide Safety Program and may perform as a program staff specialist or department safety specialist; assists in developing and evaluating safety goals and standards; assists and advises management in promotion of an overall safety culture; advises employees and supervisors on injury prevention and safety related matters; performs facility safety inspections for compliance with Cal/OSHA requirements and other standards; provides training and instruction on safety related matters; conducts industrial hygiene sampling including indoor air quality assessments, noise and chemical exposure monitoring; utilizes computerized systems to track and identify accident causes to make recommendations for the prevention of similar injuries and illnesses; prepares statistical reports and correspondence related to program evaluation and performance measures; oversees the maintenance of required records and reports; makes recommendations on Citywide safety policies and standards; develops instructional materials for safety related topics; performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet Option A **OR** B:

A. Bachelor's degree from an accredited college or university in occupational health studies, environmental studies, industrial health, safety management, safety technology, or a closely related field (**proof required**)* **AND** one (1) year paid, full-time equivalent experience in the field of occupational safety and health, industrial hygiene, safety education and/or facility safety inspections.

B. A combination of education (proof required)* and experience in occupational safety and health, industrial hygiene, safety education and/or facility safety inspections equivalent to five (5) years.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

Additional Requirements to File

Knowledge of:

- California Code of Regulations, Title 8;
- Methods and practices for developing and administering a comprehensive safety program, conducting accident and work place safety audits and investigations, and designing employee safety training programs;
- Safety Programs and its safety and environmental policies and practices;
- Safety and chemical/hazardous materials issues;
- Standard safety equipment used in public sector occupations;
- Basic research methods and statistical analysis techniques;
- Principles and practices of sound business communication;
- Federal and state laws, regulations and standards for employee health and environmental safety.

Ability to:

- Effectively communicate both orally and in writing;
- Independently apply procedures and regulations affecting safety operations;
- Understand, explain, interpret and apply complex federal and state requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances;
- Evaluate workplace safety programs and practices and make sound recommendations for improvement;
- Conduct effective employee training programs, and accident and workplace safety investigations;
- Exercise sound independent judgment and initiative within policy guidelines;
- Prepare clear, concise and comprehensive investigative reports and other materials;
- Understand and follow written and oral instructions;
- Operate a computer and standard business software;
- Establish and maintain effective working relationships with all those encountered in the course of work.

Willingness to:

- Respond to emergency calls at night and on weekends;
- Travel occasionally, as required.

A valid driver license and DMV record will be required by the hiring department.

DESIRABLE QUALIFICATIONS:

- Experience with construction project safety inspections.
- Associate Safety Professional by the Board of Certified Safety Professionals.
- Certified Safety Professional by the Board of Certified Safety Professionals.
- Occupational Health and Safety Technologist by the Board of Certified Safety Professionals.
- Certified Industrial Hygienist by the American Board of Industrial Hygiene.
- Construction Health and Safety Technologist by the Board of Certified Safety Professionals.
- Other equivalent professional safety certifications that will be considered on a case-by-case basis.
- City-specific knowledge, skills and abilities in the areas of: safety programs, environmental policies and procedures, and chemical/hazardous materials issues.
- Ability to understand, explain, interpret and apply complex City requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances.

SELECTION PROCEDURE:

12/6/2019

Job Bulletin

Interested candidates must complete an online application with responses to the supplemental application and attach their proof of education, cover letter, and resume (in PDF format) by the close of filing on **XXXday, December XX, 2019 at 11:59 PM**. Those candidates determined to be best suited for the position will be invited to participate in the selection process, which will include an interview by a selection panel and may include a performance exercise.

This information is available in an alternative format by request to the Department of Public Works, Personnel Division, at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or contact the Personnel Division at (562) 570-4686.

AN EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC WORKS VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #PW20-021
SAFETY SPECIALIST I-PROVISIONAL
NR

411 W. Ocean Blvd., 5th Fl
Long Beach, CA 90802
(562) 570-4686

SAFETY SPECIALIST I-PROVISIONAL Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. Applicants must clearly demonstrate their qualifying experience. These questions will serve as the basis for qualifying candidates for advancement into the selection process. Do you understand these instructions?
☐ Yes
☐ No
- * 2. This is a provisional job opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. I understand that if I am successful in the selection process, I may be appointed to the position on a provisional (temporary) basis with no guarantee of permanent employment. I further understand that as a provisional employee, I must apply, compete, and obtain a reachable position on the Civil Service eligible list for Safety Specialist when the Civil Service examination is conducted in order to be considered for appointment to a permanent position. If I am not selected to fill the position on a permanent basis, my provisional appointment will be terminated. If I am a city employee, and I hold permanent status in another classification, I understand I will be reinstated back to the position I held before the provisional appointment. I further understand that provisional appointments are valid through the establishment of a Civil Service eligible list. I acknowledge and understand all of the above regarding provisional appointments.
☐ Yes
☐ No
- * 3. **REQUIREMENTS TO FILE:** In order to qualify for this provisional appointment position, applicants must meet one of the following options. Please indicate which option you will be qualifying under.
☐ Option A - a bachelor's degree in occupational health studies, environmental studies, industrial health, safety management, safety technology, or a closely related field AND one year paid, full-time equivalent experience in the field of occupational safety and health, industrial hygiene, safety education and/or facility safety inspections.
☐ Option B - a combination of education and experience in occupational safety and health, industrial hygiene, safety education and/or facility safety inspections equivalent to five years.
☐ I do not meet any of these qualifying options.
- * 4. Do you possess knowledge in any of the following? Indicate all that apply.

12/6/2019

Job Bulletin

- ☐ California Code of Regulations, Title 8
 - ☐ Methods and practices for developing and administering a comprehensive safety program, conducting accident and work place safety audits and investigations, and designing employee safety training programs
 - ☐ Safety Programs and its safety and environmental policies and practices
 - ☐ Safety and chemical/hazardous materials issues
 - ☐ Standard safety equipment used in public sector occupations
 - ☐ Basic research methods and statistical analysis techniques
 - ☐ Principles and practices of sound business communication
 - ☐ Federal and state laws, regulations and standards for employee health and environmental safety
- * 5. Do you possess the ability to do any of the following? Indicate all that apply.
- ☐ Effectively communicate both orally and in writing
 - ☐ Independently apply procedures and regulations affecting safety operations
 - ☐ Understand, explain, interpret and apply complex federal and state requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances
 - ☐ Evaluate workplace safety programs and practices and make sound recommendations for improvement
 - ☐ Conduct effective employee training programs, and accident and workplace safety investigations
 - ☐ Exercise sound independent judgment and initiative within policy guidelines
 - ☐ Prepare clear, concise and comprehensive investigative reports and other materials
 - ☐ Understand and follow written and oral instructions
 - ☐ Operate a computer and standard business software
 - ☐ Establish and maintain effective working relationships with all those encountered in the course of work
- * 6. The application process for this position requires that you attach: (1) a cover letter, (2) a resume, (3) copy of diploma or transcripts (unofficial, scanned copies accepted), all in PDF format. Did you attach all three of these documents?
- ☐ Yes
 - ☐ No
- * 7. Are you willing to respond to emergency calls at night and on weekends?
- ☐ Yes
 - ☐ No
- * 8. Are you willing to travel occasionally, as required?
- ☐ Yes
 - ☐ No
- * 9. Do you have a valid California Class C Driver License?
- ☐ Yes
 - ☐ No
- * 10. Describe your experience developing, evaluating or implementing safety policies and programs. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly). If no experience, indicate with NONE.
- * 11. Describe your experience conducting safety training and/or preparing curriculum for safety training. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly). If no experience, indicate with NONE.
- * 12. Describe your experience conducting industrial hygiene surveys, including the types of instruments used. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly). If no experience, indicate with NONE.
- * 13. Describe your experience conducting safety inspections and reports. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly). If no experience, indicate with NONE.

- * 14. Describe your experience developing safety statistical reports specifically designed to advise management on methods to reduce injury, illnesses, and hazards. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly). If no experience, indicate with NONE.
15. List any additional certifications or qualifications you possess that relate to the position of Safety Specialist which you would like to have considered in the evaluation of your application.
16. **DESIRABLE QUALIFICATIONS:** Do you possess any of the following desirable qualifications? Please indicate all that apply.
- ☐ Experience with construction project safety inspections
 - ☐ Associate Safety Professional by the Board of Certified Safety Professionals
 - ☐ Certified Safety Professional by the Board of Certified Safety Professionals
 - ☐ Occupational Health and Safety Technologist by the Board of Certified Safety Professionals
 - ☐ Certified Industrial Hygienist by the American Board of Industrial Hygiene
 - ☐ Construction Health and Safety Technologist by the Board of Certified Safety Professionals
 - ☐ Other equivalent professional safety certifications that will be considered on a case-by-case basis
 - ☐ City-specific knowledge, skills and abilities in the areas of: safety programs, environmental policies and procedures, and chemical/hazardous materials issues
 - ☐ Ability to understand, explain, interpret and apply complex City requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances
 - ☐ None of the above (Selecting this option will not disqualify you from the position.)

* Required Question



City of Long Beach Employment Opportunity

SAFETY SPECIALIST

Job Number: D69AN-19

SALARY: \$2,112.24 - \$3,890.00 Biweekly

OPENING DATE: 09/21/18

CLOSING DATE: 10/19/18 04:30 PM

DESCRIPTION:



EXTENDED. Accepting online applications only. Apply online 24 hours a day, beginning at September 21, 2018 through 4:30 p.m. October 19, 2018. Current vacancy is in the Public Works Department.

EXAMPLES OF DUTIES: Under general supervision, assists in the administration of the Citywide Safety Program and may perform as a program staff specialist or department safety specialist; assists in developing and evaluating safety goals and standards; assists and advises management in promotion of an overall safety culture; advises employees and supervisors on injury prevention and safety related matters; performs facility safety inspections for compliance with Cal/OSHA requirements and other standards; provides training and instruction on safety related matters; conducts industrial hygiene sampling including indoor air quality assessments, noise and chemical exposure monitoring; utilizes computerized systems to track and identify accident causes to make recommendations for the prevention of similar injuries and illnesses; prepares statistical reports and correspondence related to program evaluation and performance measures; oversees the maintenance of required records and reports; makes recommendations on Citywide safety policies and standards; develops instructional materials for safety related topics; performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet Option A **OR** B:

A. Bachelor's degree from an accredited college or university in occupational health studies, environmental studies, industrial health, safety management, safety technology, or a closely related field (**proof required**)* **AND** one (1) year paid, full-time equivalent experience in the field of occupational safety and health, industrial hygiene, safety education and/or facility safety inspections.

B. A combination of education (**proof required**)* and experience in occupational safety and health, industrial hygiene, safety education and/or facility safety inspections equivalent to five (5) years.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

Additional Requirements to File

Knowledge of:

- California Code of Regulations, Title 8;
- Methods and practices for developing and administering a comprehensive safety program, conducting accident and work place safety audits and investigations, and designing employee safety training programs;
- Safety Programs and its safety and environmental policies and practices;
- Safety and chemical/hazardous materials issues;
- Standard safety equipment used in public sector occupations;
- Basic research methods and statistical analysis techniques;
- Principles and practices of sound business communication;
- Federal and state laws, regulations and standards for employee health and environmental safety.

Ability to:

- Effectively communicate both orally and in writing;
- Independently apply procedures and regulations affecting safety operations;
- Understand, explain, interpret and apply complex federal and state requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances;
- Evaluate workplace safety programs and practices and make sound recommendations for improvement;
- Conduct effective employee training programs, and accident and workplace safety investigations;
- Exercise sound independent judgment and initiative within policy guidelines;
- Prepare clear, concise and comprehensive investigative reports and other materials;
- Understand and follow written and oral instructions;
- Operate a computer and standard business software;
- Establish and maintain effective working relationships with all those encountered in the course of work.

Willingness to:

- Respond to emergency calls at night and on weekends;
- Travel occasionally, as required.

A valid driver's license and DMV driving record will be required by the hiring department.

DESIRABLE QUALIFICATIONS:

- Experience with construction project safety inspections.
- Associate Safety Professional by the Board of Certified Safety Professionals.
- Certified Safety Professional by the Board of Certified Safety Professionals.
- Occupational Health and Safety Technologist by the Board of Certified Safety Professionals.
- Certified Industrial Hygienist by the American Board of Industrial Hygiene.
- Construction Health and Safety Technologist by the Board of Certified Safety Professionals.
- Other equivalent professional safety certifications that will be considered on a case-by-case basis.
- City-specific knowledge, skills and abilities in the areas of: safety programs, environmental policies and procedures, and chemical/hazardous materials issues.
- Ability to understand, explain, interpret and apply complex City requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances.

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application and Supplemental Packet.....Qualifying
Written Examination.....100%

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of test results.

The written examination is tentatively scheduled for the week of October 22, 2018. If you have not received notification by November 2, 2018 contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.

11/19/2019

Job Bulletin



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer

J.O.B. D69AN-19 Safety Specialist CP 09/19/18

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #D69AN-19
SAFETY SPECIALIST
CP

Civil Service Department
411 W. Ocean Blvd., 4th Fl
Long Beach, CA 90802
(562) 570-6202

SAFETY SPECIALIST Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the information above?
☐ Yes ☐ No
- * 2. **REQUIREMENTS TO FILE:** Please indicate under which Requirement you qualify under. NOTE: *Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.
 - ☐ Bachelor's degree from an accredited college or university in occupational health studies, environmental studies, industrial health, safety management, safety technology, or a closely related field (proof required)* AND one (1) year paid, full-time equivalent experience in the field of occupational safety and health, industrial hygiene, safety education and/or facility safety inspections.
 - ☐ A combination of education (proof required)* and experience in occupational safety and health, industrial hygiene, safety education and/or facility safety inspections equivalent to five (5) years.
 - ☐ I do not meet any of the requirements above. (Selecting this option will disqualify you from the position.)
- * 3. Do you possess knowledge in any of the following? Indicate all that apply.
 - ☐ California Code of Regulations, Title 8
 - ☐ Methods and practices for developing and administering a comprehensive safety program, conducting accident and work place safety audits and investigations, and designing employee safety training programs
 - ☐ Safety Programs and its safety and environmental policies and practices
 - ☐ Safety and chemical/hazardous materials issues
 - ☐ Standard safety equipment used in public sector occupations
 - ☐ Basic research methods and statistical analysis techniques
 - ☐ Principles and practices of sound business communication

11/19/2019

Job Bulletin

- ☐ Federal and state laws, regulations and standards for employee health and environmental safety
- * 4. Do you possess the ability to do any of the following? Indicate all that apply.
 - ☐ Effectively communicate both orally and in writing
 - ☐ Independently apply procedures and regulations affecting safety operations
 - ☐ Understand, explain, interpret and apply complex federal and state requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances
 - ☐ Evaluate workplace safety programs and practices and make sound recommendations for improvement
 - ☐ Conduct effective employee training programs, and accident and workplace safety investigations
 - ☐ Exercise sound Independent judgment and Initiative within policy guidelines
 - ☐ Prepare clear, concise and comprehensive Investigative reports and other materials
 - ☐ Understand and follow written and oral instructions
 - ☐ Operate a computer and standard business software
 - ☐ Establish and maintain effective working relationships with all those encountered in the course of work
- * 5. Are you willing to respond to emergency calls at night and on weekends?
 - ☐ Yes ☐ No
- * 6. Are you willing to travel occasionally, as required?
 - ☐ Yes ☐ No
- * 7. A valid driver's license and DMV driving record will be required by the hiring department. Do you understand the information above?
 - ☐ Yes ☐ No
- * 8. **EXPERIENCE:** Describe your experience developing, evaluating or implementing safety policies and programs. Include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. If none, put "N/A".
- * 9. Describe your experience conducting safety training and/or preparing curriculum for safety training. Include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. If none, put "N/A".
- * 10. Describe your experience conducting industrial hygiene surveys, including the types of instruments used. Include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. If none, put "N/A".
- * 11. Describe your experience conducting safety inspections and reports. Include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. If none, put "N/A".
- * 12. Describe your experience developing safety statistical reports specifically designed to advise management on methods to reduce injury, illnesses, and hazards. Include the following: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week. If none, put "N/A".
- * 13. Please describe any other related training or experience that qualifies you for this position. If none, put "N/A".
- * 14. **DESIRABLE QUALIFICATIONS:** Do you possess any of the following desirable qualifications? Please indicate all that apply.
 - ☐ Experience with construction project safety inspections

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- ☐ Associate Safety Professional by the Board of Certified Safety Professionals
 - ☐ Certified Safety Professional by the Board of Certified Safety Professionals
 - ☐ Occupational Health and Safety Technologist by the Board of Certified Safety Professionals
 - ☐ Certified Industrial Hygienist by the American Board of Industrial Hygiene
 - ☐ Construction Health and Safety Technologist by the Board of Certified Safety Professionals
 - ☐ Other equivalent professional safety certifications that will be considered on a case-by-case basis
 - ☐ City-specific knowledge, skills and abilities in the areas of: safety programs, environmental policies and procedures, and chemical/hazardous materials issues
 - ☐ Ability to understand, explain, interpret and apply complex City requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances
 - ☐ None of the above (Selecting this option will not disqualify you from the position.)
- * 15. **GENERAL QUESTIONS:** I understand that proof of required documents must be submitted as attachments at the time of filing. I also understand that failure to submit all required documents at time of filing and will result in the application being considered incomplete. Proofs for this position may include: college degree, college transcripts, certificates, and/or DD-214 Member 4 Form.
- ☐ Yes ☐ No
- * 16. Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.
- ☐ Yes ☐ No
- * 17. I certify that I have personally completed the Information provided and that It is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Do you understand the Information above?
- ☐ Yes ☐ No
- * Required Question