



## SUPERVISING PIPELINE SAFETY ENGINEER

Exam Code: 7FS0202

Department(s):	Department of Forestry & Fire Protection
Opening Date:	09/05/2017
Closing Date:	10/03/2017
Type of Recruitment:	Open - Nonpromotional
Salary:	\$10345 - \$12953
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide

### 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?

Applicants who meet the minimum qualifications. Applications will NOT be accepted on a promotional basis.

### FILING INSTRUCTIONS

Final Filing Date: **October 3, 2017**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at [State Application](#). Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

#### **SUBMIT BY MAIL:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Julie Renteria)  
P.O. Box 944246  
Sacramento, CA 94244-2460

#### **SUBMIT IN PERSON:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Julie Renteria)  
1300 U Street  
Sacramento, CA 95818

**Note:** Applications **will not** be accepted via e-mail.

Applications postmarked or personally delivered after the final filing date, **October 3, 2017**, will not be accepted for any reason.

**Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.**

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

## SALARY INFORMATION

\$10345 - \$12953

## ELIGIBLE LIST INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This 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.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **October 3, 2017**, the final filing date.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles as well as a detailed list of duties performed. Applications received without this information will be rejected.

## MINIMUM QUALIFICATIONS

### "Either" I

One year of experience in California state service performing the duties of a Pipeline Safety Engineer, Range C.

### "Or" II

**Experience:** Four years of experience performing responsible engineering duties in hazardous liquid, petroleum, or natural gas pipeline safety.

**and**

**Education:** Equivalent to graduation from college with a major in civil, chemical, mechanical, or petroleum engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**Applicants must submit a copy of their degree and/or transcripts with their application.**

## POSITION DESCRIPTION

This is the supervisory level of the series. Incumbent(s) have supervisory responsibility for staff within an assigned geographic area of the State or have supervisory responsibility for difficult, sensitive, or statewide pipeline safety projects.

## EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **November/December 2017**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

## KNOWLEDGE, SKILLS, AND ABILITIES

### Scope:

#### A. Knowledge of:

1. Nationally recognized standards, associations, regulations, and laws relating to the hazardous liquid pipeline industry.
2. Applicable codes, standards, and jurisdictional requirements as it relates to hazardous liquid pipelines for resolving complaints for investigations and inspections.
3. Hazardous liquid pipeline operation and maintenance to enforce Federal and State laws and regulations.
4. Hazardous liquid pipeline design and construction to enforce Federal and State laws and regulations.
5. Hazardous liquid pipeline terminology and principles for proper application to the job.
6. Potential work hazards encountered during the performance of field duties for personal and public safety.
7. Various methods of hazardous liquid pipeline testing to determine integrity of pipeline.
8. The State Pipeline Mapping System to understand hazardous liquid pipeline information to identify regulatory responsibility and ownership of the hazardous liquid pipeline to determine level of response time when necessary.
9. The Department's safety procedures and programs to achieve workplace safety.
10. Hazardous liquid pipeline incident investigative techniques for a complete and thorough investigation report.
11. The various types of records and documents to provide documentation for the statutory requirements for a records retention program.
12. Proper grammar, spelling, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
13. State Fire Marshal guidelines for conducting pressure testing to ensure operator compliance with State and Federal laws and regulations.
14. A supervisor's role in promoting equal opportunity in selection, development, and promotion of employees and for maintaining a work environment, which is free of discrimination and harassment.
15. Principles and techniques of personnel management and supervision to effectively supervise employees.
16. Specialized industry equipment used in the hazardous liquid pipeline industry.
17. How to compile evidence and information in preparation to present an expert witness testimony.
18. Applicable guidelines and procedures for conducting hiring interviews.
19. Attendance and leave standards and procedures to accurately maintain employee records.
20. The State Fire Marshal mission and strategies to protect life and property through the application of fire prevention, education, and enforcement.
21. Principles of combustion as it relates to hazardous liquid flammability to ensure hazardous liquid pipeline safety.
22. Criminal and civil investigation techniques to assist the Department and local investigators to produce clear and accurate investigative reports.
23. Fire Fighters Bill of Rights to ensure the rights of employees are protected and in compliance with State laws and Department policies.

#### B. Skill to:

1. Drive appropriate Department vehicles in various types of terrain.
2. Operate all information technology devices for correspondence, effective job performance and communication.
3. Operate desktop software to electronically compile and analyze data, produce reports, and manage operations.

#### C. Ability to:

1. Inspect hazardous liquid pipelines to ensure compliance with all federal and state hazardous liquid pipeline safety laws and regulations.
2. Analyze situations, reason logically, and recommend an effective course of action for hazardous liquid pipeline safety and an effective job performance.
3. Investigate hazardous liquid pipeline incidents to ensure public safety and compliance with Federal and State hazardous liquid pipeline safety laws and regulations.
4. Follow oral and written directions for an effective job performance.
5. Read and write to effectively exchange information and accomplish daily tasks.

6. Conduct investigations to determine cause of hazardous liquid pipeline related incidents.
7. Make decisions under extreme situations.
8. Prepare accurate, clear, concise, and well-written reports and correspondence for an effective job performance.
9. Write technical reports to accurately report and summarize findings.
10. Work independently with minimal supervision for an effective job performance.
11. Manage workload and time in order to prioritize for a successful job performance.
12. Comprehend and verbally communicate to exchange ideas and accomplish daily tasks.
13. Read and interpret reference manuals, training materials, data, and correspondence to acquire knowledge essential to the performance of the job.
14. Maintain professional demeanor to represent the Department in a positive manner.
15. Evaluate and resolve complaints through use of the appropriate legal and administrative procedures.
16. Assess technical and administrative data to develop reports, briefings, and other documents.
17. Travel long distances in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
18. Work in a variety of environments on the job using safety protocol and personal protective equipment.
19. Recognize hazardous situations and conditions to ensure personnel safety.
20. Work and adapt to a changing work environment.
21. Work as part of a team for successful job performance.
22. Use basic computer software programs to produce reports and correspondence.
23. Facilitate meetings to achieve goals of the Department and disseminate information to stakeholders.
24. Train staff, industry, and other government agency personnel on hazardous liquid pipeline safety regulations in accordance with Federal and State laws.
25. Make oral presentations to educate and inform stakeholders on hazardous liquid pipeline safety and regulations.
26. Mentor staff for work force succession planning.
27. Perform engineering calculations to ensure hazardous liquid pipelines are operating according to code requirements.
28. Test hazardous liquid pipelines for problems to ensure public safety and compliance with Federal and State hazardous liquid pipeline safety laws and regulations.

## VETERANS PREFERENCE

Veterans' Preference will be granted for 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). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Department of Veterans Affairs.

## CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to work throughout the State and at unusual hours, evenings, Saturdays, Sundays, and holidays; willingness to work in remote locations and/or adverse conditions in emergency and non-emergency situations; wear job-required attire and personal protection equipment; willingness to accept new responsibilities; may be on 24-hour call; alertness and keenness of observation; possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles and good driving record. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

## CONTACT INFORMATION

Department of Forestry and Fire Protection  
P.O. Box 944246  
Sacramento, California 94244-2460  
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones  
Equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)  
STS is Speech-to-Speech Service for persons with a speech disability and is reachable at  
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

## DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: [Classification Description \(specification\)](#).

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available [online](#)** at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

**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.

**The testing Department** 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.

**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. 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, 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.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. 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, 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 [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans' Preference:** 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). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Department of Veterans Affairs.

**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 Examination/Employment Application. (STD. 678).

**Felony Disqualification:** You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

**Confidentiality and Security:** Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.