

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Marine Safety Inspector** classification with the California State Lands Commission (CSLC). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list may be used to fill positions in Hercules, CA and/or Long Beach, CA with CSLC. A "Conditions of Employment" section is included in this examination which will allow you to select the time bases and location(s) you are interested in working. It is **required** that you **personally complete** this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination. ALL RESPONSES ARE SUBJECT TO VERIFICATION.

THIS AFFIRMATION MUST BE COMPLETED.

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): _____

Address: _____

City/State/Zip Code: _____

Home Telephone Number: _____

Work Telephone Number: _____

Signature: _____

Date: _____

YOUR COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION (STD. 678) MUST INCLUDE YOUR ORIGINAL SIGNATURE. COMPLETED QUALIFICATIONS ASSESSMENTS AND EXAMINATION APPLICATIONS MUST BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION(S):

Mail or Deliver in Person to:

CA State Lands Commission
Human Resources
100 Howe Ave. 100-South
Sacramento, CA 95825-8202
(916) 574-1910

Deliver in Person To:

CA State Lands Commission
301 E. Ocean Blvd. Suite 350
Long Beach, CA 90802
Or
CA State Lands Commission
750 Alfred Nobel Drive, Suite 201
Hercules, CA 94547

NOTE:

- Be sure your envelope has **adequate postage** if submitting via mail.
- Faxed or emailed application packages will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.
- 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.

GENERAL INSTRUCTIONS

This process is the entire examination for the above classification. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for the **Marine Safety Inspector** classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement
- General Instructions / Prior State Employment
- Conditions of Employment
- Rating Instructions
- Knowledge & Work Experience
- Recruitment Questionnaire/Mailing Instructions

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please skip this question.**

Do you have written permission from the Department of Human Resources (CalHR) to take this examination ☐ Yes ☐ No

State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

CONDITIONS OF EMPLOYMENT FORM

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies Statewide according to the conditions you specify on this form.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment. If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

- ☐ (D) Permanent Full-Time
- ☐ (R) Permanent Part-Time
- ☐ (K) Limited-Term Full-Time
- ☐ (A) Any

LOCATION(S) YOU ARE WILLING TO WORK

- 0005 ☐ ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary
- 0700 ☐ Contra Costa County
- 1900 ☐ Los Angeles County
- 3000 ☐ Orange County
- 3400 ☐ Sacramento County
- 4200 ☐ Santa Barbara County

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may promptly update any address and/or availability for employment preference information by accessing their CalCareer account on the California Department of Human Resources (CalHR) website at **www.jobs.ca.gov** or by notifying Human Resources at (916) 574-1910.

INSTRUCTIONS:

1. Using the rating scale(s) below, rate your knowledge and experience performing specific job-related actions.

2. Respond to each of the following statements (1-16) by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:

Extensive Knowledge

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

Moderate Knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge

I have no knowledge of how to perform this task or what it may entail.

SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:

Extensive Experience

I have more than 6 years of experience in regularly performing this action **and** I have instructed others on this specific action.

Moderate Experience

I have more than 5 years, but less than 6 years of experience performing this action **and** I can perform it independently.

Basic Experience

I have more than 4 years, but less than 5 years of experience performing this action **and** I have performed it regularly with minimal or no assistance.

Limited Experience

I have less than 4 years of experience in performing this action **and** I may require assistance for successful performance.

No Experience

I have never performed this action.

1. Applying marine oil transfer regulatory requirements under the California Code of Regulations and the Code of Federal Regulations.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

2. Verifying equipment utilized in a marine terminal or oil platform is in operable condition and meets all safety requirements.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

3. Monitoring marine terminal work activities to ensure marine terminal staff are properly trained.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

4. Gathering statistical information to ensure proper quality control practices.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

5. Conducting outreach and providing education to vessel and/or platform crews about policies, procedures, regulations, and/or requirements.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

6. Mapping latitude and longitude coordinates on charts and/or using electronic mapping tools to assess compliance with ballast water regulations.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

7. Inspecting petroleum pipelines and monitoring petroleum pipeline testing.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

8. Verifying record keeping and reporting requirements are complied with per state and federal pollution prevention regulations.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

9. Reviewing and interpreting documents, procedures, and/or manuals to ensure industry compliance.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

10. Acting as a liaison between employer(s) and other companies or agency personnel.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

11. Inspecting vessels of various types for compliance in a marine environment.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

12. Collecting and conducting analysis of ballast water samples to report data.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

13. Examining marine facility and vessel oil transfer equipment, pollution prevent systems, firefighting equipment, vessel inert gas systems, and facility vapor control systems for regulatory compliance.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

14. Understanding the effects of oil pollution on a marine environment.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

15. Communicating effectively verbally and in writing.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

16. Working on a team to accomplish a goal and/or complete a project.

Knowledge related to performing this action

- ☐ Extensive Knowledge
- ☐ Moderate Knowledge
- ☐ Basic Knowledge
- ☐ Limited Knowledge
- ☐ No Knowledge

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination. Responses are voluntary and will be used for recruitment statistics.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

- ☐ Newspaper/Magazine Advertisement
- ☐ Internet (Social Media)
- ☐ California State Lands Commission employee
- ☐ Recruitment Mailing
- ☐ College/School
- ☐ Job Fair/Career Fair
- ☐ Other: _____

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT

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Mail or Deliver in Person to:

CA State Lands Commission
Human Resources
100 Howe Ave. 100-South
Sacramento, CA 95825

Deliver in Person To:

CA State Lands Commission
301 E. Ocean Blvd., Suite 350
Long Beach, CA 90802
Or
CA State Lands Commission
750 Alfred Nobel Drive, Suite 201
Hercules, CA 94547

QUALIFICATIONS ASSESSMENT

SLC 312.1

Privacy notice for individual(s)

Section 1798.17 of the Civil Code requires that this notice be provided when collecting personal information from individuals. Each individual has the right to review his or her personal information maintained by this agency, unless access is exempted by law. Individual means a natural person.

AGENCY NAME / DIVISION

California State Lands Commission / HUMAN RESOURCES OFFICE

**TITLE OF OFFICIAL RESPONSIBLE FOR MAINTENANCE OF THE INFORMATION
PERSONNEL OFFICER****BUSINESS ADDRESS OF OFFICIAL / TELEPHONE**

100 Howe Avenue, Suite 100 South, Sacramento, California 95825 / (916) 574-1910

AUTHORITY THAT AUTHORIZES THE MAINTENANCE OF THE INFORMATION

Public Resources Code Section 6001 et seq.

**THE FOLLOWING ITEMS OF INFORMATION ARE VOLUNTARY; ALL OTHERS ARE
MANDATORY**

All information requested on the application is mandatory, unless otherwise noted.

**THE CONSEQUENCES, IF ANY, OF NOT PROVIDING ALL OR ANY PART OF THE
REQUESTED INFORMATION**

The Commission may not be able to process your application

**THE PRINCIPAL PURPOSE(S) WITHIN THE AGENCY FOR WHICH THE INFORMATION IS TO
BE USED**

Processing your application

**KNOWN OR FORESEEABLE DISCLOSURES OF THE INFORMATION PURSUANT TO CIVIL
CODE SECTION 1798.24(e) or (f)**

Bureau of State Audits; local, state, or federal regulatory agencies or courts with jurisdiction over any aspect of your application.