

## EDITED KSAPC LISTING

**CLASSIFICATION: Associate Hazardous Materials Specialist**

**NOTE: Each position within this classification may perform some or all of these KSAPCs.**

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Basic knowledge of principles of scientific research in order to interpret scientific publications and methodology to obtain practical applications.
K2.	Basic knowledge of chemical, biological, physical and environmental science as a foundation for environmental regulatory compliance.
K3.	Comprehensive knowledge of chemical and physical characteristics of hazardous materials and wastes and their general effect on human health and the environment as they relate to the chemicals being stored and used.
K4.	Comprehensive knowledge of chemical reactions to ensure the health and safety of staff and inmates, the protection of the environment and property.
K5.	Comprehensive knowledge of the effect of hazardous materials and wastes and their interactions on the environment for effective emergency response to potential and actual releases and spills.
K6.	Basic knowledge of water, soil and air quality management to determine level of contamination and develop contingency plans.
K7.	Basic knowledge of investigatory methods to formulate corrective action plans.
K8.	Comprehensive knowledge of hazardous materials and wastes management programs and activities in both the public and private sector to keep abreast of current management practices.
K9.	Comprehensive knowledge of research and literature on the health effects of hazardous substances used in California industry to maintain compliance with the California Hazard Communication Standard.
K10.	Comprehensive knowledge of California's hazardous waste stream characteristics and mitigation practices to protect the health and safety of employees and inmates and to minimize adverse impacts on the environment and property.
K11.	Comprehensive knowledge of County, State and Federal regulations related to hazardous materials and wastes to protect the health and safety of employees, inmates and minimize impacts on the environment and property.
K12.	Comprehensive knowledge of methods of handle, storage and disposal of hazardous materials and wastes to ensure compliance with regulatory mandates.
K13.	Comprehensive knowledge of the hazardous waste generator permitting process, including State and Federal requirements for review to ensure compliance with environmental regulatory mandates.
K14.	Comprehensive knowledge of public health and resource management to ensure an efficient and effective hazardous materials and wastes management program.
K15.	Basic knowledge of principles and procedures of hazardous materials management and resource recovery, including basic toxicology, hydrology and geology to interpret scientific reports and publications.

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*

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<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K16.	Basic knowledge of principles involved in siting hazardous waste facilities in order to control hazardous waste disposal and to ensure appropriate disposal and handling at Treatment, Storage and Disposal Facilities.
K17.	<b>Basic knowledge of computer applications (e.g. Microsoft Word, Microsoft Excel, etc.) in order to assist in the completion of various assignments.</b>
K18.	<b>Basic knowledge of math in order to calculate cost estimates for service and expenses.</b>
K19.	<b>Basic knowledge of materials, tools and equipment used in order to accomplish a work assignment and/or provide direction/information.</b>
K20.	<b>Basic knowledge of training techniques in order to facilitate training for staff and inmates.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Ability to collect environmental data to identify unknown hazardous substances, concentration levels and exposure risks.
A2.	Ability to analyze and evaluate data in order to formulate appropriate courses of action.
A3.	Ability to apply scientific methods and principles to evaluate and monitor the environment and determine an appropriate level of response to a release of hazardous substances.
A4.	Ability to analyze situations and take appropriate actions to include determination of appropriate levels of personal protective equipment, mitigation and remediation.
A5.	Ability to establish and maintain cooperative relationships with local government and all persons contacted in the work place.
A6.	Ability to prepare clear, complete and technically accurate reports to document regulatory efforts, to provide alternatives and recommendations for management decisions.
A7.	Ability to communicate effectively to obtain and provide accurate information.
A8.	Ability to plan, organize and apply practical applications in the management of hazardous materials and wastes present on departmental facilities.
A9.	Ability to coordinate and direct the work of others, including inmate workers.
A10.	Ability to evaluate scientific data and prepare recommendations based on findings to provide accurate information.
A11.	Ability to be objective and flexible to function effectively in a team setting, remain unbiased when evaluating and making recommendations to meet program needs.
A12.	Ability to meet critical deadlines to meet regulatory mandates.
A13.	Ability to apply or modify complex scientific methods and principles, to provide an appropriate level of response, evaluate and monitor a hazardous materials release to the environment.
A14.	Ability to understand principles of risk assessments and risk management in formulation of all required plans and mandates to protect the public and environment and to ensure compliance with hazardous materials and wastes regulations.
A15.	Ability to work with professionals from a variety of disciplines within and outside of State government on complex and changing hazardous substance issues related to the achievement of departmental goals.
A16.	Ability to read and understand technical reports on emerging public health issues related to the use of hazardous materials and wastes in a correctional setting.
A17.	Ability to assess proposed legislation and new statutes to ensure compliance with County, State and Federal mandates.
A18.	Ability to develop and organize materials used for presentation and dissemination of information to staff and inmate workers.
A19.	Ability to anticipate and respond to public concerns with professionalism, tact and sensitivity while collaborating with the designated public information office.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A20.	<b>Ability to operate electronic media (e.g. computer, software, etc.) to access, enter, update and retrieve information.</b>
A21.	<b>Ability to operate a motor vehicle with a valid driver's license.</b>
A22.	<b>Ability to perform physical labor (e.g., lifting/moving equipment, etc.) in order to perform the required tasks of the job.</b>
A23.	<b>Ability to use and maintain tools and electronic field equipment (e.g., 4-gas meter, photo-ionization detector, etc.) to ensure safe and proper operation during the performance of daily assignments.</b>
A24.	<b>Ability to follow oral and written instructions in order to complete daily tasks.</b>
A25.	<b>Ability to instruct the work of unskilled workers (inmates) to ensure proper completion of work and compliance with County, State and Federal regulations.</b>