

### Class Concept

This is supervisory, administrative, managerial and technical work in directing, planning, implementing, coordinating, evaluating and monitoring a comprehensive safety and health program for all of the various divisions and units of a governmental agency or a large division of a state wide agency with a moderate level of diversity, scope, dynamics and complexity involving multiple safety and health issues. Work may include supervision of a professional staff.

Under general administrative direction, the employees establish program policies, determine long-range goals and objectives, train staff members, assure that standards are met, review work and interview and select new staff members. Work supervised is of a high degree of complexity characterized by a variety of assignments; a lack of established and readily applicable precedents, standards and regulations for some activities; and a large number of variables and inter-related considerations to take into account. Employees consult, coordinate with and serve as liaison to various safety and health agencies and organizations to ensure compliance to laws and regulations governing workplace safety and health, and review completed inspection reports from designees for accuracy and acceptability. Employees may administer an institution-wide program to establish and maintain a safe work and living environment for employees, students and/or residents through the identification and correction of unsafe conditions, safety training and the providing of consultative services to management on safety matters where major research programs and complex industrial processes result in the production of hazardous wastes and volatile situations that require technical analysis to plan safety procedures and to resolve major problems. Work is usually performed under the general supervision of a higher level administrator. Work may include supervision of professional staff.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable to thorough knowledge of safety and health sufficient to analyze complex safety problems and recommend feasible and effective solutions.
- Considerable knowledge of federal and state safety and health codes.
- Considerable knowledge of safe working methods.
- Basic knowledge of technology, techniques, and developments in the safety and health field.
- Basic knowledge of record keeping and reporting practices of the federal and state governments.
- Ability to investigate accidents, determine cause, and recommend remedial action.
- Ability to convince department and division heads of the importance of maintaining a safe environment in their respective divisions or departments.
- Ability to organize and direct the activities of professional employees.
- Ability to train and evaluate the work of others.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships
- Ability to perform in-depth analysis of statistical information.
- Ability to develop and present training programs on a wide variety of safety topics

#### Minimum Education and Experience

Bachelor's degree in safety management, occupational safety, industrial technology or one of the physical sciences from an appropriately accredited institution from an appropriately accredited institution and a minimum of four years of progressive occupational safety and health experience; or an equivalent combination of training and directly related experience.