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Class Specifications
for the:

OCCUPATIONAL SAFETY AND HEALTH PROGRAM SPECIALIST SERIES

Series Definition:

This series includes all classes of positions the duties of which are to supervise and/or provide staff services to management by performing program development and evaluation work relative to all aspects of the State's Occupational Safety and Health (OSH) program.

Positions in this series attempt to: (1) analyze and evaluate total program efforts, (2) identify deficiencies, problems and areas for improvement, and (3) formulate recommendations and plans useful to management for their effective and efficient direction of agency operations. Thus, through the performance of evaluative and developmental work, the OSH program specialist is directly concerned with supporting management in fulfilling its mission - to provide safe and healthful working conditions and to preserve the life, health and safety of employees of the State - in the most effective, efficient and economical manner.

The major functions of OSH program specialists involve: (1) the conduct of analytical and evaluative studies to identify current and future needs, problems and areas of improvement and to develop recommendations and plans for enhancing the effectiveness and efficiency of the program; (2) the review, evaluation, development and maintenance of the State's OSH standards and program policies, procedures, practices and guidelines; (3) the provision of technical assistance and advisory services to supervisory and management personnel on various program and administrative matters; and (4) serving as liaison between the divisional program and various agencies to explain program functions, resolve problems, exchange information and to maintain effective working relationships. The work of positions in this series requires a comprehensive knowledge of the substantive nature and interrelationships of OSH programs as well as an understanding of basic statistical, research, program evaluation, and management analysis principles, techniques and methodology.

Levels in this series are distinguished by the following factors: nature and scope of work, nature of available guidelines, originality required, supervision received and exercised, nature and purpose of personal contracts, nature of scope of recommendations, commitments and decisions, and knowledge and abilities required.

This is an amendment to the specification for the OCCUPATIONAL SAFETY AND HEALTH PROGRAM SPECIALIST SERIES approved on May 30, 1975.

DATE APPROVED: 4/18/90

/s/Ann K. Kon
ALFRED C. LARDIZABAL
Director of Personnel Services

OCCUPATIONAL SAFETY AND HEALTH PROGRAM SPECIALIST IV 2.158
(OSH PROGRAM SPECIALIST IV)

Duties Summary:

Reviews and evaluates program operations, recommends changes for improvement, and assists in the implementation of program changes; develops, revises and recommends policies, procedures, standards and guidelines, relating to the State's Occupational Safety and Health (OSH) program; participates in program and budget planning and documentation; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves responsibility for serving as a staff specialist engaged in the development and evaluation of the State's OSH program. The scope of work relates to all aspects of the development of the program and its administration in the formulation, interpretation, implementation, and evaluation of policies, objectives, standards, methods and procedures. This includes the evaluation and promulgation of new or revised compliance codes for adoption into the State's Administrative Rules and Standards for Occupational Safety and Health.

A position in this class functions under the general supervision of a higher level staff specialist. Work is planned and carried out with very little supervision but work products are subject to review for technical adequacy and conformance with overall program goals, objectives and policies. An incumbent in this class is expected to exercise sound judgment to develop recommendations for the development and revision of policies, standards, program operations and solutions to major administrative and technical problems. He/she is also relied upon as a divisional representative to provide information, interpretations, and advisory services on matters relating to program services, policies and regulations.

Examples of Duties:

Reviews program operations and functions, identifies deficiencies and areas for improvement, formulates recommendations for changes and assists in the implementation of program plans; conducts technical studies utilizing management, research, and statistical analysis techniques to evaluate the effectiveness and efficiency of program operations and to formulate new or improved plans for accomplishing program objectives and maximizing personnel, materials, and funding resources; based on research findings, participates in program planning and recommends changes to objectives, priorities, delivery plans, and resource allocations; recommends and assists in the determination and development of standards, policies, procedures and guidelines for program activities; prepares precedent manuals and develops revisions to existing OSH rules and standards based on court rulings, administrative decisions, and OSH standards published in the Federal Register; continually researches rulings, decisions and opinions rendered by other jurisdictions and develops proposals for changes to existing standards, assures State revised standards meet the Congressional mandate requiring effectiveness at least equal to the Federal OSH Standards; participates in budget preparation and advises on budgetary requirements, controls, expenditure plans and other fiscal matters; develops recommendations relating to funding mechanisms, data reporting systems, evaluative measurements and tools, and related management services; gathers data, reviews and evaluates requests for variances and discrimination complaints; provides technical advice and assistance to operating supervisors in the application, development, and implementation of new or amended programs, rules and regulations, procedures and practices; analyzes new and proposed legislation to determine adequacy and effectiveness; identifies needs for staff improvement and assists in planning in-service training; serves as liaison with various private and public agencies to explain and interpret programs and services, resolve problems, exchange information and to maintain effective working relationships; keeps abreast of OSH changes and informs divisional staff of new developments, and changes in laws, rules and regulations; and may participate in public information activities.

Knowledge and Abilities Required:

Knowledge of: Federal and State OSH laws, rules, regulations and standards; concepts, principles, theories, problems, strategies, and practices relating to occupational safety and health; basic management analysis, research and statistical methods and techniques.

Ability to: Understand, interpret and apply OSH laws, rules, regulations and standards to the specific needs of the program; plan and conduct research and management studies for program planning and evaluation purposes; analyze and identify problems and develop sound solutions for improving the effectiveness and efficiency of total program operations; evaluate, formulate and interpret policies, rules and regulations, standards, codes and procedures; effectively communicate ideas and information both orally and in writing; establish and maintain cooperative working relationships; apply and adapt standard program planning analytical techniques to new and complex problems.

OCCUPATIONAL SAFETY AND HEALTH PROGRAM SPECIALIST V 2.159
(OSH PROGRAM SPECIALIST V)

Duties Summary:

Plans, supervises, coordinates and conducts program development and evaluation activities relating to all aspects of a statewide OSH program; recommends and assists management in implementing new, improved or remedial plans of action; directs the development and revision of policies, rules and regulations, procedures and guidelines; advises on and coordinates budget formulation and expenditure plans; directs the provision of administrative and office support services; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves responsibility for serving as chief staff officer in charge of program development and evaluation functions for the State's OSH program. As principal staff assistant, a position in this class is also responsible for internal program coordination and for assisting and advising the administrator on short- and long-range program and budget planning. Other responsibilities include the evaluation and promulgation of rules and regulations governing the State's OSH compliance requirements and the provision of various administrative support and housekeeping services for the divisional program. Supervisory responsibilities include one or a few subordinates of the next lower level.

An incumbent in this class functions under the general supervision of the OSH Program Administrator, and serves as his chief technical advisor in the development, review and evaluation of program plans, policies, procedures, etc. Furthermore, recommendations made from this level carry considerable advisory weight with the approving authority and frequently deal with

major, unprecedented, and controversial problems or require considerable resourcefulness in developing new, innovative and experimental problem solving techniques.

Personal contacts are extensive due to the inherent responsibilities for internal program coordination and for serving as the division's liaison with other agencies. The contacts regularly include division managers and supervisory personnel, officials of other governmental agencies and representatives of public and private organizations. The nature of these contacts frequently require thorough program knowledge and considerable skill in handling such situations as: cooperative problem solving of complex or controversial issues; obtaining concurrence or cooperation in face of diverse or discordant viewpoints; providing authoritative advice and interpretations; negotiating program changes; etc.

Examples of Duties:

In addition to those at the next lower levels, develops a comprehensive plan for conducting evaluations and strengthening the State's OSH program; assigns, supervises and evaluates the work of one or a few professional subordinates at the next lower level engaged in program analysis and evaluation work; reviews staff findings and recommendations for technical and administrative merit and refers or develops final recommendations to the administrator for consideration and/or implementation; assists management in the implementation of proposed plans; serves as coordinator for internal programs and provides technical assistance and consultation to management personnel for smooth program operations as requested; directs or conducts special studies and projects such as review or development of legislative proposals, resolution of major technical or administrative problems requiring innovative and experimental approaches, reassessing program objectives, coverages and priorities, etc.; serves as the division's liaison with other agencies and as an authoritative source on OSH program standards, rules, regulations, policies, practices, and procedures; negotiates program requirements and changes with other governmental officials; supervises and participates in the development, maintenance and documentation of the State's compliance rules and regulations and other divisional policies, precedents, and procedures, reviews reports and recommendations submitted by subordinate staff on requests for variances and discrimination complaints; directs the provision of various technical/administrative support and housekeeping services such as: budget preparation, fiscal, property, personnel, property and inventory management, equipment and supplies procurement, clerical services, records maintenance, reporting and data systems development, etc., for the divisional program; may participate in legislative hearings to justify

program plans, budgetary requirements, and to testify on proposals affecting the program; determines the work plans, personnel, budgetary and evaluation requirements, standards, policies, and procedures governing the office services and technical unit.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, positions in this class require:

Knowledge of: The organization, policies, and practices of the State's OSH program; principles and practices of management including the budgetary process; the State's administrative policies, procedures and structure; principles and practices of supervision; and the latest developments in OSH.

Ability to: Plan, supervise, coordinate and advise on program development, evaluation and management matters; supervise and evaluate the work of others; develop new, innovative and experimental approaches to problem solving.