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OCCUPATIONAL SAFETY AND HEALTH ADVISOR SERIES

Series Definition:

This series includes positions the duties of which are to perform and/or supervise the conduct of occupational safety and health advisory, educational and informational activities and programs. Positions in this series perform the following types of activities: (1) consult with and advise employers, employees and other concerned parties as to effective means of preventing and reducing occupational injuries and illnesses including the provision of professional technical assistance and support; (2) promote the importance and encourage the adoption of effective occupational safety and health programs, practices, equipment and attitudes; (3) inform and train managers, supervisors, workers and other interested persons in the recognition, prevention and correction of unsafe and hazardous working conditions including the proper use of adequate safety devices and safety techniques, methods and practices; and (4) educate and inform public and private employers and other concerned agencies of governmental laws, standards, procedures, etc., relating to occupational safety and health. The ultimate goal, to the extent that advisory, education and information efforts are able to affect it, is to ensure safe and healthful working conditions to preserve the life, health and safety of employees throughout the State.

The Occupational Safety and Health Advisor attempts to accomplish these objectives primarily through: (1) the provision of technical assistance to employers and employees in the identification and evaluation of safety and health hazards, the determination of corrective measures and the development of sound practical solutions and/or programs; (2) the development and conduct of various promotional and informational activities such as seminars, workshops, brochures, flyers; etc.; and (3) the planning and conduct of Occupational Safety and Health (OSH) training programs.

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

This is the first specification for the new classes OCCUPATIONAL SAFETY AND HEALTH ADVISOR I and II; and a change in title, change in code and an amendment to

the classes OCCUPATIONAL SAFETY AND HEALTH EDUCATOR I, II and III (2.990, 2.991 & 2.992), approved on February 19, 1975.

DATE APPROVED: 9/25/80 /s/ Donald Botelho
DONALD BOTELHO
Director of Personnel Services

OCCUPATIONAL SAFETY & HEALTH ADVISOR I 2.990
(OCC SAF & HEALTH ADVISOR I)

Duties Summary:

Serves in a trainee capacity, receiving formal classroom and on-the-job training in the history, development, principles, standards, rules and regulations of the OSH law and program; and performs other duties as required.

Distinguishing Characteristics:

This is the entry trainee class, involving formal classroom and on-the-job training, designed to provide an introduction to the history, functions, goals and development of OSH law and programs; the principles and methods of hazard recognition and OSH standards, rules and regulations; and the agency's organizational structure, functions, objectives, goals and technical and administrative policies and regulations.

Assignments are made concurrently with orientation and training to provide exposure to, and training in, OSH standards, rules, regulations and programs, hazard recognition principles and methods, and the use of office library resources. The trainee works under close supervision and assignments are frequently checked during progress. Completed work is reviewed for accuracy, adequacy of information and adherence to instructions and procedures.

Examples of Duties:

Attends orientation and training sessions and learns the history and development of the OSH law and programs, the internal organizational structure, functions and goals of the Division, the principles and methods of hazard recognition, and OSH standards, rules and regulations; accompanies higher level advisors on consultative visits as an observer to gain exposure to a variety of occupational settings and work processes and

to the role and function of the advisor; reviews current OSH literature to become familiar with new developments in the field; assists higher level advisors in locating resource information pertinent to the analysis of specific detected hazards and to become familiar with the division's library; and reviews new program guides and other correspondence concerning occupational safety and health to gain understanding of current methods and techniques on hazard detection, analysis and evaluation.

Knowledge and Abilities Required:

Knowledge of: Report writing; general research sources; and principles of public speaking.

Ability to: Learn the history and development of OSH law and programs, the internal organizational structure, functions and goals of the Division, and the principles and methods of hazard recognition; learn and apply OSH standards, rules and regulations; deal effectively with staff, employees of other agencies, and the general public; speak and write effectively; and locate resource information.

OCCUPATIONAL SAFETY & HEALTH ADVISOR II
(OCC SAF & HEALTH ADVISOR II)

2.991

Duties Summary:

Assists higher level OSH Advisors in providing advisory services and in identifying possible hazards; receives advanced formal classroom and on-the-job training in Occupational Safety and Health; and performs other duties as required.

Distinguishing Characteristics:

This class is the advanced trainee level through which the trainee advances as he/she progresses to full performance as an independent worker. The trainee assists higher level advisors in conducting advisory services, identifying possible hazards, and collecting and preparing samples for laboratory analysis. A position in this class continues to participate in training work shops and conferences as a trainee and also as a demonstrator in the use of safety equipment and/or hazard detection instruments, under the guidance of a higher level advisor.

Specific and detailed instructions and guidance are provided with each new assignment. However, as the trainee progresses, supervision is relaxed on the more

routine assignments, but is close and immediate for assignments of a more complex nature, or those characteristic of the next higher level.

Examples of Duties:

Assists higher level OSH Advisors in conducting advisory services and in identifying possible hazards; collects and prepares samples for laboratory analysis; participates in training workshops and conferences; under the guidance of a higher level advisor, serves as demonstrator in the use of safety equipment and/or hazard detection instruments; prepares initial drafts of visit reports and occupational safety and health information pamphlets or advisory news letters; conducts visits of work establishments with simple to moderately complex hazards to inform employers/ owners/employees of the OSH law and the available State OSH Services and to gather information about the company's safety and health programs; assists higher level advisors in locating resource information pertinent to analysis of specific detected hazards and to become familiar with the division's library; reviews new program guides and other correspondence concerning occupational safety and health to gain an understanding of current methods and techniques on hazard detection, analysis and evaluation; researches safety and health literature and statistics to gain an understanding of current methods and techniques on hazard detection, analysis and evaluation and to keep abreast of changes in technology, philosophy and methods; and recommends changes, new ideas, etc., to improve the State's occupational safety and health informational program.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the next lower level:

Knowledge of: History and development of OSH law and programs; basic principles and methods of hazard recognition; and basic OSH standards, rules and regulations.

Ability to: Learn and apply the basic principles of employee safety and health programs; learn and apply effective means of preventing occupational injuries and illnesses; learn to recognize common hazards in various occupations; learn proper methods, techniques and uses for specialized safety and health equipment; visit work establishments to gather information about their safety and health program and impart information about the OSH law and available State services.

OCCUPATIONAL SAFETY & HEALTH ADVISOR III 2.992
(OCC SAF & HEALTH ADVISOR III)

Duties Summary:

Conducts research, develops, and provides advisory, training, and educational services of a general nature in the field of occupational safety and health to public and private agencies; participates in providing in formal and informal training; and performs other duties as assigned.

Distinguishing Characteristics:

This class is characterized by the responsibility for independently developing and providing advisory, training and educational services of a general nature in the area of occupational safety and health. Such services of a general nature involve work places with low to moderately complex work processes involving low level hazards and where the occurrence of hazardous conditions is infrequent, such as an office setting. An example of low level hazard is a machine missing a necessary safety guard or inadequate lighting.

In addition, a typical position in this class may independently plan and conduct training classes, seminars, workshops, etc., in occupational safety and health, may plan and develop new training programs and may assist in establishing and developing new safety and health programs under the supervision of a higher level OSH Advisor. Positions in this class may also participate in activities characteristic of the next higher level and in on-the-job training in order to develop competence in the full range of advisory, training and informational services.

The work is performed under general supervision of a higher level OSH Advisor who provides technical guidance and assistance.

Examples of Duties:

Surveys business establishments to identify and evaluate safety and health hazards; suggests or recommends methods of eliminating hazards; writes reports to employers stating hazards and recommendations; promotes effective employee safety and health programs; assists employers with reviewing and evaluating company's existing programs and recommends and assists in developing improvements; assists employers in developing new programs; participates in formal and informal training sessions; accompanies higher level OSH Advisors on consultative visits for on-the-job

training of activities characteristic of the next higher level; prepares and conducts training sessions and informational presentations to employees, employers and other interested organizations; researches safety and health literature and statistics to keep abreast of changes in technology, philosophy, and methods to update courses and advisory services; assists in developing and preparing bulletins, pamphlets and other promotional materials for training and information; and recommends changes, new ideas, etc., to improve the State's OSH informational program.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level:

Knowledge of: Fundamental OSH law, rules, regulations and standards and prevention methods, practices and techniques; hazards associated with a limited variety of occupations; the functions and goals of OSH law and programs; and the use of specialized safety and health equipment.

Ability to: Conduct research about OSH training and informational services; offer recommendations to counter common hazards; understand and apply the basic elements of employee safety programs; recommend effective means of preventing occupational injuries and illnesses; develop training and informational materials and activities to promote occupational safety and health.

OCCUPATIONAL SAFETY & HEALTH ADVISOR IV
(OCC SAF & HEALTH ADVISOR IV)

2.993

Duties Summary:

Conducts research, develops, promotes and provides advisory, training and informational services in the field of occupational safety and health to public and private agencies; plans and conducts formal and informal training; and performs other duties as assigned.

Distinguishing Characteristics:

This class is characterized by the responsibility for independently developing, promoting and providing the full range of advisory, training and informational services in the area of occupational safety and health and which involves the most complex work processes and hazards. These types of hazards are typically found in large business

establishments with a variety of functions, e.g., a hospital, a refinery, a large construction project or plantation, where a wide variety of complicated hazards, such as gases, chemicals or complex guarding problems can be found requiring different solutions to correct the hazard. Assignments at this level include developmental and promotional activities in high hazard industries or new establishments to promote voluntary compliance with the OSH standards, to assist employers in the development or improvement of safety and health programs, to develop new training programs and classes to meet the specific needs of the business establishment and for in-house training of Compliance Officers and lower level OSH Advisors. A position in this class may assist with the training of lower level OSH Advisors.

A position in this class functions under the general supervision of a higher level OSH Advisor.

Examples of Duties:

Surveys business establishments to identify and evaluate the most complex safety and health hazards; suggests or recommends methods of eliminating hazards; writes reports to employers stating hazards and recommendations; promotes effective employee safety and health programs; assists employers by reviewing and evaluating company's existing programs and recommending and developing improvements; plans, develops and conducts or arranges OSH training programs for supervisory and other interested personnel; may assist with the training of lower level OSH Advisors; develops and prepares bulletins and pamphlets for training, informational and promotional purposes; provides technical information and advice in the planning and improvement of employee safety and health programs; develops information and recommends OSH advisory and training services, projects and activities; makes presentations to promote safety and health consciousness to management personnel; researches safety and health literature to keep abreast of changes in technology, philosophy, etc.; may represent the supervisor in conferences, conventions and meetings on OSH matters; and recommends changes, new ideas, etc., directed toward improving the State's OSH program goals.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level:

Knowledge of: OSH laws, rules, regulations and standards and prevention methods, practices and techniques and their application; hazards associated with a wide variety of occupations; and the organization of safety and health programs.

Ability to: Develop, promote, coordinate and improve effective OSH programs in a wide variety of areas presenting the most complex hazards; adapt and apply safety and health principles and concepts to a wide variety of occupations; apply Federal and State OSH laws, rules and regulations in the development and improvement of safety and health programs, practices and conditions.

OCCUPATIONAL SAFETY & HEALTH ADVISOR VI 2.994
(OCC SAF & HEALTH ADVISOR VI)

Duties Summary:

Plans, develops, directs and coordinates an integrated statewide program for the provision of OSH advisory, information and training services to public and private agencies; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for planning, developing, directing and coordinating a statewide program of OSH advisory, informational and training services to public and private agencies. Program functions include the provision of advisory and training services to public and private agencies; the preparation and dissemination of OSH information to the general public and special interest groups through mass media and other forms of communication; and supervision of the maintenance of a reference library containing occupational safety information and training aids.

A position in this class serves as branch chief and may direct a professional staff through one or more subordinate supervisors. Within broad guidelines established by the Administrator of the OSH Division, a position at this level is responsible for committing the Division to specific courses of action and for developing Branch policy relating to advisory, training, and informational services.

Examples of Duties:

Plans, develops, directs and coordinates an OSH advisory, information and training services program for the State; initiates and supervises the preparation of safety and health consultative, training and information activities; oversees the maintenance of the branch reference library; assigns, reviews and evaluates the work of subordinates; establishes branch program objectives, priorities and policies; reviews, analyzes and evaluates work accomplishments and determines the need for improvements such as

program changes, staff training, improved methods, techniques and procedures, increased resource allocations for staffing, travel and other required operating expenditures; maintains control over current expenses within authorized levels and prepares budget and programs justifications; conducts staff meetings to ensure uniform understanding and interpretations of laws, standards, policies, rules and regulations; recommends appropriate action on personnel matters including new appointments, promotions, transfers, leaves of absence and disciplinary problems; conducts advisory services for public and private agencies personnel by providing them with technical information and advice; plans and conducts seminars and workshops for top management personnel and/or participants with considerable knowledge of occupational safety and health to promote OSH programs and to exchange information; meets with representatives of public and private agencies to promote the importance of establishing and maintaining effective safety and health programs; attends professional safety and health workshops and seminars and maintains cooperative working relationships with employers, Federal, State, city and county government agencies to promote occupational safety and health, to coordinate program activities, and to exchange ideas and information; may represent the Administrator in conferences, conventions, meetings and hearings on employee safety and health matters.

Knowledge and abilities Required:

In addition to knowledge and abilities required at the lower levels:

Knowledge of: Principles and practices of administration, supervision and program planning.

Ability to: Plan, organize, direct, coordinate and evaluate a statewide OSH advisory, educational and informational program; assign, supervise, review and coordinate the work of others.