

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.990
	STATE OF HAWAII	2.991
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		2.993
	Minimum Qualification Specifications for the Classes:	2.994

OCCUPATIONAL SAFETY & HEALTH ADVISOR I, II, III, IV, VI
(OCC SAF & HEALTH ADVISOR I, II, III, IV, VI)

Basic Education/Experience Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the following table or any equivalent combination of training and experience:

Class Title	Specialized Exp (Yrs)	Supervisory Exp (Yrs)	Administrative Exp (Yrs)	Total
OSH Advisor I	0	0	0	0
OSH Advisor II	1/2	0	0	1/2
OSH Advisor III	1 1/2	0	0	1 1/2
OSH Advisor IV	2 1/2	0	0	2 1/2
OSH Advisor VI	4 1/2	*	**	4 1/2

Specialized Experience:

Progressively responsible work experience of which the primary assignment was surveying of work sites and/or work processes to determine compliance with federal and/or state Occupational Safety and Health laws, standards, rules and regulations; identify safety and/or health hazards and suggest necessary corrective actions. The work tasks should have demonstrated the ability to use measuring and sample collection devices (e.g., a sound level meter and velometers and mercury vapor, carbon monoxide and oxygen instruments), to prepare detailed narrative reports and to speak persuasively to groups or individuals on technical Occupational Safety and Health topics.

Examples of acceptable work experience are work in a position allocated to the state's Occupational Safety and Health Compliance Officer classes; in a position in the Environmental Health Specialist classes in the Department of Labor and Industrial Relations; or work as a safety officer for an organization where the primary assignment was the development, management and coordination of an Occupational Safety and Health program which included working knowledge, and application of OSH laws, standards, rules and regulations and surveying of work sites or processes to determine compliance, identify safety or health hazards and suggest necessary corrective actions.

For the class OSH Advisor IV, at least one (1) year of the experience must have been characteristic of the class OSH Advisor III.

For the class OSH Advisor VI, at least two (2) years of the experience must have been characteristic of the class OSH Advisor IV.

***Supervisory Experience:** For the OSH Advisor VI level, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

****Administrative Experience:** For the OSH Advisor VI level, administrative aptitude rather than actual administrative experience may be accepted. Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a

manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Non Qualifying Experience: Experience: 1) which does not require knowledge and application of OSH laws, standards, rules and regulations; or 2) where surveying of work sites and/or work processes to determine compliance with the federal and/or state OSH laws, standards, rules and regulations; identifying safety and/or health hazards and suggesting necessary corrective actions are not performed as a primary assignment will not be considered to be qualifying.

Substitutions Allowed:

1. Possession of an Associate of Science degree from an accredited community college with a major in occupational safety and health which provided an applicant with an overview of occupational safety and health history; knowledge of federal and/or state OSH laws, standards and regulations; an introduction to and understanding of the techniques of industrial hygiene; a knowledge of accident investigation; an introduction to safety program development and organization; knowledge of safety principles, hazards, practices and methods and field experience in work site survey and hazard recognition including use of sampling and detection equipment may be substituted for six (6) months of Specialized Experience.
2. In addition to satisfying the Basic Education Requirement, the following degrees may be substituted for the experience requirements on the following basis:
 - a. A bachelor's degree from an accredited four (4) year college or university with a major in occupational safety and health, industrial hygiene, safety engineering or other closely related major which provided an applicant with the knowledge of federal and/or state OSH laws, standards, rules and regulations; hazard surveying and recognition techniques; and ability to use measuring and sample collection devices (e.g., velometer, mercury vapor instrument, etc.), prepare narrative reports and speak to groups or individuals on OSH topics may be substituted for six (6) months of Specialized Experience.
 - b. A master's degree or Ph.D. degree from an accredited four (4) year college or university with a major in occupational safety and health, industrial hygiene, safety engineering or other closely related major which

provided an applicant with knowledge of federal and/or state OSH laws, standards, rules and regulations; hazard surveying and recognition techniques, and the ability to use measuring and sample collection devices, prepare detailed narrative reports and speak to groups or individuals on technical OSH topics may be substituted for one and one-half (1½) years of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specification for the classes OCCUPATIONAL SAFETY AND HEALTH ADVISOR I, II, III, IV and V which were approved on September 25, 1980.

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