

State of Michigan Civil  
Service Commission

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1. DEPSPL2S89N

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Departmental Specialist-2	<b>10. Division</b> Air Quality Division
<b>5. Working Title (What the agency calls the position)</b> Safety and Training Specialist	<b>11. Section</b> Administration Section
<b>6. Name and Position Code Description of Direct Supervisor</b> KANG, HAE J; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> Administrative Support
<b>7. Name and Position Code Description of Second Level Supervisor</b> SWITZER, ANNETTE S; SENIOR MANAGEMENT EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> 525 West Allegan Street, Lansing, MI 48933 / Monday - Friday 8:00AM to 5:00PM

**14. General Summary of Function/Purpose of Position**

This position serves as the Air Quality Division's (AQD) Health, Safety, and Training specialist ensuring compliance with federal and state occupational safety and environmental rules and regulations for AQD facilities and its staff. This position is solely responsible for planning, developing, implementing, managing, evaluating, and monitoring the AQD's health and safety program in conjunction with the department's health and safety program. This position also manages and implements all staff training programs to ensure MIOSHA and safety standards are met and maintained. This position also assists with developing policies, procedures, and recommendations related to safety and training to ensure division compliance.

This position is responsible for forecasting and adhering to budget for personal protective equipment purchases and over 15 specialized training events per year. This position also works with the AQD's third-party funder out-of-state, oversees the budget, and helps plan spending and strategic utilization of funds.

This position requires advanced and continuous knowledge and expertise in three areas: health, safety, and training. This requires maintaining up-to-date knowledge of state and federal regulations as they pertain to occupational health and safety, state and federal meeting procedures, standards, and requirements.

This role requires access to confidential information, and exercises judgement in carrying out the department and division's mission.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

### Duty 1

#### General Summary:

Percentage: 50

Division's training specialist. Acts as the liaison with other agencies, organizations, and employees to coordinate and implement departmental health, safety, and training programs. Assesses, develops, plans, coordinates, and implements training for the division.

#### Individual tasks related to the duty:

- Manages health, safety, and training activities for 200+ division staff including 10 district offices across the state.
- Forecast, track, and adhere to budget for personal protective equipment purchases and conducts over 15 specialized training events per year. Works with the AQD's third-party funder out-of-state, oversees the budget, and helps plan spending and strategic utilization of funds.
- Collaborates with and advises on program planning with the senior management team on annual plans for safety and training for AQD staff.
- Functions as an onboarding specialist for new staff.
- Designs and conducts division-specific surveys to assist in planning.
- Consolidates data and prepares reports to share outcomes with senior management and staff to determine next steps and new initiatives for the AQD.
- Establishes, administers, and evaluates training and safety programs; and recommends program enhancements.
- Serves as the division contact with the AirKnowledge Training Program, U.S. Environmental Protection Agency (USEPA).
- Serves on the Lake Michigan Air Directors Consortium Training Committee, participates in monthly conference calls, completes their training needs assessment survey, and attends their annual meetings to work with the regional consortia to meet the states' technical air pollution training needs.
- Reviews division's hiring plans to determine and develop future training needs.
- Resource person to division staff for all technical air pollution training information.
- Coordinates, plans, and implements all technical training programs for large and small groups of division staff. Requires locating the appropriate speaker for the specific topic and completing the required paperwork for his appearance, arranging for overnight accommodations, selecting a location to host the event, planning the meals, and coordinating necessary handouts and audio-visual equipment.
- Records/maintains/tracks all division staff training, including expenditures.
- Implements new and revises existing training curriculum for division staff positions.
- Develops, plans, coordinates, and implements statewide staff meetings for approximately 200+ division staff. Meeting requires selecting a location, establishing an agenda, coordinating speakers with proper time slots and audio-visual equipment, and planning the meals.
- Reviews department calendar for upcoming applicable training pertinent to our division staff.
- Quarterly notifies division staff of upcoming Civil Service training opportunities.
- Registers (or assists with self-registration) division staff for all training – computer, SIGMA, Civil Service, outside vendors, etc.
- Develops and maintains a database for all training materials.
- Develops, plans, coordinates, and implements an annual multi-day new employee training program for division staff. All division staff hired since the last training are required to attend. During the first day employees learn what each section's responsibilities are in the division. The last day is spent learning who the other divisions in the department are and what their general, overall responsibilities include. Requires an agenda, coordinating all speakers with proper time slots and audio-visual equipment, conference room arrangements, meal arrangements, and development of the training notebook for each attendee.
- Develops, plans, coordinates, and implements a biannual 2-day in-service training for approximately 200+ division staff. Inspects/selects appropriate location to hold the training. Adheres to the State of Michigan's guidelines and procedures when planning the event. Establishes and chairs the planning committee for this major event. Recommends proposed agenda topics to management. Prepares an agenda and arranges for conference rooms. Coordinates speakers with proper time slots and audio-visual equipment. Plans the food for all the meals and breaks and arranges for overnight accommodations. Works within the budget set aside for this event.
- Prepares annual training and progress report for Division Director

**Duty 2****General Summary:****Percentage: 40**

Division's safety specialist and ergonomic/accommodations expert.

**Individual tasks related to the duty:**

- Tracks and ensures division compliance with new and/or complex Michigan Occupational Safety and Health Act/Occupational Safety and Health Act (MIOSHA/OSHA) regulations and requirements.
- Develops and/or revises division's safety policy/procedures.
- Conducts safety inspections to determine compliance with division's safety policy/procedures and applicable state/federal regulations.
- Manages, coordinates, and tracks Accident Reporting for division. Assist staff with appropriate reporting procedures. Resource person to division staff for all MIOSHA/OSHA regulations, policies, and procedures concerning employee safety.
- Tracks and monitors compliance of all division staff that participate in the health monitoring program.
- Determines, tracks, and coordinates division staff safety training needs.
- Represents the Division Director in accident investigations, reviews accident investigation reports for the Division Director, and makes recommendations for changes when necessary.
- Records/maintains safety records for all staff.
- Represents the division on the EGLE Safety Committee quarterly.
- Posts, updates all required state/federal rules/regulations/notices in compliance with the MIOSHA/OSHA.
- Equips division staff with appropriate personal protective equipment based on their job duties.
- Implements division procedures and union contracts to enable division staff to obtain prescription safety eyewear and steel-toed boots.
- Attends the annual Michigan Safety Conference to keep abreast of new safety equipment and regulation requirements.
- Reports on AQD activities during EGLE's Health and Safety Committee Meetings.
- Purchases/assembles/maintains vehicle safety kits for all the division's state vehicles.
- Notifies division staff of upcoming First Aid/CPR classes.
- Arranges for all respirator users in the division to receive their required annual fit testing and HAZWOPER training.
- Tracks required annual asbestos training refreshers and application renewals for division asbestos inspectors.
- Conducts ergonomic assessments statewide for division's employees and makes recommendations to prevent or correct ergonomic problems.
- Prepares/coordinates necessary paperwork for critical medical ergonomic assessments.
- Recommends purchase of needed ergonomic equipment for division employees.

**Duty 3****General Summary:****Percentage: 5**

Division space coordinator and building maintenance contact.

**Individual tasks related to the duty:**

- Works with employees to facilitate changes to work stations, contacting central administration to set up DTMB crews to perform necessary modifications.
- Acts as the official division contact with the Deborah A. Stabenow maintenance staff regarding building maintenance issues.

**Duty 4****General Summary:****Percentage: 5**

Other duties as assigned by the Supervisor, Division Director or Assistant Division Director.

**Individual tasks related to the duty:**

- Ad hoc health, safety or training assignments as needed.
- Learn and perform back up administration sections duties as needed.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Evaluates and determines whether the work practices of division employees are safe and what safety training is required for division employees. These decisions impact the health and safety of all division employees. Determines what equipment/office tweaks a division staff person needs following an ergonomic assessment of their work station. This would impact that division employee. Determine the training requirements and needs for new and existing division employees. This impacts all division employees. Reviews requests for purchases to determine if the requests are in accordance with department, division, and the Department of Management, Budget and Technology's policies and procedures. This impacts all division employees.

**17. Describe the types of decisions that require the supervisor's review.**

Decisions that involve a significant change in policy, affect many staff, significantly impact the budget, and /or have the potential to set precedence.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Majority of work is performed in the office: sitting at a desk, operating a computer, transporting safety supplies and equipment, setting up conference rooms for training, climbing stairs, and bending-squatting to perform ergonomic assessments. Trips to manufacturing facilities where protective footwear, hard hat, protective eyewear, hearing protection, and/or other protective equipment are necessary will be occasional. Driving/flying to professional meetings.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.****Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

Develops and provides training for the division. Acts as the liaison with other agencies, organizations and employees to coordinate and implement department health, safety and training programs. Serves as Division's safety specialist.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Under KNOWLEDGE, SKILLS, AND ABILITIES: Added

Demonstrates confidence in public speaking and facilitates discussions to ensure understanding and participation. Effectively prepares and delivers presentations to diverse audiences, including internal teams, external stakeholders, and management.

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26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of a bachelor's degree in any major.

**EXPERIENCE:**

**Departmental Specialist 13 - 15**

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Should possess excellent organizational and communication skills.  
knowledgeable about personal protective equipment and safety techniques and regulations.  
Knowledge of methods of planning, developing, and administering programs.  
Knowledge of state and federal laws and legislative processes related to the work.  
Knowledge of the need, preparation, and use of reports.  
Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.  
Ability to plan, coordinate, and expedite work projects.  
Demonstrates confidence in public speaking and facilitates discussions to ensure understanding and participation.  
Effectively prepares and delivers presentations to diverse audiences, including internal teams, external stakeholders, and management.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

n/a

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date