

1. Position Code INHGNSTA

State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

2. Employee's Name (Last, First, M.I.) _____	8. Department/Agency Labor and Economic Opportunity (LEO)
3. Employee Identification Number _____	9. Bureau (Institution, Board, or Commission) Michigan Occupational Safety and Health Administration (MIOSHA)
4. Civil Service Classification of Position Industrial Hygienist-A	10. Division General Industry Safety and Health Division (GISHD)
5. Working Title of Position (What the agency titles the position) Senior Industrial Hygienist	11. Section _____
6. Name and Classification of Direct Supervisor SKROK, AARON R; SAFETY AND HEALTH MANAGER-3	12. Unit District #3
7. Name and Classification of Next Higher-Level Supervisor BASILE, LAURA Y; SAFETY AND HEALTH MANAGER-4	13. Work Location (City and Address)/Hours of Work Work Location: District #3 covers Oakland and Macomb counties. Work Coverage Area: The IH works from a home office (that is, their home). However, this is a field position that requires the establishment of the "Official Workstation" for travel purposes in Oakland or Macomb County. Generally, work hours are 8:00 AM-5:00 PM. Work may require early departure, evening work, or occasional weekends as needed.

14. General Summary of Function/Purpose of Position

Participate in the state programs for the control and prevention of occupational illness and disease by conducting inspections and investigations of potential health hazards in all places of employment, including industrial plants in both the private and public sectors.

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

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 40**

Independently plan and conduct the most complex or critical occupational health investigations which require more advanced knowledge and skills than those of a journeyman industrial hygienist.

Regular assignments include the most complex, controversial, and politically sensitive investigations. These investigations may have health or life-threatening implications and may be classified as general occupational health compliant investigations, imminent danger situations, or accident/catastrophic investigations. Investigations are conducted in places of employment such as private and public business, factories, and out-of-doors to identify occupational health hazards and work exposures likely to cause illness or violations of MIOSHA requirements. Investigations may require follow-ups to ensure that corrective action has been taken. This requires an understanding of occupational health standards and the ability to evaluate the effectiveness of administrative and engineering methods utilized to control contaminants and/or physical agents.

Individual tasks related to the duty.

- Conduct politically sensitive, accident and complicated investigations, as well as routine occupational health investigations with minimal supervision.
- Evaluate work processes, engineering controls and work practices to identify occupational health hazards and relate those hazards to adverse health effects.
- Select appropriate sampling methods based on professional knowledge of both the chemical hazard and the most technologically advanced instruments and equipment provided by the division to determine employee exposure to hazardous air contaminants.
- Independently exercise professional judgment to make onsite decisions and propose immediate control methods during imminent danger situations when employees are exposed to acutely hazardous levels of air contaminants.
- Inform employers and employees of basic control concepts and suggest alternative engineering controls or work practices that will reduce or eliminate occupational health or safety hazards observed in the working environment.
- Coordinate investigations of multiple employers at a worksite and appropriately elevate each employer's responsibilities.
- Coordinate with other district industrial hygienists while conducting simultaneous investigations of state agencies.
- Make appropriate Inter Office Assistance (IOA) requests to safety or referrals to MDEQ when unsafe work practices are observed, or hygienist determines there is a potential for waste discharges that would affect the community.
- Conduct meetings with management, employees and labor representatives to explain the purpose, procedure, and findings of the investigation.

Duty 2

General Summary of Duty 2 **% of Time 22**

Communicate the conclusions regarding the investigation results in a report with proposed citations.

Individual tasks related to the duty.

- Prepare detailed reports for employers, employees, and employee representatives outlining findings, recommending control alternatives to comply with present occupational health standards, and proposed citations, penalties and abatement schedules for the alleged violations of state occupational health standards.
- Interpret and communicate state and federal occupational health standards, answer inquiries from plant officials, union officials, employees, industrial engineers, architects, government officials and others concerning problems of an occupational health nature and the toxicity of materials or compounds being used in the workplace.
- Promote improved working conditions and good industrial health preventative practices.

Duty 3

General Summary of Duty 3

% of Time 20

Evaluate information relative to worker exposure to airborne contaminants and physical agents, document findings, and make conclusions.

Individual tasks related to the duty.

- Analyze and interpret injury & illness records and medical, laboratory and field data obtained from workplace studies and surveys.
- Evaluate existing or proposed control systems involving changes in processes or equipment which would alter the quality or nature of the contaminants or physical agents released into the work environment.
- Contact industry professionals to document standard industry practices relative to a proposed violation or proposed control method.
- Determine violations of Occupational Health Standards.

Duty 4

General Summary of Duty 4

% of Time 7

Perform miscellaneous professional duties.

Individual tasks related to the duty.

- Provide training and present relevant information about interesting cases and emerging trends in health and safety at staff meetings.
- Provide information and assistance to District Office personnel regarding the use of computer hardware and software.
- Independently evaluate abatement documentation submitted by employers prior to closing investigation case number. Request additional documentation, review written programs, explain deficiencies, propose corrections and provide consultative support to employers.
- Conduct all phases of telephone and letter investigations required by the division when it is determined that an on-site investigation is not appropriate.
- Review technical literature to maintain up-to-date knowledge on occupational health hazards, hazard control methods and equipment, industrial materials and processes and analytical techniques.
- Consult with management, other agencies and top health and safety professionals regarding diverse health and safety topics, problems and solutions.

Duty 5

General Summary of Duty 5

% of Time 6

Participate in training.

Individual tasks related to the duty.

- Play a lead role in providing training for industrial hygienist trainees in the various aspects of occupational health investigations.
- Provide assistance to journey level industrial hygienists and discuss findings and conclusions pertaining to their investigations.
- Instruct and encourage journey level hygienist to use the most recent computerized air monitoring equipment and in the use of computer programs to prepare reports, data sheets and citations.
- Demonstrate to co-workers to use the computer databases to obtain current scientific or research information related to occupational health issues.
- Provide personally developed checklists or report formats to co-workers in order to expedite or improve their investigation.
- Attend and participate in training sessions (OSHA Training Institute).
- Attend division and bureau meetings relating to occupational health to keep informed of program developments and up-to-date practices in industrial hygiene.
- Participate in cross training with MIOSHA safety officers.

Duty 6

General Summary of Duty 6

% of Time 3 _____

Participate in appeals process including hearings for contested investigations.

Individual tasks related to the duty.

- Provide testimony at both informal and formal hearings pertaining to appealed citations associated with investigations.
- Review case with supervisor prior to hearings; inform them of unusual aspects of the investigation and the type of documentation used to support each violation.

Duty 7

General Summary of Duty 7

% of Time 2 _____

Provide information and assistance to the general public pertaining to occupational health issues.

Individual tasks related to the duty.

- When assigned temporary charge of District Office in the absence of the supervisor, confer with regional supervisor in Lansing on urgent issues that require an immediate response.
- When it is determined that urgent issues must be handled by telephone, call an employer to obtain relevant information and ensure that immediate corrective actions are taken. Place follow-up calls to both the complainant and the employer to determine if hazardous conditions are eliminated.
- Provide District Office support answering phone calls from employees, employers, consultants, and attorneys pertaining to occupational health related issues.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Determining whether to expand an investigation beyond compliant/referral issues, as a result of observing additional serious health hazards. Make determinations based on education, previous experience, observations of the work site, interviews, and test results as to whether the information collected during an investigation will result in a health hazard for employees and/or violations of Occupational Health Standards with a citation to the employer.

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

Actions to take if the employer denies access to worksite to conduct investigations or interferes with the conduct of investigation. Whether one investigation takes priority over another and the classification of unusual citations (e.g., egregious). Policy/standard interpretation when there is no established written policy or program directive concerning a subject or occupational health standard.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Environmental hazards: High noise levels, high temperature and humidity, cancer-producing agents, carbon monoxide, and other chronic or acutely hazardous chemicals, sensitizing chemicals, infectious biological agents, and laser beams. At least one of these conditions occurs approximately 50% of the time while present at worksite. Severity of exposure ranges from mild (no protection required) to extreme (a respirator and/or chemically protective body suit required).

Physical efforts required: Ability to climb and to follow or accompany workers into all types of work environments while carrying several bags of equipment, including tunnels and up multiple flights of steep stairs or ladders. Occasionally, investigations are conducted outside of normal business hours and extend up to 14 hours.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. My responsibility 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.

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

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

Yes

23. What are the essential duties of this position?

Participate in the state programs for the control and prevention of occupational illness and disease by conducting inspections and investigations of potential health hazards in all places of employment, including industrial plants in both the private and public sectors.

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

No changes to the duties performed by the advanced level Industrial Hygienist within GISHD.

25. What is the function of the work area and how does this position fit into that function?

Participate in the state programs for the control and prevention of occupational illness and disease by conducting inspections and investigations of potential health hazards in all places of employment, including industrial plants in both the private and public sectors.

26. In your opinion, 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 the physical sciences, biological sciences, public health, occupational safety or health, or engineering with a minimum of 20 semester (30 term) credits in one or a combination of the following: biology, biostatistics, chemistry, critical incident analysis, engineering, environmental health, epidemiology, ergonomics, health physics, industrial hygiene, physics, physiology, public health, sampling and laboratory analysis, hazardous materials, hazardous materials management, or toxicology.

EXPERIENCE:

Industrial Hygienist 12

Three years of professional experience in the prevention of occupational diseases and the protection and improvement of the industrial health environment equivalent to an Industrial Hygienist, including one year equivalent to an Industrial Hygienist P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to concisely describe scientific and engineering principles, data, findings and recommendations to representative of industrial management, labor or the public at large. Good grooming and tact. Familiarity with computer techniques for processing scientific, engineering, and toxicological data.

CERTIFICATES, LICENSES, REGISTRATIONS:

Some positions require an annual audiometric test and the mandatory use of a respirator, which requires an annual physical to ensure the ability to perform the duties of this position. In addition, some positions may require candidates to pass a hyperbaric tunnel physical as a portion of the hiring/interview process to ensure the ability to perform investigations in a pressurized tunnel.

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

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date