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|  |  | 1. Position Code |
|  | State of Michigan **Department of Civil Service**  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 |  |

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| 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.  This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.** | |
| 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 12 | 10. Division  Consultation Education and Training (CET) |
| 5. Working Title of Position (What the agency titles the position)  Senior Industrial Hygienist | 11. Section |
| 6. Name and Classification of Direct Supervisor  Eric Zaban, Industrial Hygienist Supervisor 14 | 12. Unit |
| 7. Name and Classification of Next Higher Level Supervisor  Sherry Scott, Departmental Manager 15 | 13. Work Location (City and Address)/Hours of Work  Home Office  M – F, 8:00 a.m.- 5:00 p.m. – Work may require early departure, evening work, or occasional weekends to accommodate customer requests. |
| 14. General Summary of Function/Purpose of Position  Participate in the Onsite Consultation Program for the control and prevention of occupational illness and disease in all places of employment, including industrial plants and construction sites in both the private and public sectors. Conduct fully independent investigations relative to the recognition, evaluation, and control of toxic chemicals and physical agents, which may cause occupational disease or impaired health among employees. Conduct surveys and training with employer and employee representatives relative to health hazards, hazard evaluation, engineering controls and training programs required by the standards. | |
| For Civil Service Use Only | |

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| 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 30**  Develop sampling strategies and conduct Onsite health hazard surveys.  Hazard surveys address a variety of industrial hygiene topics and issues including health hazards, chemical and physical agents, personal protective equipment, engineering controls, pertinent rules, guidelines, and enforcement procedures. The hazard survey requires knowledge of complex industrial hygiene principles to collect samples and measurements for air contaminants, noise, radiation, industrial ventilation, and ergonomics. Surveys involve using personal sampling devices, continuous sampling instruments, direct reading equipment, airflow measuring devices, and special testing equipment. |
| **Individual tasks related to the duty.**   * Plan, organize, and schedule hazard surveys with clients, and complete data entry into the OIS database. * Conduct a survey of the physical worksite to identify health hazards, unsafe environments, and unsafe work practices. * Perform air monitoring and noise monitoring. * Review and assess employers written safety and health programs. * Stay aware of current developments, trends, and interpretations while reviewing technical information related to MIOSHA requirements and issues in the industrial hygiene field. * Conduct Opening and Closing Conferences with both the employer and employees while on-site. * Telephone and/or E-mail State or Federal OSHA staff regarding interpretation and consistencies in rule application. * Transport, maintain, calibrate and use various types of monitoring equipment. * Distribute handout materials and teach clients how to navigate the MIOSHA website. * Complete survey documentation and upload into the OIS database. * Use a team approach and functions as a team leader. As team leader coordinate and oversee the work of the group to ensure efficient and effective safety and health consultations and projects. * On multiple-employer worksites, coordinates the training and consultation of two or more employers to ensure that each employer/employee group is provided appropriate service. |
| Duty 2 **General Summary of Duty 2 % of Time 20\_**  Prepare detailed technical reports for employers outlining findings, conclusions, and recommended control alternatives to comply with occupational health standards and guidelines and the hazards associated with the existing workplace exposures. |
| **Individual tasks related to the duty.**   * Research available I.H. literature on hazards found, regulations applicable, and controls recommended. * Draft technical reports within the 7-calendar day deadline for review and approval by I.H. supervisor. * Proofread draft report for grammar, punctuation, style and spelling. * Compile reference materials as attachments to draft response. * Communicate by telephone or E-mail with other government agencies to draft appropriate response. * Maintain proficiency in completion of OIS data entry procedures (proper entry of Emphasis Codes, proper completion of Request and Visit forms, updating hazard correction or extension dates, upload pertinent documentation/notes/photos into the OIS Visit/Documents tab. * Maintain proficiency in Microsoft Office software, iOS, or other mobile software applications. * Compare acquired sampling data to existing health standards and guidelines. * Evaluate existing or proposed engineering controls regarding their impact on employee exposure. * Record hazards and determine correction schedules for potential violations of state health standards. |
| Duty 3 **General Summary of Duty 3 % of Time 15**  Develop and conduct formal and informal training on a variety of I.H. topics. Training programs address a variety of industrial hygiene topics and issues including health hazards, chemical and physical agents, personal protective equipment, engineering controls, pertinent rules, guidelines, and enforcement procedures. Planning and development of training programs may involve input from agency, division, unit co-workers, unit lead worker or supervisor, and senior may serve as team leader in a group setting. |
| **Individual tasks related to the duty.**   * Develop and conduct training for employer and employee groups - public and private sector. * Identify in writing the results of the survey, problems identified, applicable MIOSHA rules to correct infractions, and recommended actions to eliminate and/or control the hazards identified. * Explain health concepts at a level appropriate to the audience to ensure understanding. * Research literature on a variety of I.H. subjects to be able to deliver accurate and quality presentations. * Prepare and email short reports to clients summarizing training topics, dates, conclusions, etc. * Present other training programs (public speaking) to various size groups on occupational health topics. |
| Duty 4 **General Summary of Duty 4 % of Time 10**  Analyze effectiveness of safety and health programs (safety and health management system). |
| **Individual tasks related to the duty.**   * Promote the concept of an effective safety and health management system to public and private sector establishments. * Review and assess company’s safety and health systems utilizing basic elements from MIOSHA’s guidelines for an effective program. * Submit assessment report providing the company with:   + Recommendations for changes in policies and procedures.   + Identification of safety issues, problems, and opportunities.   + Conclusions related to strengths and weaknesses in their system. * Independently provide assistance for complex issues in high hazard industries without an effective system in place and promote implementation of the safety and health development concept. |

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| Duty 5 **General Summary of Duty 5 % of Time 5**  Conduct independent phone or email consultations to advise employees, employers, and other interested parties on a variety of complex industrial hygiene issues with input from agency, division, unit co-workers, and supervisor as needed. |
| **Individual tasks related to the duty.**   * Return phone calls within 24 hours of receiving Requests for Consultation Assistance (RCA’s), voicemail, or email message. * Understand the technical language required to apply hazard recognition principles to communicate effectively with employers/employees. Understand MIOSHA requirements and stay up-to-date on current developments and interpretations in all relevant areas. * Research literature on consultation issue. * Copy appropriate materials from literature research. * Compile appropriate reference materials for emailing mailing to the caller. * Draft or email response as a word-processed document as follow-up to caller. * Make appropriate referrals when division action was not needed. |
| Duty 6  **General Summary of Duty 6 % of Time: 5**  Provide education and training support to division and/or agency staff development, administrative policies and procedures, and outreach activities. Support activities include planning and delivering staff training, drafting division or agency directives, developing educational materials, and representing the division or agency on statewide task forces, advisory committees, or associations. |
| **Individual tasks related to the duty.**   * Research literature on support activity. * Draft MIOSHA directives and educational materials with department supported software by given deadline. Draft responses to written requests for interpretation on a variety of complex industrial hygiene and/or occupational health issues from employees, employers, and other interested parties. Responses may be prepared for the signature of unit or regional supervisor and/or division program manager. * Develop, coordinate, perform, and support training with other CET consultants as needed. |
| Duty 7  **General Summary of Duty 7 % of Time: 5**  Perform onsite Follow-up hazard surveys to ensure correction of serious hazards/violations. |
| **Individual tasks related to the duty**   * Communicate via phone, email or in person with employers on progress made to correct hazards. * Consult with employers on proposed measures to correct serious hazards. * Re-evaluate work operations and new measures taken to correct serious hazards. * Review and evaluate the effectiveness of methods designed to control air contaminants or physical agent exposures. * Perform on-site visits to provide additional hazard assessment and perform paperwork reviews. |
| Duty 8  **General Summary of Duty 8 % of Time: 5**  Maintain and update knowledge and skills about occupational health hazards, control equipment, industrial materials and processes, sampling and analytical methods used to evaluate workplace hazards, and education and training techniques. |
| **Individual tasks related to the duty.**   * Copy and file useful literature for future reference. * Seek opportunities for training to ensure knowledge and competency in changing technology. * Review scientific and professional literature. * Schedule work to ensure adequate travel time and participate in Team, Division, and Agency meetings. |
| Duty 9  **General Summary of Duty 9 % of Time: 5**  As a member of the CET Division, contribute to team success by providing MIOSHA support as needed and perform other related tasks as assigned. |
| **Individual tasks related to the duty.**   * Participate on project teams for development and implementation of outreach initiatives. * Participate in cross training activities with other agency divisions. * Promote and participate on MSHARP teams. * Write articles for MIOSHA News. * Complete other related duties as assigned. * Provide support by assisting with the Self-Help Program and other Division sponsored programs. * Regularly share information with co-workers relative to occupational health hazards, control equipment and analytical methods. |
| 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.   * Decision to self-assign hazard surveys based on specific request from a sponsor or employer.   The sponsor requesting the industrial hygienist and the unit’s total workload is affected by the decision.   * Schedule and conduct Training and Education visits as well as Follow-up surveys. Impacts attendance and effectiveness of these visits. * Determine training material and presentation methods. Impacts program effectiveness and relevancy. * Identify health hazards and recommend corrective actions. Impacts employee health in the workplace. * Provide technical consultation on occupational health hazards related to MIOSHA non-compliance. Impacts employers and employee safety. Accuracy of information provided in response to customer inquiries is essential in that incorrect information could lead to serious injuries and/or death. |
| 17. Describe the types of decisions that require your supervisor’s review.   * Accepting hazard survey assignments that may involve extensive resources or that may go beyond the unit’s function. * Drafting responses for unit supervisor or division director. * Accepting special assignments/projects from other agency staff (i.e., committee activities). * Decisions regarding referrals to the Enforcement Program or 2nd/3rd extensions of hazard correction. * Itineraries--Weekly schedule of activity. * Travel expenditure reports. * Leave requests. * Other decisions that have policy implications. |
| 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.    Assignments cover multi-county regions. Travel to and from hazard survey/training assignments may periodically require extensive travel time and/or overnight lodging. Walking through workplaces, bending, reaching, and or climbing to observe workplace conditions. Typically, office activities involve approximately 80 percent sedentary work at a desk (using a telephone and a computer) and approximately 20 percent physical effort walking to and from, standing at, and operating office equipment in the work area (fax machine, photocopier, and printer).   * Exposure to occupational safety and health hazards when conducting training at worksites (slippery walking surfaces, uneven walking surfaces, high noise levels, high temperature and humidity, non-ionizing radiation, various air contaminants, and other chemical contaminants, and physical hazards). * Travel in hazardous weather conditions for extended periods of time to train and/or provide consultations. * On some occasions, the surveys are conducted during evening or midnight work shifts and on weekends. * Must be able to select and use appropriate personal protective equipment to complete assigned tasks. |

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| 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.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
| None |  | None |  |
| 20. My responsibility for the above-listed employees includes the following (check as many as apply):  **Complete and sign service ratings.**  **Assign work.**  **Provide formal written counseling.**  **Approve work.**  **Approve leave requests.**  **Review work.**  **Approve time and attendance.**  **Provide guidance on work methods.**  **Orally reprimand.**  **Train employees in the work.** | | | |
| 21. *I certify that the above answers are my own and are accurate and complete*.    **Signature Date** | | | |

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

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| 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. The description is within the scope assigned to this position. |
| 23. What are the essential duties of this position?  The individual must independently plan and execute the more complex and politically sensitive occupational health education and training programs. Responding to letters, phone calls, and email messages from people interested in industrial hygiene, and occupational health rules and activities. Serving as a resource to employers, employees, and division staff for industrial hygiene information. The individual must be capable of interacting with various levels of management and government officials and must exhibit good professional judgment. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  The duties and responsibilities of the Consultation Education and Training Division have become more complex as a result of new performance based MIOSHA standard promulgations.  The Consultation Education and Training Division has also incorporated higher levels of technology (computer-based) in report preparation.  New MIOSHA partnerships, MSHARP, and strategic plan initiatives have created a focused emphasis with high hazard industries. |
| 25. What is the function of the work area and how does this position fit into that function?  The responsibility of the Consultation Education and Training Division is to educate employers and employees in safety and health awareness including assistance in the development and implementation of safety programs; the application and meaning of standards within particular work settings; and to prepare employers and employees to recognize, abate, and prevent the recurrence of hazardous working conditions. |
| 1. 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 physical sciences, biological sciences, or engineering with a minimum of 20 semester (30 term) credits in any combination of biology, chemistry, engineering, environmental health, health physics, industrial hygiene, physics, physiology, or toxicology. |
| EXPERIENCE:  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:  Knowledge of federal and state occupational health standards. Ability to interpret scientific data and to recommend appropriate control methods. Knowledge and ability to identify health hazards and make recommendations for corrections. Collect samples of work materials to detect and evaluate employee exposure to toxic substances. Knowledge of the elements of a comprehensive safety and health program and ability to analyze effective health programs. Ability and experience in preparing and presenting training programs. Ability to maintain records, and prepare reports and correspondence related to the work. Ability to organize and coordinate the work of others. Ability to set priorities and assign work to other professionals. Strong verbal and written communication skills. Good computer skills. Demonstration of knowledge of current issues related to occupational health. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  Certification in industrial hygiene by the American Board of Industrial Hygiene or licensure as a professional engineer is desirable but not required. |
| *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** |