

**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 party's sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> Labor and Economic Opportunity (LEO)
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Occupational Safety and Health Administration (MIOSHA)
<b>4. Civil Service Classification of Position</b> Industrial Hygienist 9-P11	<b>10. Division</b> General Industry Safety and Health Division (GISHD)
<b>5. Working Title of Position (What the agency titles the position)</b> Industrial Hygienist (IH)	<b>11. Section</b>
<b>6. Name and Classification of Direct Supervisor</b> Jeff Silva, Safety and Health Manager 14, Health Subclass	<b>12. Unit</b> District #1, Grand Rapids
<b>7. Name and Classification of Next Higher-Level Supervisor</b> Al Cudney, Safety and Health Manager 15	<b>13. Work Location (City and Address)/Hours of Work</b>  Work Coverage Area: District 1 covers 13 counties in the Southwest lower peninsula and the southern portions of Eaton and Ingham counties (see attached map).  Work Location: The IH works at the Grand Rapids District 1 office or 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 Ottawa, Kent, Allegan, Barry, Van Buren, Kalamazoo, Calhoun, Jackson, Berrien, Cass, St. Joseph, Branch, Hillsdale, Southern Eaton or Southern Ingham 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**

The position participates in the state program for the control and prevention of occupational illness and disease by conducting inspections and investigations of potential health hazards in all general industry places of employment, including 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**

The Industrial Hygienist (IH), with limited supervision, plans/develops strategies and conducts occupational health compliance investigations in manufacturing plants, construction sites, and other places of employment. The IH must have a thorough knowledge of applicable health and safety standards to determine if an employer is in compliance with applicable regulations; knowledge about or know where to find information concerning toxic substances and physical hazards and how they interact with the human body; knowledge of industrial processes and methods commonly used for production of goods and services or the construction of various types of facilities.

**Individual tasks related to the duty.**

- Determines if occupational health hazards exist, the magnitude of the hazard, and what is required to lessen or eliminate the hazard. This requires quantitatively and qualitatively determining the hazard potential associated with worker exposure to toxic materials and physical agents.
- Utilize professional judgment and specialized knowledge to select appropriate sampling methods and instruments which are capable of measuring toxic substances and materials in question and to apply air sampling techniques and work monitoring methods. These include but are not limited to air monitoring pumps, containment collection devices, and direct reading instruments; air velocity and air pressure measuring devices; combustible gas and oxygen detectors; halogenated hydrocarbon detectors; dust, mist, and vapor collection equipment; noise measuring equipment; light meters; non-ionizing radiation detectors; heat stress measurement devices, and humidity exposure measuring equipment.
- Effectively communicate verbally the purpose of their investigation, the means that will be utilized to assess potential hazards and the findings of their investigation.
- Conduct follow-up investigations to assure corrective measures have been taken by an employer to eliminate, control, or reduce worker exposure to health hazards.

Duty 2

**General Summary of Duty 2**

**% of Time 25**

The IH, with limited supervision, prepares detailed reports pertaining to the investigations.

**Individual tasks related to the duty.**

- Effectively communicate in writing the scope of their investigation, their findings, their conclusions, and recommendations.
- Prepare accurate data sheets describing tests and analysis performed and listing appropriate exposure limits for comparison with actual test results.
- Prepare citations, propose penalties, and determine abatement schedules for identified violations of state standards by public and private employers.

Duty 3

**General Summary of Duty 3**

**% of Time** 12

The IH, with limited supervision, analyzes and interprets data collected during an occupational health investigation and identifies specific control measures that can reduce or eliminate occupational health hazards that have been identified.

**Individual tasks related to the duty.**

- Analyze and interpret injury and illness records, medical data, laboratory, and field data obtained from workplace studies and surveys relative to the workers' exposure to airborne contaminants or physical agents.
- Evaluate existing and/or proposed control systems that would involve changes in processes or equipment which would alter the quantity or nature of the contaminants or physical agents released into the work environment, substitution of materials, the application of ventilation techniques, and other controls for the purpose of eliminating hazardous workplace exposures.

Duty 4

**General Summary of Duty 4**

**% of Time** 12

The IH must stay current with industrial hygiene technologies and other issues associated to occupational health.

**Individual tasks related to the duty.**

- Review existing and current technical literature to maintain up-to-date knowledge and skills relative to occupational health hazards, control equipment, industrial materials and processes, and special analytical and sampling methods used to evaluate workplace hazards.
- Attend and participate in training sessions and professional industrial hygiene group meetings to improve personal knowledge and skills in the practice of industrial hygiene.
- Attend district, division, and agency meetings relating to occupational health to keep informed of staff developments and up-to-date practices in industrial hygiene.

Duty 5

**General Summary of Duty 5**

**% of Time** 5

The IH provides information and assistance to the public pertaining to occupational health issues.

**Individual tasks related to the duty.**

- Provide district office support answering phone calls from employees, employers, consultants, attorneys, media contacts, and legislative contacts pertaining to occupational health related issues.
- Provide district office support for assisting walk-in clients/customers pertaining to occupational health issues.

Duty 6

**General Summary of Duty 6**

**% of Time** 3

The IH participates in hearings of an informal and formal nature related to occupational health investigations.

**Individual tasks related to the duty.**

- Provide assistance to the district supervisor, regional supervisor, and Assistant Attorney General in preparing for both informal and formal administrative hearings associated with their investigations.
- Provide testimony at both informal and formal hearings pertaining to appealed citations that are associated with their investigations.

Duty 7

**General Summary of Duty 5      % of Time 3**

The IH assists in the training of IH trainees.

**Individual tasks related to the duty.**

- Provide training and information to IH trainees during actual site investigations.
- Assist in training IH trainees on proper documentation of case files, utilization of Integrated Management Information System (IMIS) forms, and reports.
- Provide training and assistance to IH trainees pertaining to reference source information on industrial processes, toxicological information, and process control technology.

**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.**

The IH makes frequent decisions pertaining to whether or not occupational hazards are present in the workplace during site investigation. These decisions affect the worksites being inspected and the employees that work there.

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

Investigations are assigned and reviewed by the supervisor. The IH proposes citations and penalties associated with violations identified during the investigation. The citations, penalties, and reports are reviewed and approved by the supervisor.

**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.**

This job requires standing, sitting, climbing, stooping, kneeling, crouching, reaching, lifting, carrying, walking, and bending-type physical activities. The IH may be subjected to work in high noise levels, high temperature and humidity, ultraviolet radiation, microwaves, cancer producing agents, carbon monoxide, and other chemical and biological contaminants and physical hazards. The IH may have to work in confined spaces or elevated locations. Protective equipment may be required.

**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):**

N Complete and sign service ratings.

N Assign work.

N Provide formal written counseling.

N Approve work.

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N 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?**

The essential duties are conducting occupational health investigations to identify potential or existing health hazards in violation of occupational health standards; outline required, or recommended control measures and issue citations where investigative findings confirm rule violations; and promote the application of industrial health programs to improve the health and well being of all workers.

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

No changes.

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

The function of the work area is to prevent occupational illness and disease and to improve the work environment through investigation in order to identify and evaluate potential health hazards and to control such hazards through the enforcement of occupational health standards. The IH is responsible for conducting compliance investigations of the workplace.

**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 9**

No specific type or amount is required.

**Industrial Hygienist 10**

One year of professional experience in the prevention of occupational diseases and the protection and improvement of the industrial health environment equivalent to an Industrial Hygienist 9.

**Industrial Hygienist P11**

Two 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 10..

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to identify and intelligently discuss industrial hygiene problems with representatives of media, other government agencies, labor, and management.

Ability to interpret scientific data collected during investigations and recommends the appropriate control methods.

Ability to operate technical equipment for obtaining samples.

Ability to write clear, concise, and accurate reports.

Ability to work independently on assignments.

**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