



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>SAFETY SUPERVISOR, TRAINING - DIR</b>	<b>39*</b>	<b>B</b>	<b>11.518</b>
<b>SAFETY SPECIALIST, TRAINING – DIR</b>	<b>37*</b>	<b>B</b>	<b>11.527</b>
<b>SAFETY REPRESENTATIVE, TRAINING - DIR</b>	<b>34*</b>	<b>B</b>	<b>11.528</b>

**SERIES CONCEPT**

Safety Specialists promote recognized safety and health practices among businesses covered by State and federal safety and health laws and regulations. Incumbents identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and applicable codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety and health issues among the public and industry groups; maintain current knowledge of new technologies, standards, codes, rules and regulations. This series is to be used only when activities are part of a regulatory program directed toward external entities.

Design, develop, and present formal training on a wide range of safety and health regulations, standards, safe work practices, hazard abatement strategies, risk management and other management practices related to workplace safety and health; present courses at employers' worksites or at predetermined locations to reach multiple employers simultaneously; conduct internal staff training for both safety and industrial hygiene staff of the Division of Industrial Relations (DIR); instruct, assist, and motivate employers to achieve ongoing regulatory compliance; take appropriate proactive steps to provide a safe and healthy working environment for employees; develop safety- and health-related management systems and internal capabilities for providing training to their employees.

Conduct research and apply quantitative and qualitative analytical techniques to assess areas in which training is needed, determine appropriate frequency and duration of training, and identify training participants' pre- and post-training competency levels; develop course goals, objectives, practical exercises, training scripts and supporting materials; evaluate effectiveness of training programs.

Incorporate material from a variety of scientific disciplines including chemistry, physics, biology, physiology, toxicology, environmental science, and engineering applicable to human factors such as biohazards and blood borne pathogens. Other topics may include fall protection, confined space entry, respiratory protection, noise testing and hearing conservation, toxic and hazardous substances, ergonomics, asbestos awareness, scaffolds/ladders, powered industrial equipment operation, accident investigation, control of hazardous energy, excavation, principles of ventilation, process safety management, and written workplace safety plans.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Safety Supervisor, Training:** Under general direction, the incumbent serves as a first-line supervisor for Safety Specialists providing formal training and train-the-trainer sessions for employers on a statewide basis. Supervisory duties include assigning and reviewing work, evaluating performance, and initiating disciplinary action as required. This position assumes overall responsibility for the development and implementation of the statewide safety and health training program designed to assist and motivate employers to achieve regulatory

**\*Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations.**

SAFETY SUPERVISOR, TRAINING - DIR	39*	B	11.518
SAFETY SPECIALIST, TRAINING – DIR	37*	B	11.527
SAFETY REPRESENTATIVE, TRAINING - DIR	34*	B	11.528

Page 2 of 4

### CLASS CONCEPTS (cont'd)

**Safety Supervisor, Training:** (cont'd)

compliance, take proactive steps to provide a safe working environment for employees, and to develop their internal capabilities to provide training and safety management services within their own company.

**Safety Specialist, Training:** Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries, or specialized expertise in a particular industry or process. Incumbents orient and train new Safety Specialists, may serve in a lead capacity on functional or team assignments, and may be assigned to focus on special projects. This is the journey level in the series.

**Safety Representative, Training:** Incumbents work under supervision and receive guidance in performing some or all of the training duties described in the series concept. This is the training level in the series.

\*\*\*\*\*

### MINIMUM QUALIFICATIONS

**SPECIAL REQUIREMENTS:**

- \* A valid driver’s license is required at the time of appointment and as a condition of continuing employment.
- \* Some travel to rural areas is required.

**SAFETY SUPERVISOR, TRAINING**

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in occupational safety and health, industrial hygiene or related field and three years of professional experience which included responsibility for conducting formal training in hazard identification, hazard evaluation in relation to existing standards, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** certification as a Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) or Certified Safety and Health Manager (CSHM) and one year of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Safety Specialist, Training, Industrial Hygienist III or Safety Specialist (Consultation or Enforcement) in Nevada State service. (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):  
**Working knowledge of:** principles of adult education; fundamentals of engineering; federal Occupational Safety and Health Act, regulations, and directives related to State safety and health training activities; operate a personal computer and audiovisual equipment. **Ability to:** maintain updated knowledge of changing standards, codes and regulations; develop and present professional-quality training programs on the most complex workplace safety and health topics for the business community.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** principles and practices of personnel supervision. **Ability to:** assign work, evaluate performance and train employees in the delivery of occupational safety and health training services; implement policies and procedures to ensure consistency in training activities; allocate staff resources to maximize effectiveness.

**SAFETY SPECIALIST, TRAINING**

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in education, occupational safety and health, or closely related field and two years of adult education experience including curriculum development and course presentation on occupational safety and health-related topics; **OR**

SAFETY SUPERVISOR, TRAINING - DIR	39*	B	11.518
SAFETY SPECIALIST, TRAINING – DIR	37*	B	11.527
SAFETY REPRESENTATIVE, TRAINING - DIR	34*	B	11.528

Page 3 of 4

### MINIMUM QUALIFICATIONS (cont'd)

#### SAFETY SPECIALIST, TRAINING (cont'd)

##### EDUCATION AND EXPERIENCE: (cont'd)

Bachelor's degree from an accredited college or university in environmental, biological or physical sciences, hazardous materials, engineering, public health or related field and four years of experience as described above; **OR** certification as a Certified Safety and Health Manager (CSHM) or Certified Safety Professional (CSP); **OR** an equivalent combination of education, certifications, and experience; **OR** one year of experience as a Safety Representative, Training in Nevada State service. *(See Special Requirements)*

##### ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** practical means to abate a broad range of known workplace hazards. **General knowledge of:** fundamentals of engineering. **Ability to:** develop and present professional-quality training programs on a wide range of technical workplace safety and health topics for the business community; maintain current knowledge of changing standards, codes, and regulations; make effective oral presentations to provide information concerning workplace safety and health operate and calibrate safety and health field equipment; understand and communicate the rationale behind a wide variety of safety and health standards; analyze management and workplace safety systems to identify the system breakdown which allowed a hazard to occur; motivate employers to take proactive steps to achieve workplace safety; *and all knowledge, skills, and abilities required at the lower level.*

##### FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** State safety and health laws and regulations; division policies and procedures related to the assignment. **Ability to:** conduct effective training on the most complex workplace safety and health topics.

#### SAFETY REPRESENTATIVE, TRAINING

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, occupational safety and health, or closely related field and one year of experience in adult education, including course presentation on occupational safety and health-related topics; **OR** Bachelor's degree in applied science from an accredited school in science, occupational safety and health, or closely related field and two years of experience as described above; **OR** certification as an Associate in Loss Control Management (ALCM), Associate in Risk Management (ARM), an Associate Safety Professional (ASP), or an Associate Safety and Health Manager (ASHM) and two years of experience as described above; **OR** an equivalent combination of education, certifications, and experience; **OR** municipal, state, or national instructor certification in safety and health, hazardous materials, environmental sciences, fire science, or related field and two years of experience as described above. *(See Special Requirements)*

##### ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** principles and practices of industrial hygiene; principles of adult education; software used in developing and providing presentations. **General knowledge of:** federal and state safety and health regulations. **Ability to:** communicate effectively both orally and in writing; develop and present professional-quality training programs on technical workplace safety and health for the business community; make oral presentations; operate a personal computer and audiovisual equipment.

##### FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Safety Specialist, Training.)*

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

**SAFETY SUPERVISOR, TRAINING - DIR**  
**SAFETY SPECIALIST, TRAINING – DIR**  
**SAFETY REPRESENTATIVE, TRAINING - DIR**

**39\*      B      11.518**  
**37\*      B      11.527**  
**34\*      B      11.528**

Page 4 of 4

11.518                      11.527                      11.528

ESTABLISHED: 12/10/10PC    12/10/10PC    12/10/10PC  
REVISED:        07/01/13LG    07/01/13LG    07/01/13LG