



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>
SAFETY SUPERVISOR, ENFORCEMENT - DIR	39*	B	11.520
SAFETY SPECIALIST, ENFORCEMENT – DIR	37*	B	11.524
SAFETY REPRESENTATIVE, ENFORCEMENT – DIR	34*	B	11.525
SAFETY ASSOCIATE, ENFORCEMENT – DIR	32*	B	11.526

SERIES CONCEPT

Safety Specialists are assigned to the Division of Industrial Relations to promote recognized safety 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 issues among the public and industry groups; and maintain current knowledge of new technologies, standards, codes, rules and regulations. This series is to be used only for positions whose regulatory program is directed toward external entities.

Make unannounced compliance inspections of employer sites covered by Occupational Safety and Health Administration (OSHA); when citing employers for violations, identify a reasonable and feasible means of abatement; obtain search warrants when necessitated by denial of entry; conduct opening conferences including employee representatives as well as management; use camera and video equipment for documentation as appropriate; classify violations according to regulatory guidelines and assign corresponding penalties; and conduct closing conferences with employer and employee representatives covering proposed citations and monetary penalties, the employer’s right to contest citations, and the requirement to post notice of citations.

Investigate industrial accidents resulting in serious injuries or fatalities, and investigate complaints against covered employers; coordinate investigation activities with emergency services and law enforcement personnel, State and employer’s attorneys, and families of injured and deceased employees; secure physical evidence for custodial retention; determine cause of accident and contributing factors; and cite employers for violations.

Participate in informal conferences with cited employers and/or their legal representatives to consider and resolve specific concerns and mitigating circumstances, proposed penalties, availability of financial relief, proposed abatement schedules and procedures, and formal contest procedures.

When citations are contested through litigation, provide State attorneys with complete information necessary to defend the challenged enforcement actions and testify as a technical or expert witness; investigate complaints of alleged discrimination against employees based on safety-related activities protected by law; interview complainant, witnesses, and company management; review relevant employer records; evaluate validity and merits of the complaint, adjudicative ability, and course of action to be recommended considering relevant case law; negotiate withdrawal by complainant or settlement between the parties when appropriate.

Develop and maintain complete case files on each inspection and investigation.

Perform related duties as assigned.

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

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CLASS CONCEPTS

Safety Supervisor, Enforcement: Under general direction of a Safety Manager II, incumbents serve as first-line supervisors for Safety Specialists in a District Office of the Nevada Occupational Safety and Health Administration. Supervisory duties include assigning and reviewing work, evaluating performance, and initiating disciplinary action as required. Incumbents supervise the work of subordinate employees who conduct unannounced inspections of worksites covered by the Nevada OSHA Act, conduct accident and complaint investigations, investigate complaints of discrimination based on protected safety-related activities; review and approve inspection and investigation reports and proposed citations and penalties submitted by subordinates; and participate in a high volume of informal and formal hearings regarding citations and penalties and serve as a lead on high-profile accident investigations.

Safety Specialist, Enforcement: 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, Enforcement: This is a continuing training level and incumbents perform all or most of the enforcement duties described in the series concept.

Safety Associate, Enforcement: Under close supervision, incumbents receive training in performing some or all of the duties described in the series concept. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

SAFETY SUPERVISOR, ENFORCEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or related field and three years of experience which included primary responsibility in four of the following areas in construction and/or general industry: 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** Bachelor's degree in biological or physical sciences, or engineering, and five years of experience as described above; **OR** graduation from high school or equivalent education and seven years of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year of experience comparable to a Safety Specialist, Enforcement in Nevada State service. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: federal Occupational Safety and Health Act, regulations, and directives related to State enforcement activities; fundamentals of engineering. **Ability to:** direct high profile accident investigations to determine causal and contributing factors; independently conduct comprehensive

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, ENFORCEMENT (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

compliance inspections in complex worksites involving multiple disciplines and state-of-the-art processes; originate feasible means of abatement in unique situations; maintain updated knowledge of changing standards, codes, and regulations; properly document case files; make effective oral presentations to defend findings and recommendations.

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 occupational safety and health enforcement; implement policies and procedures to ensure consistency in enforcement activities; participate constructively in informal conferences with employers to evaluate proposed citations and abatement activities; allocate staff resources to maximize effectiveness.

SAFETY SPECIALIST, ENFORCEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or related field and two years of experience which included primary responsibility in four of the following areas in construction and/or general industry: 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** Bachelor's degree in biological or physical sciences, or engineering, and four years of experience as described above; **OR** certification as a Certified Safety Professional (CSP) and two years of experience which included primary responsibility in four of the following areas in construction and/or general industry: 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** graduation from high school or equivalent education and six years of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Safety Representative, Enforcement in Nevada State service. *(See Special Requirement)*

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

Working knowledge of: principles and practices of industrial hygiene; practical means to abate a broad range of known workplace hazards; agency policies and procedures regarding enforcement actions. **General knowledge of:** fundamentals of engineering. **Ability to:** motivate employers to take proactive steps to achieve workplace safety; independently conduct comprehensive surveys or compliance inspections in all industry classifications; direct the work of others on team assignments and train new employees; serve as an expert witness in administrative hearings and legal proceedings; *and all knowledge, skills, and abilities required at the lower levels.*

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

Ability to: investigate complex accidents to determine cause and contributing factors; independently conduct comprehensive surveys or compliance inspections in complex worksites involving multiple disciplines and state-of-the-art processes; originate feasible means of abatement in unique situations.

SAFETY REPRESENTATIVE, ENFORCEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or related field and one year of experience in at least three of the following areas: hazard identification, hazard evaluation in relation to existing standards,

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY REPRESENTATIVE, ENFORCEMENT (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** Bachelor's degree in biological or physical sciences, or engineering, and two years of experience as described above; **OR** certification as a Certified Safety Professional (CSP) and one year of experience which included primary responsibility in four of the following areas in construction and/or general industry: 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** graduation from high school or equivalent education and four years of experience as described above; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Safety Associate, Enforcement in Nevada State service. *(See Special Requirement)*

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

Working knowledge of: principles of occupational safety and health. **Ability to:** maintain knowledge of changing standards, codes, and regulations; independently conduct routine surveys or compliance inspections in construction or general industry; properly document case files; make effective oral presentations to defend findings and recommendations; operate and calibrate safety and health field equipment including light and noise meters; identify workplace health hazards of sufficient complexity to require referral to an Industrial Hygienist; determine cause and contributing factors in workplace accidents; *and all knowledge, skills, and abilities required at the lower level.*

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

(These are identical to Entry Level Knowledge, Skills and Abilities for Safety Specialist, Enforcement.)

SAFETY ASSOCIATE, ENFORCEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in safety and health, engineering, chemistry, biological or physical sciences, fire science, or business administration; **OR** Associate's degree in applied science, mechanical technology or closely related field and two years of experience in occupational safety and health; **OR** three years of experience in the building trades, industrial operations, or occupational safety and health in which safety hazard recognition and correction was a primary duty; **OR** an equivalent combination of education and experience; **OR** graduation from high school or equivalent education and three years of experience as described above. *(See Special Requirement)*

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

General knowledge of: current workplace safety issues; standard mechanical and scientific terminology, measures and concepts relevant to workplace safety; the practical application of statistical data and mathematics including algebra and geometry. **Ability to:** research and understand applied technical information from a variety of scientific and mechanical disciplines; write organized, grammatically correct reports and correspondence; communicate effectively in interviews, meetings and when providing testimony in court; establish and maintain cooperative working relationships; maintain composure in the face of resistance, indifference, and hostility; analyze operations problems and business practices, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical, objective conclusions; physically conduct inspections requiring prolonged standing, walking, climbing, bending and twisting, stooping, and/or reaching.

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MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to Entry Level Knowledge, Skills and Abilities for Safety Representative, Enforcement.)

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.

	<u>11.520</u>	<u>11.524</u>	<u>11.525</u>	<u>11.526</u>
ESTABLISHED:	7/1/97P	12/10/10PC	12/10/10PC	12/10/10PC
REVISED:	9/19/96PC			
REVISED:	4/4/06UC			
REVISED:	12/10/10PC			
REVISED:	07/01/13LG	07/01/13LG	07/01/13LG	07/01/13LG