



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>
INDUSTRIAL HYGIENIST IV - DIR	40*	B	11.530
INDUSTRIAL HYGIENIST III - DIR	38*	B	11.531
OPTION A: CONSULTATION			
B: ENFORCEMENT			
INDUSTRIAL HYGIENIST II - DIR	36*	B	11.532
OPTION A: CONSULTATION			
B: ENFORCEMENT			
INDUSTRIAL HYGIENIST I - DIR	34*	B	11.533

SERIES CONCEPT

In either a consultation or an enforcement mode, Industrial Hygienists identify, evaluate, and recommend controls for health hazards in the workplace through conducting inspections, investigations, surveys, research and analysis involving scientific disciplines such as chemistry, physics, engineering, epidemiology, toxicology, physiology, infection control, biomechanical and human factors engineering, and occupational health. Health hazards include the following environmental stressors: chemical (liquid, dust, fume, mist, vapor or gas), physical energy (noise, temperature or pressure extremes, vibration, radiation), biological (insects, molds, yeasts, fungi, bacteria, viruses), and ergonomic (repetitive motion, static postures, fatigue). Both acute and chronic effects on health are evaluated, and corrective measures are recommended to eliminate or reduce employees' exposure and improve employers' regulatory compliance posture and/or industrial insurance experience ratings.

Conduct surveys, inspections, and/or investigations of worksites to evaluate work practices, engineering and administrative controls in relation to health hazards. (Depending on the unit to which an Industrial Hygienist is assigned, these reviews may include safety as well as health factors). Evaluate workplace environment for presence of biological, ergonomic, physical energy, and chemical hazards. Evaluate employer compliance with federal and State health and safety laws and regulations. Quantify employees' exposure to contaminants and physical hazards by selecting appropriate sampling methodology, using properly calibrated and maintained equipment, and preparing samples for laboratory analysis; compare exposure levels to established threshold values.

Determine need for hazard control measures; evaluate economic and technical feasibility; recommend abatements for hazards and violations of health or safety regulations; and suggest enhancements to optimize workplace environmental conditions.

Research businesses, industries, work processes, operations, and published codes and standards relevant to workplaces to be surveyed or inspected. Anticipate typical hazards and recognized control and abatement procedures for similar operations. Ensure that appropriate technical and personal protective equipment is available as needed.

Conduct opening and closing conferences with employers to explain purpose of the survey or inspection, and to discuss findings. Industrial Hygienists in the Nevada Occupational Safety and Health Administration (NVOSHA) classify hazards according to regulatory guidelines, set time periods for abatement, and take necessary steps to ensure that employees are removed from observed situations of imminent danger. Industrial Hygienists also issue notices of violation and recommend citations.

Perform literature searches on specific diseases, toxins, environmental exposures, or infectious agents for use in determining causal factors, informing client employers, and/or defending findings against medical or legal challenge.

***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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SERIES CONCEPT (cont'd)

When investigating an employee complaint, workers' compensation claim, or workplace accident, determine cause and contributing factors of reported illnesses, injuries, or fatalities. Evaluate environmental contaminants, physical agents, engineering failures, and human error factors. Interview witnesses and others with relevant information; review medical records.

Document findings from inspections, surveys, and investigations in comprehensive reports and case files for use by company management, and/or State enforcement, claims processing, or legal staff. Testify regarding findings in informal and formal hearings, and court proceedings.

Respond to inquiries concerning occupational health; may provide informal or formal training in safety and health hazard recognition, inspection, and control methods and/or related regulatory requirements; may make public presentations on various aspects of industrial hygiene.

Maintain updated knowledge of industrial hygiene field and related work processes, technology, and regulations.

Perform related duties as assigned.

CLASS CONCEPTS

Industrial Hygienist IV: Positions allocated to this class serve as first line supervisors over Industrial Hygienists in a District Office of NVOSHA. The supervisory duties include assigning, prioritizing, reviewing and evaluating the work of subordinate Industrial Hygienists; ensuring subordinates receive appropriate training; developing general inspection and priority investigation schedules; reviewing reports and documentation submitted by subordinates; and serving as a technical resource. Additionally, incumbents perform the full range of duties described in the series concept, serve as lead investigator on high-profile or catastrophic accident investigations, and may manage special programs such as the State's asbestos abatement and photovoltaic/testing licensing programs. Incumbents work under the general supervision of an NVOSHA District Manager.

Industrial Hygienist III: Positions allocated to this class function under general supervision at the journey level, performing the full range of duties described in the series concept. Incumbents regularly receive complex assignments requiring broad knowledge of a variety of disciplines within industrial hygiene, and/or specialized expertise in a specific discipline. Incumbents orient and train new Industrial Hygienists, may serve in a lead capacity on functional or team assignments, and may be assigned to focus on special projects.

Industrial Hygienist II: Positions in this class function in a continuing training capacity, and are assigned all or most of the duties described in the series concept. Progression to the journey level is not automatic and is based on the incumbent's meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

Industrial Hygienist I: Incumbents in this class work under close supervision and receive training in performing part or all of the duties described in the series concept.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

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MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTE:

- * Some positions may require specialized experience and/or professional certification which will be identified at the time of recruitment.

INDUSTRIAL HYGIENIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in industrial hygiene, occupational safety and health, chemistry, physics, biology, toxicology, environmental engineering, or closely related field and three years of professional experience with the principal duty of safety officer in an industrial or construction setting which included conducting inspections or investigations for the purpose of evaluating workplace health and safety; **OR** graduation from high school or equivalent education and five years of experience as described above; **OR** an equivalent combination of experience and education; **OR** one year of experience in Nevada State service as an Industrial Hygienist III; Safety Supervisor, Consultation; or Safety Supervisor, Enforcement. *(See Special Requirement and Informational Note)*

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

Ability to: assign work, evaluate performance, and train employees in occupational health standards and investigative techniques; direct complex, high profile accident investigations; serve as a resource on the most complex enforcement and technical industrial hygiene problems; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: principles and practices of personnel supervision. **Ability to:** allocate staff resources to maximize effectiveness; implement policies and procedures to ensure consistency in enforcement activities; participate constructively in informal conferences with employers to evaluate proposed citations and abatement activities.

INDUSTRIAL HYGIENIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in industrial hygiene, occupational safety and health, chemistry, physics, biology, toxicology, environmental engineering, or closely related field and two years of professional experience with the principal duty of safety officer in an industrial or construction setting which included conducting inspections or investigations for the purpose of evaluating workplace health and safety; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** an equivalent combination of experience and education; **OR** one year of experience in Nevada State service as an Industrial Hygienist II; Safety Specialist, Consultation; or Safety Specialist, Enforcement. *(See Special Requirement and Informational Note)*

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

Working knowledge of: chemical process safety management and related risk management practices. **Ability to:** motivate employers to take proactive steps to achieve a healthy workplace; conduct comprehensive evaluations of industrial hygiene conditions in a wide variety of industry segments and across a wide range of industrial hygiene specialties; carry out inspections involving highly hazardous chemicals; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: all laws, regulations, policies, and procedures applicable to the assigned option, and their interaction. **Ability to:** train new industrial hygienists and serve as team leader.

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MINIMUM QUALIFICATIONS (cont'd)

INDUSTRIAL HYGIENIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in industrial hygiene, occupational safety and health, chemistry, physics, biology, toxicology, environmental engineering, or closely related field and one year of professional experience with the principal duty of safety officer in an industrial or construction setting which included conducting inspections or investigations for the purpose of evaluating workplace health and safety; **OR** master's degree in industrial hygiene, occupational safety and health, or closely related field; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** an equivalent combination of experience and education; **OR** one year of experience in Nevada State service as an Industrial Hygienist I; Safety Representative, Consultation; or Safety Representative, Enforcement. *(See Special Requirement and Informational Note)*

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

Working knowledge of: health hazard recognition; major references, codes and standards used in occupational safety and health, including federal, State, and adopted codes for general industry and construction. **Ability to:** conduct comprehensive evaluations of industrial hygiene conditions in one or more major industry segments and across a wide range of industrial hygiene specialties to identify hazards and determine compliance with relevant codes and standards; prepare and legally document case files; *and all knowledge, skills and abilities required at the lower level.*

Additional Entry Level Knowledge, Skills and Abilities for Option A: Consultation

Ability to: document surveys in comprehensive narrative reports directed to company management.

Additional Entry Level Knowledge, Skills and Abilities for Option B: Enforcement

Ability to: issue citations, propose penalties, and defend findings in informal and formal hearings.

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

General knowledge of: engineering principles and terminology (chemical, mechanical, civil). **Ability to:** investigate industrial accidents and illnesses to determine cause and contributing factors; independently analyze and interpret results of environmental testing conducted by employers or third party monitors; conduct fact-finding interviews with employers and employees; formulate reasonable and feasible abatement strategies for workplace hazards using engineering and/or administrative controls.

INDUSTRIAL HYGIENIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in industrial hygiene, occupational safety and health, chemistry, physics, biology, toxicology, environmental engineering, or closely related field; **OR** graduation from high school or equivalent education and two years of professional experience with the principal duty of safety officer in an industrial or construction setting which included conducting inspections or investigations for the purpose of evaluating workplace health and safety; **OR** an equivalent combination of experience and education. *(See Special Requirement and Informational Note)*

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

General knowledge of: physics, chemistry, and biology; practical application of arithmetic, percents, ratios, algebra and statistical computations. **Ability to:** read and interpret technical, legal and scientific documents, journals, reports, regulations and statutes; write concise, logical and grammatically correct technical reports; interact effectively with persons of varying social and educational backgrounds; establish and maintain cooperative working relationships; speak to individuals and groups to exchange information, including presentation of technical information in understandable terms; define problems or objectives, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical, objective

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MINIMUM QUALIFICATIONS (cont'd)

INDUSTRIAL HYGIENIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 conclusions; physically conduct inspections requiring prolonged standing, walking, climbing, bending and twisting, stooping, and/or reaching.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: common industrial operations and their associated health hazards; medical terminology to interpret medical reports; audiology, noise induced hearing loss, and acoustics; ACGIH/Threshold Limit Values and Documentation; types of sampling media; types and sensitivity of analytical methods, specifications of agents, effect of contaminants, changes in response from ambient condition variations; incompatible chemicals; industrial hygiene equipment mechanics/electronics, capabilities and calibrations; the types of environmental stresses in the work place and their effects on the health of workers; major references, codes, and standards used in occupational safety and health including OSHA and industry consensus codes and standards; how and when to use personal protective equipment. **Ability to:** recognize health hazards in the industrial environment; identify appropriate physical, chemical, and biological stressors to be measured and interpret the results; work collaboratively with employers to exchange information and develop reasonable abatement strategies for workplace hazards; operate and calibrate various safety and health field equipment; read engineering drawings, plans, and specifications; set priorities which accurately reflect the importance of various job responsibilities. **General knowledge of:** principles of epidemiology.

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 class.

	<u>11.530</u>	<u>11.531</u>	<u>11.532</u>	<u>11.533</u>
ESTABLISHED:	5/28/76	9/78	8/15/78R 5/31/79PAC	8/15/78R 5/31/79PAC
REVISED:	8/15/78R 5/31/79PAC	8/15/78R 5/31/79PAC		
REVISED:	10/25/85	10/25/85	10/25/85	10/25/85
REVISED:	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC
REVISED:	12/7/12PC	12/7/12PC	12/7/12PC	12/7/12PC
REVISED:	07/01/13LG	07/01/13LG	07/01/13LG	07/01/13LG