



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, CONSULTATION - DIR	39*	B	11.545
SAFETY SPECIALIST, CONSULTATION - DIR	37*	B	11.546
SAFETY REPRESENTATIVE, CONSULTATION - DIR	34*	B	11.547
SAFETY ASSOCIATE, CONSULTATION - DIR	32*	B	11.548

SERIES CONCEPT

Safety Specialists promote recognized safety practices among businesses covered by federal and State 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 consensus 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.

Conduct surveys of employer sites at the employer's request; conduct pre-inspection review of files and technical literature to identify potential hazards and recognized control and abatement procedures; ensure that appropriate technical and personal protective equipment is available for the visit.

Convene opening conference with management to discuss the purpose of the visit, the employer's rights and responsibilities under the Nevada Occupational Safety and Health Act (OSHA), the relationship of the State's Enforcement and/or Consultation programs, and the consultant's right to confer with employees during the survey; review and evaluate employers' written workplace safety programs for regulatory compliance, specificity, comprehensiveness, and implementation effectiveness.

In worksite inspection, review and analyze overall working and environmental conditions and work processes for compliance and for safety and health hazards; sample common health hazards using routine industrial hygiene procedures when identified hazards are imminently dangerous, take necessary steps to ensure employees are removed from danger.

Conduct closing conferences with management to discuss the adequacy of the establishment's written workplace safety programs, safety and health hazards identified, standards not met, and the feasibility of engineering controls and abatement alternatives; issue non-penalty citations as appropriate.

Influence employers to take preventive or corrective actions toward the goal of a safe workplace in the absence of enforcement authority; assign abatement periods in which serious regulatory violations must be corrected.

Make recommendations extending beyond regulatory compliance to consider state-of-the-art practices for safety program management, protection of the employer's investment, and enhanced operating effectiveness; persuade management to set up comprehensive systems that prevent hazards from occurring, and to value their safety management system equally with quality control and production systems; communicate with managers to promote change which can include significant expenditures and shifts in management philosophy, organizational culture, and work processes; document findings and recommendations in comprehensive reports.

Provide informal on-site instruction and training on hazard recognition, regulatory requirements, inspection techniques, safety program management, and safe methods of performing operational procedures.

***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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Page 2 of 5

SERIES CONCEPTS (cont'd)

Perform related duties as assigned.

CLASS CONCEPTS

Safety Supervisor, Consultation - DIR: Under general direction of the Safety Consultation and Training Section (SCATS) Chief Administrative Officer, incumbents serve as first-line supervisors for Safety Specialists and Industrial Hygienists. Supervisory duties include assigning and reviewing work, evaluating performance, and initiating disciplinary action as required. Each office conducts safety and health surveys at employers' request, and prepares comprehensive reports of findings and recommendations. Incumbents review and approve survey reports and recommendations, which typically extend beyond regulatory compliance to consider state-of-the-art practices for safety program management and enhanced operating effectiveness, and must communicate persuasively with managers to promote change which can include significant expenditures and shifts in management philosophy and work processes.

Safety Specialist, Consultation - DIR: 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 Safety Associates and Representatives, 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.

This level is to be used only when activities are part of a regulatory program directed toward external entities or in the State's Risk Management Division which serves all agencies.

Safety Representative, Consultation - DIR: This is a continuing training level for positions whose activities are part of a regulatory program directed toward external entities. Incumbents are assigned all or most of the consultation duties described in the series concept. At the continuing trainee level, progression to the journey level is not automatic but may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority. Positions assigned to a single State agency are permanently allocated at this level.

Safety Associate, Consultation - DIR: Under close supervision, incumbents receive training in performing some or all of the duties described in the series concept. Progression to the next level is not automatic but may occur upon meeting the minimum qualifications, satisfactory performance, and the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for controlled substances.

INFORMATIONAL NOTE:

- * Travel to out-of-state locations for mandatory federal OSHA safety and health training is required for some positions.

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Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, CONSULTATION - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree in occupational safety and health or industrial hygiene from an accredited college or university and three years of professional experience which included responsibilities in the following areas: 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 environmental, biological or physical sciences, public health, or engineering, and five years of experience as described above; **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** graduation from high school or equivalent education and seven years of experience as described above; **OR** one year of experience as a Safety Specialist, Consultation – DIR, Safety Specialist, Enforcement - DIR, or an Industrial Hygienist III - DIR (Consultation or Enforcement option) in Nevada State service; **OR** an equivalent combination of education and experience described above. *(See Special Requirement and Informational Note)*

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 consultation activities. **Ability to:** independently conduct comprehensive surveys in complex worksites involving multiple disciplines and state-of-the-art processes; originate feasible means of abatement in unique situations; motivate employers to take proactive steps to achieve workplace safety; communicate effectively and persuasively with managers regarding survey findings and recommendations for improvement; analyze management and workplace safety systems to identify system breakdowns which allow hazards to occur.

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 consultation; implement policies and procedures to ensure consistency in consultation activities; allocate staff resources to maximize effectiveness.

SAFETY SPECIALIST, CONSULTATION - DIR

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 environmental, biological or physical sciences, public health, or engineering, and four years of experience as described above; **OR** certification as a Certified Safety Professional (CSP), Associate in Risk Management (ARM), or Certified Safety and Health Manager (CSHM); **OR** graduation from high school or equivalent education and six years of experience as described above; **OR** one year of experience as a Safety Representative, Consultation - DIR or Safety Representative, Enforcement - DIR in Nevada State service; **OR** an equivalent combination of education and experience described above. *(See Special Requirement and Informational Note)*

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:** 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; maintain updated knowledge of changing standards, codes, and regulations; properly document case files; make effective oral presentations to defend findings and recommendations; operate and calibrate safety and health field equipment; understand and communicate the rationale behind a wide variety of safety and health standards;

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SAFETY ASSOCIATE, CONSULTATION - DIR	32*	B	11.548

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

SAFETY SPECIALIST, CONSULTATION - DIR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
analyze management and workplace safety systems to identify the system breakdown which allowed a hazard to occur.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Ability to: 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, CONSULTATION - DIR

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, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** Bachelor's degree in environmental, biological or physical sciences, public health, or engineering and two years of experience as described above; **OR** certification as an Associate in Loss Control Management, Associate Safety Professional, Occupational Safety and Health Technologist, or Associate Safety and Health Manager and two years of experience as described above; **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; **OR** one year of experience as a Safety Associate, Consultation - DIR or Safety Associate, Enforcement - DIR in Nevada State service; **OR** an equivalent combination of education and experience described above. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: principles and practices of industrial hygiene. **Ability to:** independently conduct comprehensive surveys or compliance inspections in construction or general industry; identify workplace health hazards of sufficient complexity to require referral to an Industrial Hygienist; communicate effectively and persuasively with managers regarding survey findings and recommendations for improvement; *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 the Entry Level Knowledge, Skills and Abilities required for Safety Specialist, Consultation.)

SAFETY ASSOCIATE, CONSULTATION - DIR

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 safety or closely related field and two years of experience in the building trades, industrial operations, or occupational safety and health enforcement or consultation in which safety hazard recognition and correction was a specific duty; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

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

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SAFETY ASSOCIATE, CONSULTATION - DIR	32*	B	11.548

Page 5 of 5

MINIMUM QUALIFICATIONS (cont'd)

SAFETY ASSOCIATE, CONSULTATION - DIR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 information from a variety of scientific and mechanical disciplines; write organized, grammatically correct reports and correspondence; communicate effectively; 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.

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

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>11.545</u>	<u>11.546</u>	<u>11.547</u>	<u>11.548</u>
ESTABLISHED:	12/10/10PC	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC
REVISED:		12/24/97UC	12/24/97UC	12/24/97UC
REVISED:		3/29/01UC	3/29/01UC	3/29/01UC
REVISED:		12/8/03UC	12/8/03UC	12/8/03UC
REVISED:		4/4/06UC	4/4/06UC	4/4/06UC
REVISED:		6/15/07PC	6/15/07PC	6/15/07PC
REVISED:		7/17/09UC		
REVISED:		12/10/10PC	12/10/10PC	12/10/10PC
REVISED:	2/18/11PC	2/18/11PC	2/18/11PC	2/18/11PC
REVISED:	7/01/13LG	7/01/13LG	7/01/13LG	7/01/13LG