



**DEPARTMENT OF PERSONNEL**  
**209 East Musser Street, Room 101**  
**Carson City, Nevada 89701-4204**  
**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #34/09**

June 17, 2009

**TO:** Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Employee Representatives

**FROM:** Teresa Thienhaus, Director  
Department of Personnel

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES

A handwritten signature in cursive script, reading "Teresa Thienhaus".

---

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than July 17, 2009.

If no written objections are received in this office by July 17, 2009, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: 12-09**  
**Posting Expires: July 17, 2009**

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.521	Safety Specialist III OPTIONS: A. Consultation B. Enforcement C. Training D. Boiler/Elevator Inspection E. Mine Safety and Health F. Railway Safety – Tracks G. Railway Safety – Motive Power H. Railway Safety – Hazardous Materials I. Railway Safety – Operating Practices	35 B	11.521	Safety Specialist III OPTIONS: A. Consultation B. Enforcement C. Training D. Boiler <del>[/]</del> & Elevator Inspection E. <i>Boi er Inspection</i> F. <i>E evator Inspection</i> [ <del>E</del> ] G. Mine Safety and Health [ <del>F</del> ] H. Railway Safety - Tracks [ <del>G</del> ] I. Railway Safety – Motive Power [ <del>H</del> ] J. Railway Safety - Hazardous [ <del>I</del> ] K. Railway Safety - Operating Practices	35 B

## **EXPLANATION OF CHANGE**

The Department of Business and Industry, Division of Industrial Relations requested that the Boiler/Elevator Inspection option be changed to Boiler & Elevator inspection, and that the two options also be listed separately. Agency management believes the current additional requirement with respect to certifications for the Boiler/Inspection option was unclear to applicants.

With input from the division’s Subject Matter Expert, the Boiler/Elevator Inspection option has been revised, and the Boiler Inspection and Elevator Inspection options are listed separately. The certification requirement for the Boiler & Elevator Inspection was clarified to reflect the need for experience in both boiler and elevator inspection.

Division management participated in this review and supports the recommendation.

\*\*\*\*\*

---

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

**Objections to the proposed change(s) must be received in writing by July 17, 2009.** Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTING DATE: June 17, 2009**

UCA- 1 form.doc



**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>SAFETY SPECIALIST III</b> OPTIONS: A. Consultation B. Enforcement C. Training D. Boiler <sup>[A]</sup> & Elevator Inspection <b>E. <i>Boiler Inspection</i></b> <b>F. <i>Elevator Inspection</i></b> [E] G. Mine Safety and Health [F] H. Railway Safety – Tracks [G] I. Railway Safety - Motive Power [H] J. Railway Safety - Hazardous Materials [I] K. Railway Safety - Operating Practices	<b>35</b>	<b>B</b>	<b>11.521</b>
<b>SAFETY SPECIALIST II</b> OPTIONS: A. Consultation B. Loss Control C. Enforcement D. Training E. Boiler/Elevator Inspection	<b>32</b>	<b>B</b>	<b>11.522</b>
<b>SAFETY SPECIALIST I</b> OPTIONS: A. Consultation B. Enforcement	<b>30</b>	<b>B</b>	<b>11.523</b>

**SERIES CONCEPT**

Safety Specialists 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 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.

Positions in some options perform duties in specialized fields such as mine inspection, railway safety, or boiler and elevator safety. In contrast, positions assigned to the Consultation, Enforcement, and Training options perform duties in the full range of general industry operations and construction sites. Responsibilities of positions in the generic options do not typically extend to the areas covered by the specialized options.

Most positions in this series are employed in agencies responsible for providing workplace safety and health enforcement, consultation, and/or training services to entities external to the State. However, the lower levels of the series may also be assigned to a State agency’s internal workplace safety programs to conduct inspections and accident investigations, provide technical assistance, train employees, and/or develop and implement workplace safety programs and perform related duties as assigned.

<b>SAFETY SPECIALIST III</b>	<b>35</b>	<b>B</b>	<b>11.521</b>
<b>SAFETY SPECIALIST II</b>	<b>32</b>	<b>B</b>	<b>11.522</b>
<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>

Page 2 of 18

**SERIES CONCEPTS (cont'd)**

**CONSULTATION:** Incumbents 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, the relationship of the State's Enforcement and 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, discussing 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; if serious hazards are not corrected, make referrals to the Enforcement section.

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.

**ENFORCEMENT:** Incumbents make unannounced compliance inspections of employer sites covered by OSHA following similar procedures as described above for surveys performed under the Consultation option. When citing employers for violations, incumbents 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. Although citations are generally issued for violations of OSHA standards, incumbents also cite hazards not covered by standards, using a general duty clause.

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. Conduct complaint investigations of alleged discrimination against employees based on safety-related activities protected by law; interview complainant,

<b>SAFETY SPECIALIST III</b>	<b>35</b>	<b>B</b>	<b>11.521</b>
<b>SAFETY SPECIALIST II</b>	<b>32</b>	<b>B</b>	<b>11.522</b>
<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>

Page 3 of 18

### **SERIES CONCEPTS (cont'd)**

#### **ENFORCEMENT:** (cont'd)

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.

**TRAINING:** Incumbents 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. Courses ranging from two to forty hours depending on scope and complexity may be presented at employers' worksites or at predetermined locations to reach multiple employers simultaneously; instruct, assist, and motivate employers to achieve ongoing regulatory compliance; take additional proactive steps to provide a safe working environment for employees; and develop safety-related management systems and internal capabilities for providing training to their own 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; and 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 engineering, biohazards, blood borne pathogens, fall protection, confined space entry, respiratory protection, noise testing and hearing conservation, toxic and hazardous substances, scaffolds/ladders, powered industrial equipment operation, accident investigation, control of hazardous energy, excavation, principles of ventilation, process safety management, written workplace safety plans, and other topics.

**BOILER/[A] & ELEVATOR INSPECTION:** Incumbents may be responsible for performing inspections of either boiler or elevator equipment, or both.

Conduct inspections of boilers, pressure vessels, elevators, dumbwaiters, escalators, moving walks, personnel hoists and related equipment; provide technical assistance to a variety of professionals; and perform related investigations as needed. Conduct internal (shutdown) and external (operating) inspections of assigned equipment to ensure compliance with the regulations and adopted industry codes in effect at the time of the equipment's installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when inspecting elevator car tops, machine rooms, and pits, and when working in close proximity to operating boilers and pressure vessels; evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violation with time period for abatement; recommend fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked; and order changes to the authorized operating pressure of boilers when warranted by the condition of the boiler.

Investigate industrial accidents and employer/employee complaints concerning boilers, elevators, and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; and may result in citations or permit suspensions; prepare investigation reports.

Provide technical assistance in response to inquiries from designers, constructors, architects, owners, users, service and repair organizations regarding the interpretation of code requirements, maintenance or operational problems with equipment

SAFETY SPECIALIST III	35	B	11.521
SAFETY SPECIALIST II	32	B	11.522
SAFETY SPECIALIST I	30	B	11.523

**SERIES CONCEPTS (cont'd)**

**BOILER INSPECTION: Incumbents are responsible for performing inspections of boiler equipment.**

*Conduct inspections of boilers, pressure vessels, and related equipment; provide technical assistance to a variety of professionals; and perform related investigations as needed. Conduct shutdown and operating inspections of assigned equipment to ensure compliance with regulations and adopted industry codes in effect at the time of the equipment's installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when working in close proximity to operating boilers and pressure vessels; evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violation with time period for abatement; recommend fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked; and order changes to the authorized operating pressure of boilers when warranted by the condition of the boiler.*

*Investigate industrial accidents and employer/employee complaints concerning boilers and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction and may result in citations or permits suspensions; prepare investigation reports.*

*Provide technical assistance in response to inquiries from builders, constructors, architects, owners, users, service and repair organizations regarding the interpretation of code requirements, maintenance or operational problems with equipment.*

**ELEVATOR INSPECTION: Incumbents perform skilled work in the inspection of elevators, escalators, moving walks, dumbwaiters, personnel hoists, and related equipment; provide technical assistance to a variety of professionals; and perform related investigations as needed.**

*Conduct shutdown and operating inspections of assigned equipment to ensure compliance with safety standards of the Nevada Occupational Safety and Health Act, its regulations and adopted industry codes in effect at the time of the equipment's installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when inspecting elevator car tops, machine rooms, and pits; evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violations with time period for abatement; recommend citations and fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked.*

*Investigate industrial accidents and employer/employee complaints concerning elevators and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction and may result in citations or permits suspensions; prepare investigation reports.*

*Provide technical assistance in response to inquiries from designers, constructors, architects, owners, users, service and repair organizations regarding the interpretation of code requirements, maintenance or operational problems with equipment.*

**MINE SAFETY AND HEALTH: Incumbents perform safety and health inspections pursuant to NRS 512.170, including metal and non-metal surface (open pit) and underground mines, mills, quarries and related facilities; develop and present federally required mine health and safety training courses; conduct mine accident investigations; and provide technical assistance to mine operators in their efforts to comply with State and federal mine safety regulations.**

*Conduct safety and health inspections to determine compliance with State and federal regulations and adopted codes. Areas inspected include, but are not limited to, ground control, fire prevention and control, air quality,*

<b>SAFETY SPECIALIST III</b>	<b>35</b>	<b>B</b>	<b>11.521</b>
<b>SAFETY SPECIALIST II</b>	<b>32</b>	<b>B</b>	<b>11.522</b>
<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>

**SERIES CONCEPTS (cont'd)**

**MINE SAFETY AND HEALTH:** (cont'd)

ventilation, explosives (storage, transportation, use, blasting, and related equipment), electrical safety, equipment guards, personal protection, materials storage and handling, safety programs, and personnel hoisting. Inspections include measuring noise, dusts, metal, and toxic materials using routine industrial hygiene sampling procedures. Conduct electrical ground resistivity tests to evaluate electrical safety and conduct mine ventilation surveys when internal combustion engines are in use underground. Conduct opening and closing conferences with mine operators and employee representatives; write reports substantiating findings; and maintain specialized equipment used in conducting inspections. Issue an order requiring abatement within a specified time period and if imminent danger is present, issue an order prohibiting persons from entering an area, or prohibiting the use of equipment and machinery until the imminent danger has been corrected.

Develop and provide federally required formal training to mine operators and workers in the recognition, avoidance, and prevention of accidents or unsafe/unhealthy working conditions in mines which include new miner, refresher, first aid, mine rescue for surface and underground responders, and instruct-the-instructor; investigate mine accidents and/or disaster potential such as mine fires, explosions, inundations by water or gas, entrapments, falls of ground, and accidents involving machinery and haulage equipment; physically inspect site and equipment involved, interview witnesses, determine cause and contributing factors to extent possible, prepare a report of findings, and recommend procedures to prevent recurrence; may issue notices of violation and closure orders as a result of an investigation; testify at federal penalty hearings and civil court proceedings regarding their knowledge of conditions at mine sites and accidents.

Provide technical assistance to promote and improve mine health and safety conditions in the areas of tunneling, explosive safety, pressure vessels, and equipment operations as requested.

**RAILWAY SAFETY - TRACKS, MOTIVE POWER, HAZARDOUS MATERIALS, AND OPERATING PRACTICES:** Incumbents conduct inspections and investigations, and enforce State and federal safety regulations related to railroad motive power and rail car equipment, railway track structures, camp car protection and sanitation, bridge worker safety, handling of hazardous materials, or operational conditions of equipment; and review and advise on applications from railroads regarding track abandonment, agency closure, changes in grade crossings, and hazardous material storage, handling and transportation.

Make regular inspections of railway structures, equipment, procedures, documentation, facilities, and/or containers as assigned; investigate complaints regarding possible violations of federal or State regulations regarding railroad activities; interview persons with information about alleged violations; audit railroad company records and conduct surveillance operations to observe compliance with regulations; issue notices of defect, violation, or emergency orders depending of severity of violation and safety implications; prepare reports on inspections and investigations; and refer serious violations to Federal Railroad Administration.

Review applications filed for safety and compliance with relevant laws; investigate facts surrounding the applications; coordinate with other agencies that share jurisdiction or interest in the application; recommend staff position; provide testimony before governing body and in court to support the government's case as requested.

Conduct initial investigations of railway accidents and prepare reports encompassing all facts pertaining to the case. Ensure public safety at the accident scene until relieved by appropriate emergency response personnel.

Participate in public relations activities to educate the public regarding safety practices in relation to railroad operations.

\*\*\*\*\*

<b>SAFETY SPECIALIST III</b>	<b>35</b>	<b>B</b>	<b>11.521</b>
<b>SAFETY SPECIALIST II</b>	<b>32</b>	<b>B</b>	<b>11.522</b>
<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>

Page 6 of 18

**CLASS CONCEPTS**

**Safety Specialist III:** Under general supervision, incumbents perform the full range of duties outlined in the series concept for the assigned option. 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.

For positions in enforcement, consultation, or training, this level is to be used only when activities are part of a regulatory program directed toward external entities, as distinguished from positions that focus on internal workplace safety programs of the employing State agency.

**Safety Specialist II:** Depending on the option to which assigned, as described below, this class may be used as an entry, continuing trainee, or permanently assigned level. At the entry or continuing trainee levels, progression to the journey level is not automatic and is based on the incumbent’s assigned duties, meeting the minimum qualifications, satisfactory performance, and the recommendation of the appointing authority.

**Option A: Consultation:** 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.

**Option B: Loss Control:** On a permanently assigned basis, this option may be used as a safety inspector, consultant, or trainer in a State agency’s internal workplace safety and health or loss control program. Incumbents develop and present training programs and seminars for management and employees on a variety of loss control and safety topics. Management training topics include, but are not limited to, controlling workers’ compensation costs, claims management, written safety programs, safety committees, hazard identification, and the supervisor’s role in safety and accident investigation. Employee training topics include, but are not limited to, worksite ergonomics, video display terminal health and safety issues, driver improvement, electrical safety, fire prevention, hand and power tool safety, machine guarding, safe welding, forklift operation, body mechanics, personal protective equipment, and slip and fall prevention.

**Option C: Enforcement:** 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 enforcement duties described in the series concept.

**Option D: Training:** This is the entry level for this option. Incumbents work under supervision and receive guidance in performing some or all of the training duties described in the series concept.

**Options E: Boiler/Elevator Inspection:** This is the entry level for this option. Incumbents work under supervision and receive training in performing some or all of the inspection duties described in the series concept.

**Safety Specialist I:** 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 based on the incumbent’s meeting the minimum qualifications, satisfactory performance, and the recommendation of the appointing authority.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Some positions require a valid driver’s license at the time of appointment and as a condition of continuing employment.

SAFETY SPECIALIST III	35	B	11.521
SAFETY SPECIALIST II	32	B	11.522
SAFETY SPECIALIST I	30	B	11.523

Page 7 of 18

### MINIMUM QUALIFICATIONS (cont'd)

#### **SPECIAL REQUIREMENTS:** (cont'd)

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in those positions must submit to a pre-employment screening for controlled substances.

#### **In addition, Safety Specialist III, Option D: Boiler[~~/~~] & Elevator Inspection requires:**

- \* [~~If the position requires inspection of boilers,~~] Commission as a National Board of Boiler and Pressure Vessel Inspector is required at the time of *application* and as a condition of continuing employment.

#### **In addition, Safety Specialist III, Option E: Boiler Inspection requires:**

- \* *Commission as a National Board of Boiler and Pressure Vessel Inspector is required at the time of application and as a condition of continuing employment.*

#### **In addition, Safety Specialist III, Option G: Mine Safety And Health requires:**

- \* A thorough medical examination is required at the time of appointment and annually as a condition of continuing employment.

#### **INFORMATIONAL NOTES:**

#### **Safety Specialist III, Option D: Boiler[~~/~~] & Elevator Inspection:**

- \* [~~Incumbents may be hired to inspect boilers and/or elevators.~~]
- \* [~~If the position requires inspection of boilers,~~] *Incumbents must obtain and maintain a State of Nevada Boiler Inspector's Certificate of Competency within six months of appointment and as a condition of continuing employment.*
- \* [~~If the position requires inspection of elevators,~~] *Incumbents must obtain a State of Nevada Elevator Inspector's Certificate of Competency within six months of appointment, and a Qualified Elevator Inspector's (QEI) Certificate within twelve months of appointment and as a condition of continuing employment.*

#### **Safety Specialist III, Option E: Boiler Inspection:**

- \* *Incumbents must obtain and maintain a State of Nevada Boiler Inspector's Certificate of Competency within six months of appointment and as a condition of continuing employment.*

#### **Safety Specialist III, Option F: Elevator Inspection:**

- \* *Incumbents must obtain a State of Nevada Elevator Inspector's Certificate of Competency within six months of appointment, and a Qualified Elevator Inspector's (QEI) Certificate within twelve months of appointments and as a condition of continuing employment.*

#### **Safety Specialist III, Option[~~F~~] G: Railway Safety – Tracks:**

- \* Incumbents must obtain and maintain Federal Railroad Administration certification as a track safety inspector within one year of appointment and as a condition of continuing employment.

<b>SAFETY SPECIALIST III</b>	<b>35</b>	<b>B</b>	<b>11.521</b>
<b>SAFETY SPECIALIST II</b>	<b>32</b>	<b>B</b>	<b>11.522</b>
<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>

**MINIMUM QUALIFICATIONS (cont'd)**

**Safety Specialist III, Option [G] H: Railway Safety – Motive Power:**

- \* Incumbents must obtain and maintain Federal Railroad Administration certification as a motive power and equipment inspector within one year of appointment and as a condition of continuing employment.

**Safety Specialist III, Option [H] I: Railway Safety – Hazardous Materials:**

- \* Incumbents must obtain and maintain Federal Railroad Administration certification as a hazardous materials inspector within one year of appointment and as a condition of continuing employment.

**Safety Specialist III, Option [H] J: Railway Safety – Operating Practices:**

- \* Incumbents must obtain and maintain Federal Railroad Administration certification as an operating practices inspector within one year of appointment and as a condition of continuing employment.

**Safety Specialist II, Option E: Boiler/Elevator Inspection:**

- \* If the position requires inspection of boilers, incumbents must obtain and maintain a State of Nevada Boiler Inspector’s Certificate of Competency within six months of appointment and commission as a National Board of Boiler and Pressure Vessel Inspector within twelve months of appointment and as a condition of continuing employment.
- \* If the position requires inspection of elevators, incumbents must obtain and maintain a State of Nevada Elevator Inspector’s Certificate of Competency within six months of appointment and certification as a Qualified Elevator Inspector within twelve months of appointment and as a condition of continuing employment.

**SAFETY SPECIALIST III**

**OPTION A: CONSULTATION**

**EDUCATION AND EXPERIENCE:** Bachelor’s degree from an accredited college or university in occupational safety and health, safety engineering, or the equivalent and two years of experience as a safety officer or the equivalent which included primary responsibility in four of the following areas for both construction and 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** graduation from high school or equivalent education and six 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** one year of experience as a Safety Specialist II in Nevada State service in a relevant option; **OR** an equivalent combination of education and experience. *(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. **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; *and all knowledge, skills, and abilities required in this option at the lower levels.*

**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 SPECIALIST III	35	B	11.521
SAFETY SPECIALIST II	32	B	11.522
SAFETY SPECIALIST I	30	B	11.523

### MINIMUM QUALIFICATIONS (cont'd)

#### **OPTION B: ENFORCEMENT**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or the equivalent and two years of experience as a safety officer or the equivalent which included primary responsibility in four of the following areas for both construction and 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** graduation from high school or equivalent education and six 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** one year of experience as a Safety Specialist II in Nevada State service in a relevant option; **OR** an equivalent combination of education and experience. (*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. **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; *and all knowledge, skills, and abilities required in this option 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.

#### **OPTION C: TRAINING**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in education, occupational safety and health, or the equivalent and two years of adult education experience including curriculum development and course presentation on occupational safety and health-related topics; **OR** Bachelor's degree from an accredited college or university in environmental, biological or physical sciences, hazardous materials, engineering, public health or a related field and four years of experience as described above; **OR** certification as an Associate in Risk Management (ARM), Certified Safety and Health Manager (CSHM), or Certified Safety Professional (CSP); **OR** one year of experience as a Safety Specialist II in the Training option in Nevada State service; **OR** an equivalent combination of education, certifications, and experience. (*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. **Ability to:** motivate employers to take proactive steps to achieve workplace safety; develop and present professional-quality training programs on a wide range of technical workplace safety and health topics for the business community; *and all knowledge, skills, and abilities required in this option at the lower level.*

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

**Ability to:** conduct effective training on the most complex workplace safety and health topics.

#### **OPTION D: BOILER/A & ELEVATOR INSPECTION**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and four years of experience in high pressure boiler and pressure vessel design, construction, repair, or operation of high-pressure boilers and pressure vessels and ~~the~~ the construction, installation, repair, adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment. Two years of this experience must have involved the inspection of a variety of elevators and ~~the~~ high pressure boiler and pressure vessel

SAFETY SPECIALIST III	35	B	11.521
SAFETY SPECIALIST II	32	B	11.522
SAFETY SPECIALIST I	30	B	11.523

MINIMUM QUALIFICATIONS (cont'd)

SAFETY SPECIALIST III (cont'd)

**OPTION D: BOILER[A] & ELEVATOR INSPECTION** (cont-d)

equipment; **OR** Associate's degree in one of the mechanical technologies from an accredited college and three years of experience as described above; **OR** Bachelor's degree from an accredited college or university in engineering or closely related curriculum and two years of experience as described above. (See *Special Requirements and Informational Notes*)

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

**Working knowledge of:** the operation of electrical and mechanical controls. **Ability to:** make oral presentations to groups; *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:** Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, and National Electrical Code as related to boilers, elevators, and related equipment; and/or the operation of electrical and mechanical controls. **Ability to:** research code applications for nonstandard designs.

**OPTION E: BOILER INSPECTION**

**EDUCATION AND EXPERIENCE:** *Graduation from high school or equivalent education and four years of experience in the design, construction, repair, or operation of high-pressure boilers and pressure vessels; OR Associate's degree in one of the mechanical technologies from an accredited college and three years of experience as described above; OR Bachelor's degree from an accredited college or university in engineering or a closely related curriculum and two years of experience as described above.*

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

**Working knowledge of:** the operation of high-pressure boilers and pressure vessels. **Ability to:** make oral presentation to groups; *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:** Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code as related to boilers and related equipment. **Ability to:** research code applications for nonstandard designs.

**OPTION F: ELEVATOR INSPECTION**

**EDUCATION AND EXPERIENCE:** *Graduation from high school or equivalent education and four years of experience in the construction, installation, repair, and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment. Two years of this experience must have involved the inspection of a variety of elevators; OR Associate's degree from an accredited college or university in engineering or closely related curriculum and two years of experience as described above.*

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

**Working knowledge of:** AC/DC circuitry and solid state circuitry; the design, construction, operation, maintenance and repair of elevators and related equipment; principles governing hydraulic systems; basic mechanics. **General knowledge of:** welding procedures. **Ability to:** read and interpret mechanical and electrical drawings and specifications relating to the installation and operation of elevators and related equipment; inspect elevators and related equipment to detect deviations from prescribed standards; physically inspect elevator cars, machine rooms, and pits in a safe manner; use hand tools such as pressure gauges, tachometers, volt meters, and light meters; perform standard mathematical calculations; write clear and concise reports; communicate effectively with persons contacted in the course of conducting elevator inspections.

SAFETY SPECIALIST III	35	B	11.521
SAFETY SPECIALIST II	32	B	11.522
SAFETY SPECIALIST I	30	B	11.523

MINIMUM QUALIFICATIONS (cont'd)

SAFETY SPECIALIST III (cont'd)

**OPTION F: ELEVATOR INSPECTION**

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):  
**Working knowledge of:** ANSI/ASME Safety codes for elevators, escalators, and related equipment; the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code and National Electrical Code as related to elevators and related equipment; the operation of electrical and mechanical controls.  
**Ability to:** make oral presentations at conferences.

**OPTION [E] G: MINE SAFETY AND HEALTH**

**EDUCATION AND EXPERIENCE:** Seven years of technical, operational, or management experience in mines, mills, beneficiation plants, or smelters. (See *Special Requirements*)

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

**Detailed knowledge of:** metal and non-metal surface and underground mining processes, equipment, machinery, and the associated workplace safety issues. **Ability to:** establish and maintain effective working relationships with the regulated industry; communicate effectively orally and in writing; make oral presentations; write accurate, logical, and grammatically correct technical reports; physically conduct mine inspections which involve extended periods of walking over uneven, steep, or sloping terrain, and climbing [øf] ladders, stairways, and escape ways; work underground in confined spaces and wet, dusty, and poorly illuminated environments.

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

**Working knowledge of:** the provisions of NRS 512; industrial hygiene survey techniques as related to mining operations; principles of accident investigation; hearing and court procedures; State health and safety standards and regulations; State inspection procedures; applicable federal health and safety standards. **Ability to:** consult with mine operators, workers and representatives to promote optimally safe mining practices; prepare and present formal training courses; use velometers, barometers, mine safety lamps, multiple gas detectors, dust samplers, mercury vapor monitors, sling psychometers, galvanometers, electrical earth ground testers, anemometers, sound level meters, fit test respirators, Brunton compasses, Dräger universal testers, self-contained breathing apparatus, first aid resuscitation equipment, basic hand tools, and audiovisual equipment.

**OPTION [E] H: RAILWAY SAFETY - TRACKS**

**EDUCATION AND EXPERIENCE:** Four years of recent experience in railroad track construction or maintenance; **OR** Bachelor's degree from an accredited college or university in engineering or a related technical specialization and two years of experience as described above; **OR** successful completion of the Federal Railroad Administration's apprentice training program in Track Safety. (See *Special Requirements and Informational Notes*)

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

**Detailed knowledge of:** track nomenclature, inspection techniques, maintenance methods, and equipment. **Working knowledge of:** railroad rules, practices, record systems, and terminology common to operating and maintenance functions; the scope and major requirements of federal railroad safety laws and regulations; State and federal laws and regulations associated with railroad track safety; operating practices and vehicle/track interaction sufficient to understand the safety significance of deviations and combinations of deviations; remedial action required to bring defective track into compliance with relevant standards. **General knowledge of:** rail transportation functions; the organization of railroad, shipper, and manufacturer companies; and standard industry rules for personal safety. **Ability to:** read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; associate relevant statutes or regulations with observed violation; compose

<b>SAFETY SPECIALIST III</b>	<b>35</b>	<b>B</b>	<b>11.521</b>
<b>SAFETY SPECIALIST II</b>	<b>32</b>	<b>B</b>	<b>11.522</b>
<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>

Page 12 of 18

### MINIMUM QUALIFICATIONS (cont'd)

#### SAFETY SPECIALIST III (cont'd)

##### OPTION [F] H: RAILWAY SAFETY – TRACKS (cont'd)

narrative reports of investigative findings that are clear, complete, and grammatically acceptable; record data on standard report forms with a high degree of accuracy; communicate orally; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; read and understand engineering plans related to grade crossings; independently conduct inspections of railroad track structures in order to determine compliance with relevant State and federal laws; physically observe and inspect railroad track maintenance practices, safety and sanitation factors relevant to camp cars, and bridge worker safety factors to evaluate compliance with applicable standards; use railroad track test equipment and associated tools.

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

**Working knowledge of:** State and federal laws, rules, regulations, and practices relevant to assigned duties; investigative techniques and report writing. **Ability to:** establish and maintain cooperative working relationships with regulated industry personnel so as to encourage voluntary compliance with relevant State and federal requirements; respond to emergency incidents as required; determine when and how to conduct surveillance operations to gain information related to industry compliance.

##### OPTION [G] I: RAILWAY SAFETY - MOTIVE POWER

**EDUCATION AND EXPERIENCE:** Four years of recent experience in the construction or maintenance of railroad rolling equipment; **OR** Bachelor's degree from an accredited college or university in engineering or a related technical specialization and two years of the experience as described above; **OR** successful completion of the Federal Railroad Administration's apprentice training program in Motive Power and Equipment. (*See Special Requirements and Informational Notes*)

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

**Detailed knowledge of:** construction, testing, inspection, and repair of railroad freight and passenger cars, locomotives, and air brakes. **Working knowledge of:** railroad rules, practices, record systems, and terminology common to operating and maintenance functions; the scope and major requirements of federal railroad safety laws and regulations; State and federal laws associated with railroad motive power and equipment safety; procedures associated with the operation of freight and passenger cars, locomotives and air brakes sufficient to understand the safety significance of deviations and combinations of deviations; remedial action needed to bring defective freight and passenger cars, locomotives, and air brakes into compliance with applicable standards. **General knowledge of:** rail transportation functions; the organization of railroad, shipper, and manufacturer companies; and standard industry rules for personal safety. **Ability to:** read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; associate relevant statutes or regulations with observed violation; compose narrative reports of investigative findings that are clear, complete, and grammatically acceptable; record data on standard report forms with a high degree of accuracy; communicate orally; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; independently conduct inspections of railroad motive power and equipment in order to determine compliance with relevant State and federal laws; understand and detect deviations from railroad equipment maintenance standards accepted in the industry and required by regulation; use relevant tools to physically inspect railroad motive power and equipment maintenance and operation.

<b>SAFETY SPECIALIST III</b>	<b>35</b>	<b>B</b>	<b>11.521</b>
<b>SAFETY SPECIALIST II</b>	<b>32</b>	<b>B</b>	<b>11.522</b>
<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>

**MINIMUM QUALIFICATIONS (cont'd)**

**SAFETY SPECIALIST III** (cont'd)

**OPTION [G] I: RAILWAY SAFETY - MOTIVE POWER** (cont'd)

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

**Working knowledge of:** State and federal laws, rules, regulations, and practices relevant to assigned duties; investigative techniques and report writing. **Ability to:** establish and maintain cooperative working relationships with regulated industry personnel so as to encourage voluntary compliance with relevant State and federal requirements; respond to emergency incidents as required; determine when and how to conduct surveillance operations to gain information related to industry compliance.

**OPTION [H] J: RAILWAY SAFETY - HAZARDOUS MATERIALS**

**EDUCATION AND EXPERIENCE:** Two years of recent experience in developing, administering, or performing managerial functions related to compliance with federal hazardous materials regulations; **OR** four years of recent experience in performing functions related to compliance with federal hazardous materials regulations; **OR** Bachelor's degree from an accredited college or university in environmental, biological, physical sciences, engineering, or closely related field and two years of recent experience in performing functions related to compliance with federal hazardous materials regulations; **OR** successful completion of the Federal Railroad Administration's apprentice training program in Hazardous Materials. *(See Special Requirements and Informational Notes)*

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

**Detailed knowledge of:** transportation and operating procedures employed in the railroad, shipping, or manufacturing industries associated with the transportation of hazardous materials. **Working knowledge of:** railroad rules, practices, record systems, and terminology common to operating and maintenance functions; the scope and major requirements of federal railroad safety laws and regulations; physical and chemical properties and chemical hazards associated with hazardous materials that are transported by railroad; proper remedial actions required to bring railroad, shipper, and/or manufacturing facilities into compliance with the federal regulations; proper remedial actions required when a hazardous materials transportation accident or incident occurs. **General knowledge of:** rail transportation functions; the organization of railroad, shipper, and manufacturer companies; and standard industry rules for personal safety. **Ability to:** read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; associate relevant statutes or regulations with observed violation; compose narrative reports of investigative findings that are clear, complete, and grammatically acceptable; record data on standard report forms with a high degree of accuracy; communicate orally; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; understand and detect deviations from the Department of Transportation's Hazardous Materials Regulations including federal requirements and industry standards for the manufacturing of bulk packaging used in the transportation of hazardous materials by railroad; conduct independent inspections to determine compliance with all pertinent sections of the federal hazardous materials regulations, make reports of those inspections and findings, and recommend the institution of enforcement actions when appropriate to promote compliance.

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

**Working knowledge of:** State and federal laws, rules, regulations, and practices relevant to assigned duties; investigative techniques and report writing. **Ability to:** establish and maintain cooperative working relationships with regulated industry personnel so as to encourage voluntary compliance with relevant State and federal requirements; respond to emergency incidents as required; determine when and how to conduct surveillance operations to gain information related to industry compliance.

SAFETY SPECIALIST III	35	B	11.521
SAFETY SPECIALIST II	32	B	11.522
SAFETY SPECIALIST I	30	B	11.523

Page 14 of 18

### MINIMUM QUALIFICATIONS (cont'd)

#### SAFETY SPECIALIST III (cont'd)

##### OPTION [H] K: RAILWAY SAFETY - OPERATING PRACTICES

**EDUCATION AND EXPERIENCE:** Four years of recent experience in developing or administering railroad operating rules; **OR** successful completion of the Federal Railroad Administration's apprentice training program in Operating Practices. (*See Special Requirements and Informational Notes*)

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

**Detailed knowledge of:** railroad operating rules and practices, duties of railroad employees, and general railroad nomenclature. **Working knowledge of:** railroad rules, practices, record systems, and terminology common to operating and maintenance functions; the scope and major requirements of federal railroad safety laws and regulations; the requirements of the federal operating practices regulations including the remedial action required to bring railroad operations into compliance with regulations; operating practices and rules sufficient to understand the safety significance of deviations. **General knowledge of:** rail transportation functions; the organization of railroad, shipper, and manufacturer companies; and standard industry rules for personal safety. **Ability to:** read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; associate relevant statutes or regulations with observed violation; compose narrative reports of investigative findings that are clear, complete, and grammatically acceptable; record data on standard report forms with a high degree of accuracy; communicate orally; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; conduct independent inspections; make reports of inspections; recommend the institution of enforcement actions; and understand and detect deviations from railroad operating rules accepted in the industry.

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

**Working knowledge of:** State and federal laws, rules, regulations, and practices relevant to assigned duties; investigative techniques and report writing. **Ability to:** establish and maintain cooperative working relationships with regulated industry personnel so as to encourage voluntary compliance with relevant State and federal requirements; respond to emergency incidents as required; determine when and how to conduct surveillance operations to gain information related to industry compliance.

#### SAFETY SPECIALIST II

##### OPTION A: CONSULTATION

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or the equivalent and one year of experience as a safety officer or the equivalent, with assigned duties 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** graduation from high school or equivalent education and four 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 [a] related field and two years of experience as described above; **OR** one year of experience as a Safety Specialist I in Nevada State service in a relevant option; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

SAFETY SPECIALIST III	35	B	11.521
SAFETY SPECIALIST II	32	B	11.522
SAFETY SPECIALIST I	30	B	11.523

Page 15 of 18

### MINIMUM QUALIFICATIONS (cont'd)

#### SAFETY SPECIALIST II (cont'd)

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

**General 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):

**General knowledge of:** fundamentals of engineering. **Ability to:** 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; analyze management and workplace safety systems to identify the system breakdown which has allowed a hazard to occur.

#### OPTION B: LOSS CONTROL

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or the equivalent and one year of experience as a safety officer or the equivalent, with assigned duties 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** graduation from high school or equivalent education and four 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 Specialist I in Nevada State service in a relevant option; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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

**General 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.

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

**General knowledge of:** fundamentals of engineering. **Ability to:** 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; analyze management and workplace safety systems to identify the system breakdown which has allowed a hazard to occur.

#### OPTION C: ENFORCEMENT

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or the equivalent and one year of experience as a safety officer or the equivalent, with assigned duties in at least three of the following areas: hazard identification,

<b>SAFETY SPECIALIST III</b>	<b>35</b>	<b>B</b>	<b>11.521</b>
<b>SAFETY SPECIALIST II</b>	<b>32</b>	<b>B</b>	<b>11.522</b>
<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>

Page 16 of 18

**MINIMUM QUALIFICATIONS (cont'd)**

**SAFETY SPECIALIST II (cont'd)**

**EDUCATION AND EXPERIENCE (cont'd)**

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** graduation from high school or equivalent education and four 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 a related field and two years of experience as described above; **OR** one year of experience as a Safety Specialist I in Nevada State service in a relevant option; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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

**General 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; *and all knowledge, skills, and abilities required at the lower level.*

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

**General knowledge of:** fundamentals of engineering. **Ability to:** 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; defend findings under the scrutiny of administrative appeals and legal proceedings; determine cause and contributing factors in workplace accidents.

**OPTION D: 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** Associate's degree in applied science from an accredited school in science, occupational safety and health, or a closely related field and three years of experience as described above; **OR** certification as an Associate in Loss Control Management, an Associate Safety Professional, an Occupational Safety and Health Technologist, or an 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** an equivalent combination of education, certifications, and experience. (*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. **Ability to:** develop and present professional quality training programs on technical workplace safety for the business community; make oral presentations; operate audiovisual equipment.

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

**General knowledge of:** fundamentals of engineering. **Ability to:** 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; analyze management and workplace safety systems to identify the system breakdown which has allowed a hazard to occur.

<b>SAFETY SPECIALIST III</b>	<b>35</b>	<b>B</b>	<b>11.521</b>
<b>SAFETY SPECIALIST II</b>	<b>32</b>	<b>B</b>	<b>11.522</b>
<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>

Page 17 of 18

### MINIMUM QUALIFICATIONS (cont'd)

#### **SAFETY SPECIALIST II** (cont'd)

##### **OPTION E: BOILER/ELEVATOR INSPECTION**

**EDUCATION AND EXPERIENCE:** graduation from high school or equivalent and three years of full-time experience in high-pressure boiler and pressure vessel design, construction, repair, inspection, or operation of high-pressure boilers and pressure vessels and/or the construction, installation, repair, adjustment and inspection of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **OR** Associate's degree in one of the mechanical technologies from an accredited college and two years of experience as described above; **OR** Bachelor's degree from an accredited college or university in engineering or closely related curriculum and one year of experience as described above. (*See Special Requirements and Informational Notes*)

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

**Working knowledge of:** AC/DC and solid state circuitry; principles of thermodynamics; basic mechanics; the design, construction, operation, maintenance, and repair of boilers, pressure vessels, elevators and related equipment; safety precautions necessary around operating high pressure steam boilers and elevators; the practical application of fractions, percentages, rates and proportions, algebra, and geometry to compare design specifications to code; principles governing hydraulic systems; basic mechanics. **General knowledge of:** welding procedures. **Ability to:** physically inspect boilers and elevator cars, machine rooms and pits in a safe manner; establish and maintain cooperative working relationships; communicate effectively with persons contacted while conducting inspections.

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

**Working knowledge of:** safety codes for elevators, escalators, moving walks and related equipment by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI), and National Board Boiler and Pressure Vessel Codes; the design, construction, operation, maintenance and repair of elevators and escalators; hydraulic systems; non-destructive testing evaluation techniques such as ultrasonic, radiographic, liquid penetrant, and magnetic partial eddy current; electrical and mechanical controls; safety precautions necessary around elevator cars, machine rooms and pits. **Ability to:** read and interpret mechanical and electrical codes, standards, drawings and specifications related to the installation and operation of boilers, pressure vessels, elevators, and escalators; inspect boilers, elevators and related equipment to detect deviations from prescribed standards; use hand tools such as pressure gauges, tachometers, volt and light meters; perform standard mathematical calculations; write clear and concise reports; maintain equanimity in the face of resistance or hostility; make oral presentations at conferences with management; physically inspect elevator cars, machine rooms, and pits in a safe manner.

#### **SAFETY SPECIALIST I**

##### **OPTIONS A AND B: CONSULTATION AND 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 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. (*See Special Requirements*)

**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 as relevant to workplace safety; the practical application of statistical data and mathematics through algebra. **Ability to:** research and understand applied technical information from a variety of scientific and mechanical disciplines; write organized, grammatically correct reports and

<b>SAFETY SPECIALIST III</b>	<b>35</b>	<b>B</b>	<b>11.521</b>
<b>SAFETY SPECIALIST II</b>	<b>32</b>	<b>B</b>	<b>11.522</b>
<b>SAFETY SPECIALIST I</b>	<b>30</b>	<b>B</b>	<b>11.523</b>

Page 18 of 18

**MINIMUM QUALIFICATIONS (cont'd)**

**SAFETY SPECIALIST I** (cont'd)

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

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):**

**Working knowledge of:** major references, codes and standards used in occupational safety and health, including federal OSHA, Nevada OSHEs, and adopted codes for general industry and construction; use and limitations of safety and health environmental monitoring equipment. **Ability to:** identify workplace hazards and violations of accepted standards; propose reasonable means of correcting workplace hazards; operate various safety and health field equipment; conduct fact-finding interviews with employers and employees; read and understand engineering drawings, plans, and specifications; work collaboratively with employers to exchange information and develop reasonable correction strategies for workplace hazards; set priorities which accurately reflect the relative importance of job responsibilities.

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>11.521</u>	<u>11.522</u>	<u>11.523</u>
ESTABLISHED:	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		