

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Hazardous Materials Investigation Specialist

SERIES NO.:

2316

MAJOR AGENCIES:

Public Utilities Commission only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the hazardous materials investigation specialist occupation is to ensure compliance of motor carriers & shippers with applicable laws & rules concerning packaging, transporting & handling hazardous materials.

At the lower level, incumbents conduct investigations & inspections, review transport safety programs of transportation industry, provide technical assistance to shippers & carriers & enforce applicable regulations.

At the middle level, incumbents act as technical expert to agency staff & federal, state & local enforcement agencies & conduct complex hazardous material transporter inspections.

Glossary: Whenever referenced in this document, the identified terms shall be interpreted to mean the following.

Complex hazardous material transporter inspections shall include the following:

Enhanced radioactive material inspections: are safety & radiological health inspections of commercial highway vehicles & rail vehicles transporting "highway route controlled" quantities of radioactive materials. These inspections include understanding & identifying information provided by shipper of radioactive materials such as: proper package types specified for fuel assembly & radionuclides involved in fuel assembly & transport index limitations for specified packages. Inspections will also include use of proper dosimeter instruments based on radionuclides being transported, converting readings based on International Atomic Agency or United Nations standards, tracking shipments using USDOE tracking system & taking appropriate safety precautions based on radiation type being emitted.

Hazardous materials incident investigations: are investigations of all highway & rail incidents involving hazardous materials while in transportation. These inspections include coordination of all local, state & federal agencies, conducting package & vehicle inspections in contaminated areas & conducting follow-up inspections of bulk package testing facilities under USDOT regulations.

CLASS TITLE:

Hazardous Materials Investigation Specialist 1

CLASS NUMBER:

23161

EFFECTIVE DATE:

08/02/1998

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of laws & rules governing packaging, transporting & handling of hazardous materials & inspection & investigation procedures & techniques in order to enforce hazardous materials safety & transportation laws by providing shippers & carriers with interpretation & clarification of applicable regulations, reviewing shipper's & carriers safety programs & conducting permit audits, compliance review & inspections of motor carrier equipment & shipper's & carrier's practices.

CLASS TITLE:

Hazardous Material Investigation Specialist 2

CLASS NUMBER:

23162

EFFECTIVE DATE:

08/02/1998

CLASS CONCEPT:

The full performance level class works under direction & requires thorough knowledge of laws & rules governing packaging, transporting & handling of hazardous materials & inspection & investigation procedures & techniques in order to serve as technical expert to agency staff & federal, state & local enforcement agencies on conducting & evaluating complex hazardous material transporter inspections, audits, hazardous waste permit applications, hazardous material

incidents & accidents on public highways, shipper & transporter facilities & conduct complex hazardous material transporter inspections.

CLASS TITLE: Hazardous Materials Investigation Specialist 1	CLASS NUMBER: 23161	BARGAINING UNIT: 07
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EFFECTIVE DATE:
08/02/1998

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Interacts with carriers &/or shippers to ensure compliance with applicable laws & rules governing packaging, labeling, placarding, manifesting & handling of hazardous materials (i.e., interprets, communicates & clarifies rules & hazardous material safety requirements, reviews carrier &/or shipper safety programs, compliance history & inspection reports, conducts terminal inspections of equipment & carrier practices, takes appropriate enforcement action when warranted & recommends corrective action), conducts spontaneous & unannounced permit audits, compliance reviews & roadside inspections of commercial motor vehicles, carriers & facilities involved in transportation of hazardous materials & hazardous waste for compliance with state & federal rules & regulations & operates state vehicle to conduct roving inspections of hazardous material transporters.

Performs desk & field audits of carriers applying for or registered as hazardous material registration & permit program & analyzes permit applications; responds to complaints of trucking companies, public, regulated industry &/or alleged violations of laws governing transportation of hazardous materials; prepares & maintains reports concerning inspections for further agency action & investigations, vehicle maintenance, educational duties, itineraries & daily work activities; operates portable or desktop computer to receive, store & forward registration, inspection & audit information to data base & analyzes data from federal, state & law enforcement system in order to determine level of performance of carriers, shippers &/or drivers of hazardous materials.

Responds to & investigates accidents &/or incidents on highways involving releases of non-radioactive materials (e.g., makes initial identification of material spilled & recommends appropriate action to emergency response authority at scene); analyzes evidence gathered to reconstruct events to determine if violations of applicable laws & rules contributed to accident & takes appropriate enforcement action; conducts conference in order to negotiate resolution of violation issues with carrier/shipper & establishes civil monetary penalties for violations); cooperates with other enforcement agencies to enforce hazardous material safety rules & regulations; provides substance safety data to emergency response & spill containment units.

Provides testimony regarding results of inspections & citations issued; maintains effective public relations with regulated carriers, shippers & general public (e.g., provides information regarding proper handling & identification of hazardous materials; assists in training county, municipal & other local officials, shippers & carrier employees in hazardous material safety & proper handling, shipping, storing & packaging of hazardous materials); provides technical expertise to Department of Public Safety commercial vehicle inspectors assigned to conduct inspections of vehicles carrying hazardous materials & attends in-service training sessions, hearings & meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of federal, state & agency laws & rules pertaining to packaging, labeling, placarding, manifesting & handling hazardous materials*; Public Utilities Commission procedures for motor carrier inspections & court actions*; natural sciences (e.g., environmental, natural resources, nuclear, biology, chemistry) or law (e.g., legal procedures, criminal law, legal research & writing); public relations; interviewing principles & techniques; search & seizure laws*; training & development*; hazardous material safety practices. Skill in operation of desktop &/or laptop computer. Ability to understand somewhat abstract field of study; recognize unusual or threatening conditions; interpret extensive variety of technical material in books, journals & manuals; use proper research methods in gathering data; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; prepare complex, meaningful & accurate reports; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in natural sciences (e.g., environmental, natural resources, nuclear, biology, chemistry) or law (e.g., legal procedures, criminal law, legal research & writing); 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in counseling or interviewing principles & techniques; 3 mos. trg. or 3 mos. exp. in reading, interpreting & comprehending legal documents, law, federal & state regulations or scientific documents & journals; 3 mos. trg. or 3 mos. exp. in government structure or legal proceedings; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must successfully complete all in-service training & continuing education programs required by federal, state & agency policies within 12 months; continued certification & proficiency in the following courses (i.e., commercial vehicle safety alliance/USDOT North American driver vehicle inspection; general hazardous materials inspection & compliance; bulk packaging hazardous materials inspection; USDOT motor carrier compliance review; OSHA hazardous material awareness) & must participate in occupational medical monitoring program.

UNUSUAL WORKING CONDITIONS:

Must be on call & accessible by pager 24 hours a day, 7 days a week, but not subject to standby pay; exposed to hazardous materials & all weather conditions; requires extensive intrastate travel; out -of-state travel may be required; may be required to work overtime on evenings or weekends.

CLASS TITLE: Hazardous Material Investigation Specialist 2	CLASS NUMBER: 23162	BARGAINING UNIT: 07
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EFFECTIVE DATE:

08/02/1998

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as technical expert to agency staff (e.g., public utilities commission transportation examiners, railroad division inspectors & hazardous material investigation specialist 1) & federal, state & local enforcement agencies (e.g., Federal Railroad Administration, Federal Highway Administration, Ohio Department of Public Safety, Commercial Vehicle & load limit inspectors, Ohio State Highway Patrol, Ohio Emergency Management, Attorney General Bureau of Criminal Investigation) on conducting & evaluating complex hazardous material incidents & accidents on public highways, railroad, shipper & transporter facilities, conducts complex hazardous material shipper & transporter inspections & audits & analyzes complex hazardous waste permit applications.

Interacts with carriers &/or shippers to ensure compliance with applicable laws & rules governing packaging, labeling, placarding, manifesting & handling of hazardous materials (e.g., interprets, communicates & clarifies rules & hazardous material safety requirements, reviews carrier &/or shipper safety program compliance history & inspection reports, conducts terminal inspections of equipment & carrier practices, takes appropriate enforcement action when warranted & recommends corrective action); conducts surveillance & interviews of carriers, shippers, drivers & facilities for in-depth investigation in order to uncover regulatory violations involving improper storage & transportation of hazardous materials & hazardous waste & operates state vehicle to conduct roving inspections of hazardous material transporters.

Performs desk & field audits of carriers applying for hazardous material registration & permit program & analyzes permit applications; conducts background investigations for civil or criminal matters of companies & personnel involved in transportation of hazardous waste by reviewing & analyzing data bases & records; operates complex radioactive material monitoring devices (e.g., radioactive ionization chamber units, geiger muler counters, alpha emitter gauging devices); responds to complaints of trucking &/or rail companies, public, regulated industry &/or alleged violations of laws governing transportation of hazardous material; completes documentation & violation reports for Federal Railroad Administration (i.e., FRA), general counsel & FRA civil forfeiture program; prepares & maintains complex reports concerning inspections for further agency action & investigation, completes record of vehicle maintenance, educational duties, itineraries & daily work activities; operates laptop or desktop computer to receive, store & forward registration, inspection & audit information to data base & analyzes data from federal, state & law enforcement system to determine level of performance of carriers & shippers of hazardous materials.

Responds to & investigates accidents &/or incidents involving releases of hazardous materials (e.g., makes initial identification of material spilled & recommends appropriate action to emergency response authority at scene; analyzes evidence gathered to reconstruct events to determine if violations of applicable laws & rules contributed to accident & takes appropriate enforcement action; recommends global settlement or litigation strategy for civil forfeiture cases involving roadside inspections, compliance reviews, accidents & permit review for individual carriers; conducts conference in order to negotiate resolution of violation issues with carrier/shipper & establishes civil monetary penalties for violations); reviews & evaluates proposed routing designations for compliance with state & federal laws & regulations; cooperates with other enforcement agencies to enforce hazardous material safety rules & regulations & provides substance safety data to emergency response & spill containment units.

Provides testimony on behalf of agency in local courts &/or before administrative agencies regarding results of inspection & citations issued; meets with state & local officials to discuss, clarify & negotiate grant requests & memorandums of understanding; maintains effective public relations with regulated carriers, shippers & general public (e.g., provides information regarding proper handling & identification of hazardous materials; assists in training county, municipal & other local officials, shippers & carrier employees in hazardous material safety & proper handling, shipping, storing & packaging of hazardous materials); develops knowledge base of current laws & rules governing hazardous material safety & transportation; provides technical expertise to public safety commercial vehicle inspectors assigned to conduct inspections of vehicles carrying hazardous materials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of federal, state & agency laws & rules pertaining to packaging, labeling, placarding, manifesting & handling hazardous materials*; Public Utilities Commission procedures for motor carrier inspections & court actions*; law enforcement investigation & surveillance procedures*; natural sciences (e.g., environmental natural resources, nuclear, biology, chemistry) or law (e.g., legal procedures, criminal, legal research & writing); public relations; interviewing

principles & techniques; search & seizure laws*; training & development*; hazardous material safety practices. Skill in operation of desktop &/or laptop computer*. Ability to understand somewhat abstract field of study; recognize unusual or threatening conditions; interpret extensive variety of technical material in books, journals & manuals; use proper research methods in gathering data; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; prepare complex, meaningful & accurate reports; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

24 mos. exp. in government structure or legal proceedings with reading, interpreting & comprehending legal documents, federal & state regulations or scientific documents & journals; 24 mos. exp. as Hazardous Material Investigation Specialist 1, 23161; completion of the following hazardous material training courses; Commercial Vehicle Safety Alliance/USDOT North American Driver Vehicle Inspection; General Hazardous Materials Inspection & Compliance; Bulk Packaging Hazardous Materials Inspection; USDOT Motor Carrier Compliance Review; OSHA Hazardous Materials Awareness; completion of two of the three following courses; Federal Railroad Administration Hazardous Material Inspector Discipline; Commercial Vehicle Safety Alliance Enhanced North American Inspection of Radioactive Materials; OSHA Hazardous Materials Operations & Technician Training; valid drivers license.

-Or completion of graduate core program in natural sciences (e.g., environmental, natural resources, nuclear, biology, chemistry) or law (e.g., legal procedures, criminal legal research & writing); 12 mos. exp. in government structure or legal proceedings with reading, interpreting & comprehending legal documents, federal & state regulations or scientific documents & journals; 12 mos. exp. as Hazardous Material Investigation Specialist 1, 23161; completion of the following hazardous material training courses; Commercial Vehicle Safety Alliance/USDOT North American Driver Vehicle Inspection; General Hazardous Materials Inspection & Compliance; Bulk Packaging Hazardous Materials Inspection; USDOT Motor Carrier Compliance Review; OSHA Hazardous Materials Awareness; completion of two of the three following courses; Federal Railroad Administration Hazardous Material Inspector Discipline; Commercial Vehicle Safety Alliance Enhanced north American Inspection of Radioactive Materials; OSHA Hazardous materials Operations & Technician Training; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must successfully complete & maintain proficiency in all in-service training and continuing education programs required by federal, state and agency policies; continued certification and proficiency in the following courses: Commercial Vehicle Safety Alliance/USODOT North American Driver Vehicle Inspection, General Hazardous Materials Inspection and Compliance, Bulk Packaging Hazardous Materials Inspection and Compliance, Bulk Packaging Hazardous Materials Inspection, USDOT Motor Carrier Compliance Review, OSHA Hazardous materials Awareness; continued certification and proficiency in two of the three employee specific courses: 1) Federal Railroad Administration hazardous Material Inspector Discipline, 2) Commercial Vehicle Safety Alliance Enhanced North American Inspection of Radioactive Materials, 3) OSHA Hazardous Materials Operations and Technician Training; must participate in occupational medical monitoring program; must comply with confidentiality agreement regarding information protected by Ohio Revised Code 4905.82.

UNUSUAL WORKING CONDITIONS:

Must be on call & accessible by pager 24 hours a day, 7 days a week, but not subject to standby pay; exposed to hazardous materials & all weather conditions; requires extensive intrastate travel; out-of-state travel may be required; may be required to work overtime on evenings or weekends.