STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES:	SERIES NO.:		
Industrial Safety Inspection	2441		
MAJOR AGENCIES:	EFFECTIVE DATE:		
Commerce only	06/07/2006		

SERIES PURPOSE:

The purpose of the industrial safety inspection occupation is to ensure businesses operate in compliance with laws governing the sanitation, selling, distribution, manufacturing or renovating of bedding, upholstered furniture & stuffed toys.

At the lowest level, incumbents inspects products & investigate persons or businesses selling, distributing, manufacturing or renovating bedding, upholstered furniture & stuffed toys to determine compliance with related state laws.

At the highest level, incumbents supervise industrial safety inspectors conducting product inspections & investigations of violations of the selling, distribution, manufacturing, or renovating of bedding, upholstered furniture & stuffed toys.

CLASS TITLECLASS NUMBER
Industrial Safety InspectorPAY RANGE
24411EFFECTIVE
2906/07/2006

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of state laws, rules & regulations governing selling, distribution, manufacturing or renovation of bedding, upholstered furniture & stuffed toys in order to conduct inspections to determine compliance with Section 3713 ORC.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEIndustrial Safety Inspection Supervisor244161201/09/2005

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of state laws, rules & regulations governing sanitation, selling, distribution, manufacturing or renovation of bedding, upholstered furniture & stuffed toys in order to supervise industrial safety inspectors conducting inspections &/or investigations.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Industrial Safety Inspector	24411	07	06/07/2006	29

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

Conducts investigations & inspections of persons or businesses covered by state laws regulating selling, distributing, manufacturing or renovating bedding or stuffed toys or upholstering furniture for compliance with Section 3713 ORC (e.g., checks for misrepresented contents on labels & proper attachment of labels; ensures proper licensure of manufacturers; checks to see if second hand dealers have affixed second hand tags & sterilized items), periodically takes samples of contents of merchandise to verify correlation between filling contents & filling statement on labels & sends to laboratory for analysis & writes off-sale order for person or business to remove all items in violation from sales floor.

Registers new applicants, completes regulatory applications, collects fees & forwards to work office; completes & gathers required reports & records (e.g., daily report sheet, off-sale reports, sample & renovation sheets; maintains books listing registered manufacturers, distributors & importers; inspection reports).

MAJOR WORKER CHARACTERISTICS:

Knowledge of basic mathematics; laws, rules & regulations governing sanitation, selling, distribution, manufacturing, renovating of bedding, stuffed toys & upholstered furniture*; investigative techniques/procedures*; public relations; interviewing. Skill in operation of motor vehicle. Ability to conduct inspections & investigations, cite violations & take necessary corrective action; gather, collate & classify information about data, people or things; prepare & maintain accurate reports & records; handle routine & sensitive inquiries from & contacts with business officials, employers & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in mathematics which included fractions, percentages & decimals; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in interviewing; valid driver's license.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Industrial Safety Inspection Supervisor	24416	EX	01/09/2005	12

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

Supervises industrial safety inspectors conducting inspections &/or investigations of violations (e.g., coordinates revenue maintenance/revenue recovery program; communicates department, division, bureau, & section policies & procedures; monitors inspector activities; recommends policy & procedure changes to improve &/or enhance bedding section operations; coordinates changes in inspector assignments with section chief; conducts training sessions for section employees & for entities regulated by bedding section; monitors bedding section applications of Section 3713 ORC for consistency in application & enforcement; acts as liaison between inspectors & bedding section laboratory; spends a minimum of one day per week with an inspector on a rotating basis in order to monitor activities), manages inspection schedules & assigns inspectors to perform scheduled inspections, oversees section outreach program, recommends administrative actions & approves/disapproves inspectors' recommendations regarding violations of Section 3713 ORC, monitors inspectors' activities regarding attempts to resolve violation & compliance issues with entities regulated by bedding section, conducts job related seminars for bedding section employees, educates & provides technical assistance on compliance matters, assists inspectors in unusual & complicated situations & during unusual or abnormal workload periods, monitors compliance programs for effectiveness & efficiency.

Performs other miscellaneous duties (e.g., handles complaints, coordinates activities at fairs, conducts investigations, conducts performance appraisals of subordinates, drafts correspondence & forms, travels out of state to represent bedding section, prepares reports & analysis for bedding section).

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio laws & departmental guidelines governing sanitation, selling, distribution, manufacturing or renovation of bedding, upholstered furniture & stuffed toys; employee training & development*; supervisory principles/techniques*; public relations; interviewing. Skill in operation of motor vehicle. Ability to use proper research methods in gathering data; prepare meaningful, concise & accurate reports; define violation, establish facts & draw valid conclusions; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public; establish friendly atmosphere as supervisor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Industrial Safety Inspector, 24411.

- -Or 12 mos. exp. in compliance with state laws regulating sanitation, selling, distribution, manufacturing or renovation of bedding, upholstered furniture & stuffed toys; valid driver's license.
- -Or equivalent of the Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.