

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

Safety & Health Coordinator

SERIES NO.:

2444

MAJOR AGENCIES: Industrial Relations, Health,
Mental Health, Mental Retardation/ Developmental Disabilities,
Transportation**EFFECTIVE DATE:**

01/09/2005

SERIES PURPOSE:

The purpose of the safety & health coordinator occupation is to coordinate safety & health programs or provide advice & consultation regarding safety & health matters to state agencies, assigned transportation district, local health departments, industries & other public & private agencies.

At the lowest level, incumbents coordinate safety & health programs for employees of state agencies. At the higher levels, incumbents provide advice & consult with government & private employers concerning safety & health hazards & methods of control or elimination.

CLASS TITLE

Safety & Health Coordinator

CLASS NUMBER

24441

PAY RANGE

32

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of employee safety & health practices & inspection practices & procedures in order to coordinate, monitor & evaluate safety & health programs to insure all accident & health hazards are removed from employee's work environment.

CLASS TITLE

Safety & Health Consultant

CLASS NUMBER

24442

PAY RANGE

33

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of industrial or environmental health & safety principles, practices & regulations in order to serve in consultative role with government & private employers regarding wide range of health & safety matters.

CLASS TITLE

Safety & Health Program Consultant

CLASS NUMBER

24443

PAY RANGE

13

EFFECTIVE

07/26/1998

CLASS CONCEPT:

The second advanced level class works under general direction & requires thorough knowledge of fire safety, safety, health & building codes, laws & regulations pertaining to developmental centers & community facility operations in order to serve in consultative capacity to institution administrators & fire safety personnel regarding methods & alternatives of compliance with applicable safety, health, fire safety & building regulations & standards, or in Department of Transportation (i.e., ODOT) only, to develop, review & implement health & safety policies & procedures, advise ODOT employees regarding industry & environmental health & safety issues, develop & expand safety programs & evaluate effectiveness in assigned district or in central office (i.e., only one position per location).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Safety & Health Coordinator	24441	07	01/09/2005	32

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.)

Coordinates, monitors & evaluates safety & health programs in assigned area that assure all accident & illness hazards are removed from work environments, implements new programs (e.g., alcohol, seatbelts, migrant labor, fire systems), coordinates safety & health inspections, identifies hazardous conditions, initiates corrective measures, coordinates compliance programs & assists in development of safety guidelines for removal of hazardous conditions.

Investigates accidents & job-related injuries & employee complaints; develops safety programs & training courses; provides technical interpretation of regulations & policies; attends meetings, seminars & conferences.

Performs miscellaneous administrative duties (e.g., prepares & submits reports; processes records & maintains files; coordinates compilation of accident data; prepares cost recovery analyses; provides fiscal information for budgeting purposes).

MAJOR WORKER CHARACTERISTICS:

Knowledge of natural sciences (e.g., chemistry, biology), general management; employee safety & health practices; employee safety & health inspection practices & procedures; federal & state laws pertaining to employee safety & health; public relations; interviewing principles & techniques; employee training & development*; statistics. Ability to define problems, collect data, establish facts & draw valid conclusions; write instructions & specifications concerning safety & health policies & regulations; handle sensitive inquiries from & contacts with officials & general public; prepare meaningful, concise & accurate reports; deal with problems involving several variables in familiar context; prepare & deliver speeches before specialized audiences & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in natural sciences (e.g., chemistry, biology); 12 mos. trg. or 12 mos. exp. in safety & health inspection practices & procedures & federal & state laws pertaining to industrial & occupational safety & health; 1 course or 3 mos. exp. in statistics; 1 course or 3 mos. exp. in public relations; 3 mos. trg. or 3 mos. exp. in interviewing principles & techniques; valid driver's license, except in Ohio Department of Job & Family Services, must provide own transportation for travel & required automobile insurance coverage pursuant to Section 4509.51 of Revised Code as needed.

-Or 12 mos. trg. or 12 mos. exp. in fire & occupational safety & health education &/or inspection; 12 mos. trg. or 12 mos. exp. in federal & state laws pertaining to industrial & occupational safety & health; 1 course or 3 mos. exp. in statistics; 1 course or 3 mos. exp. in public relations; 3 mos. trg. or 3 mos. exp. in interviewing principles & techniques; valid driver's license, except in Ohio Department of Job & Family Services, must provide own transportation for travel & required automobile insurance coverage pursuant to Section 4509.51 of Revised Code as needed.

-Or equivalent of 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; may be required to be on-call weekends.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Safety & Health Consultant	24442	07	01/09/2005	33

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.)

Provides advice & consultation on industrial or environmental health & safety or other related fields to local health departments, industries, schools &/or various public & private agencies; promotes awareness of safety & health hazards; assists agencies in development of programs to improve health & safety standards & educates & trains local personnel in field of safety & health.

Coordinates activities with other departments, divisions & agencies to better meet mutual needs & responsibilities; represents agency at various workshops & conferences & on committees.

Evaluates program effectiveness; develops & expands programs as needed; assists in policy development, planning & determination of objectives & procedures.

Prepares, reviews & edits publications on safety & health; writes articles for inclusion in technical & scientific journals; develops program literature & training materials; prepares reports.

Conducts studies & performs research on industrial or environmental health & safety hazards & other related matters; gathers & disseminates data for use in program planning & educational activities.

Inspects manufacturing plants & other facilities containing hazardous substances; collects samples of hazardous substances for analysis; conducts technical review of products to determine compliance with laws.

MAJOR WORKER CHARACTERISTICS:

Knowledge of natural sciences (e.g., chemistry, biology); industrial or environmental health & safety principles, practices & regulations; public relations; counseling techniques; general management; research techniques. Ability to deal with some abstract but mostly concrete variables; define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches before specialized groups or general public; handle sensitive contacts & inquiries; write meaningful & accurate reports; write &/or edit articles for publication on technical topics.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in natural sciences (e.g., chemistry, biology); 12 mos. trg. or 12 mos. exp. in industrial or environmental health & safety principles, practices & regulations; 1 course or 3 mos. exp. in public relations; 3 mos. trg. or 3 mos. exp. in interviewing principles & techniques; valid driver's license, except in Ohio Department of Job & Family Services, must provide own transportation for travel & required automobile insurance coverage pursuant to Section 4509.51 of Revised Code as needed.

-Or 12 mos. exp. in advisory or consultative capacity in field of industrial or environmental health & safety program development & education; 1 course or 3 mos. exp. in public relations; 3 mos. trg. or 3 mos. exp. in interviewing principles & techniques; valid driver's license, except in Ohio Department of Job & Family Services, must provide own transportation for travel & required automobile insurance coverage pursuant to Section 4509.51 of Revised Code as needed.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Overnight travel may be required.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Safety & Health Program Consultant	24443	EX	07/26/1998	13

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.)

Advise departmental & developmental center administrators & safety & fire safety personnel regarding methods & alternatives of compliance with applicable safety, fire safety, health & building codes & other national or consensus codes, laws & regulations related to safety & accident & fire prevention, receives & analyzes reports of safety inspections by regulatory agencies & evaluates developmental centers to determine compliance with departmental rules & policies, makes recommendations to improve compliance, identifies programs & policies that need revision & informs appropriate parties of methods for compliance;

OR

In Department of Transportation (i.e., ODOT), develops district safety program in assigned district (i.e., only one position per district), develops, reviews & implements health & safety policies & procedures, serves as consultant to district management personnel on safety & health issues, advises district employees regarding industry & environmental health & safety issues, develops & expands safety programs & evaluates effectiveness for assigned district, conducts accident investigations to ensure implementation of safe work & vehicle operation practices, makes determination of fault &/or negligence & recommends discipline & suspension of ODOT driving/operator privileges if necessary,

OR

In central office location (i.e., only one position), develops, reviews & implements health & safety policies throughout ODOT, provides advice & consultation on industrial, environmental, health & safety or other related fields to all districts & central office location, reviews activities of district safety personnel (e.g., safety & health supervisor, safety & health inspectors) within all district offices to determine compliance with state & federal laws, codes, rules & record keeping procedures, investigates complaints in central office & districts & makes recommendations for corrections, evaluates program effectiveness, develops & expands programs, assists in policy development, planning & determination of objectives & procedures & provides technical interpretation of regulations & policies.

Receives, monitors & analyzes reports or allegations of confidential or sensitive nature regarding resident abuse, neglect & criminal violations; reviews relative laws & departmental policies; coordinates activities between State Highway Patrol, other law enforcement agencies & affected developmental centers during investigation or review; conducts or coordinates administrative inquiries or investigations of major unusual incidences such as resident &/or employee injuries or deaths, major property damage, resident incidents, or other incidents or allegations of confidential or sensitive nature; reviews building specifications, personal protection equipment & shop tools; acts as designee to handle hazardous material spills; oversees emergency evacuation plans & conducts periodic drills.

Develops departmental policies, procedures & administrative rules regarding safety, fire safety, security & other loss prevention & control measures for developmental centers & community facility operations (e.g., identifies sources of loss & risk due to accidents, fire, theft & criminal acts; reviews & analyzes employee accident statistics, population data, unusual incident statistics, workers' compensation data, security & activity reports); conducts research studies on health & safety hazards; corrects unsafe work practices & imminent danger situations.

Assigns & monitors work of personnel assisting with department's safety & security programs; develops program literature & training material; represents department in policy matters involving regulatory agencies & in meetings concerning Unit 2 collective bargaining issues; acts as liaison with other agencies &/or other entities within own agency in regard to safety laws, regulations & procedures; provides guidance on work-related issues to lower-level technical & support staff; attends meetings, seminars & conferences; operates state vehicle to drive to inspection sites; reviews & maintains employee driving records including license & endorsement suspensions; notifies supervisors of employees having driving violations or revoked or suspended licenses; directs commercial drivers license (i.e., CDL) classroom training for employees required to possess CDL.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fire safety, safety, health & building codes & other national or consensus codes, laws & regulations applicable to developmental centers & community facility operations & district offices; general management; employee training & development; labor relations*; supervisory principles/techniques*; public relations; interviewing or investigative procedures & techniques; statistics. Ability to deal with many variables & determine specific course of action; comprehend & discuss abstract material; gather, collate & classify information about data, people or things; prepare & edit

administrative policies, procedures & rules for publication; handle sensitive contacts & resolve complaints & compliance issues from citizens, government & labor organization officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration/management & human resources or management sciences; 1 course in statistics or 3 mos. exp. in application of statistical analysis; 1 course or 3 mos. exp. in public relations; 3 mos. trg. or 3 mos. exp. in interviewing principles & techniques or investigative procedures & techniques; 3 mos. supervisory exp.; 1 course or 3 mos. exp. in preparing & delivering on-job training or educational presentations; valid driver's license.

-Or 12 mos. exp. in fire safety, safety, health & building codes & laws & regulations pertaining to developmental centers & community facility operations (e.g., OSHA, Ohio Fire Code, Life Safety Code, Industrial Commission); 1 course in management or 3 mos. exp. in managerial or supervisory capacity; 1 course in statistics or 3 mos. exp. in application of statistical analysis; 1 course or 3 mos. exp. in public relations; 3 mos. trg. or 3 mos. exp. in interviewing principles & techniques or investigative procedures & techniques; 1 course or 3 mos. exp. in preparing & delivering on-job training or education presentations; 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:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; exempt from collective bargaining as "confidential" employee.