

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

Industrial Safety Consultant/Hygienist District Manager

SERIES NO.:

2449

MAJOR AGENCIES:

Bureau of Workers' Compensation only

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the industrial safety consultant/hygienist district manager occupation is to plan, direct & administer one of ten regional operations for superintendent of Division of Safety & Hygiene & supervise industrial safety consultants, hygienists, ergonomists &/or engineers.

GLOSSARY:

Operations consist of the following: industrial safety services, construction safety services, industrial hygiene services, ergonomic services, engineering services & behavioral based safety management consulting services.

Programs administered consist of: Safety Incentive Plan, Premium Workplace Program, Group Rating Program, Occupational Safety Loan Fund, Violence in the Workplace Program, Carpal Tunnel Task Force & technical safety & health training programs.

This classification is restricted for use by the Ohio Bureau of Workers' Compensation only.

CLASS TITLE

Industrial Safety Consultant/Hygienist District Manager

CLASS NUMBER

24495

PAY RANGE

15

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The management level class works under general direction & requires extensive knowledge of industrial hygiene, safety management, engineering &/or environmental health & state & federal safety & hygiene regulations in order to plan, direct & administer one of ten regional operations for superintendent of Division of Safety & Hygiene & supervise industrial safety consultants, hygienists, ergonomists &/or engineers.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Industrial Safety Consultant/Hygienist District Manager	24495	EX	01/09/2005	15

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.)

Plans, directs & administers one of ten regional operations for superintendent of Division of Safety & Hygiene to deliver health & safety programs & services for State of Ohio employers & employees, develops, recommends & administers policies & procedures for delivery of programs & services to customers, recommends & implements new concepts & programs in occupational safety, industrial hygiene, ergonomics, engineering & behavioral based safety management, administers & coordinates programs & services with local customer service office managers, represents superintendent at management meetings, statewide committees & task force meetings (e.g., State School Board Association) & supervises industrial safety consultants, hygienists, ergonomists &/or engineers.

Plans, administers & reviews job tracking system management reports to ensure efficient delivery of services & utilization of resources; reviews & approves written reports & presentations of staff; plans & directs professional development for all staff to ensure continuing growth & advancement to support programs & initiatives administered within service region; plans, develops & monitors customer service evaluation process for region; provides input to superintendent regarding initiatives & long & short range strategic planning for division.

Prepares annual & biennial budget for service region; monitors & analyzes budget expenditures to ensure all budgeted funds are utilized appropriately; reviews & approves expenditure requests for safety & health programs & initiatives, personnel action requests for discipline, new staffing levels, posting of existing vacancies or recommends alternative classifications for vacant position; represents management in grievance hearings; directs & administers fleet of vehicles for staff to deliver field services.

Acts as liaison with federal, state & municipal agencies & public & private organizations (e.g., chambers of commerce, safety councils, trade & professional associations) for business & professional associations in safety & health field; prepares & presents speeches to organized labor groups, employer trade associations & professional safety & health organizations & agencies; represents agency at local & national conferences, seminars & workshops.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety management, industrial hygiene, engineering &/or environmental health; supervisory principles & techniques; employee training & development; adult education; budgeting; division of Safety & Hygiene policies & procedures. Skill in operation of personal computer. Ability to prepare & present speeches to specialized groups; deal with many variables & determine specific course of action; develop complex reports & position papers.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in safety management, industrial hygiene, environmental health; engineering; 5 yrs. trg. or 5 yrs. exp. in management to include preparation & administration of budget, supervision of safety & health professionals, developing & administering comprehensive safety and health programs & projects & administration of adult education courses.

-Or 5 yrs. exp. as Industrial Safety Consultant series, 2448, &/or Industrial Safety Hygienist series, 2447, &/or Ergonomist series, 2451.

-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:

Occasionally exposed to toxic substances.