

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Supervising Industrial Hygienist		WORKING TITLE Supervising Industrial Hygienist- Deputy Chief Office		
PROGRAM NAME Division of Occupational Safety and Health		UNIT NAME Deputy Chief Office		
ASSIGNED SPECIFIC LOCATION Long Beach			POSITION NUMBER 400- 422-3841-987	
BARGAINING UNIT M10	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under general direction, of the Deputy Chief of Enforcement with the Department of Industrial Relations (DIR), Division of Occupational and Safety Health (DOSH), Enforcement Branch, the Supervising Industrial Hygienist, assists the Deputy Chief of Enforcement with managing the daily activities of the Industrial Hygiene Enforcement Program, including but not limited to, establishing, developing, implementing, evaluating and maintaining health-related enforcement, procedures, training programs, policies and guidelines, on such matters as conducting, case audits, specialized emphasis and targeted program inspections, and accident/illness investigations The Supervising Industrial Hygienist serves as a technical authority in industrial hygiene, provides expertise and advice to the Deputy Chief of Enforcement; coordinates and conducts major health research and oversee inspections focus on workplace health hazards resulting from or exacerbated by climate change, such as but not limited to extreme heat, valley fever, wildfire smoke and any other potential health hazard. Assists the Deputy Chief with assessing Industrial Hygienist staffing needs in order for the Industrial Hygiene Enforcement Program to operate effectively and maintain compliance with State and Federal mandates. The Supervising Industrial Hygienist is responsible for performing the full range of secondary supervisory level industrial hygiene work in the Cal/OSHA program. The Supervising Senior Industrial Hygienist has full oversight and responsibility of a multi-disciplinary staff composed of industrial hygienist staff ranging from Junior to Senior Industrial Hygienist level, Staff Services Analyst, and Office Support staff, engaged in the administration and implementation of the Cal/OSHA program and is responsible for the training, upward mobility, and maintaining discipline of employees under their supervision. The Supervising Industrial Hygienist plans, organizes, and directs the industrial hygiene work on special emphasis programs, and projects. The Supervising Industrial Hygienist ensures that staff promotes DIR-DOSH Mission, Vision, Values, and Goals and travels throughout the State.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
45%	Plans, supervises, directs, coordinates, assigns, trains, evaluates and reviews the work of all staff and makes major decisions; provides day-to-day leadership and works with staff to establish priorities that aligns with DIR-DOSH's mission, strategic plans, goals, mandates, expectations, and values; evaluates staff performance; provides continuous feedback to staff that highlight performance successes and develop action plans to correct deficiencies and performance

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gaps; communicates corrective action plans verbally and in writing with staff to correct deficiencies and performance gaps; takes appropriate disciplinary action, subject to management concurrence, to address staff performance deficiencies, in accordance with the Department's rules, policies, and labor contract provisions; identifies, develop, and implement leadership strategies that enhance staff performance, efficiency, and productivity; instructs and trains staff on their job duties, DOSH Compliance policy and procedure, directives, and memorandums; coaches, trains, mentors and develops staff, including overseeing new employee onboarding and providing career development planning and opportunities; assigns, supervises and directs Health related fatal and serious accident injuries and illnesses inspections and the analysis including but not limited to, fact gathering, fact analysis, conclusion drawing, and counter measures, to determine causes and the means of preventing recurrences; reviews the work product of all staff for quality, thoroughness, accuracy, neatness, organization, effectiveness, sound professional judgement and compliance with DIR-DOSH directives, memorandums, and policies and Compliance Policy and Procedure manual; works with staff to address and correct deficiencies in their work; monitors and tracks the implementation, progress, and completion of assignments to ensure deadlines are met; conducts a detail assessment of all incoming work and assigns timely to all staff; provides to the Deputy Chief of Enforcement monthly summary reports on progress towards meeting DIR-DOSH goals and plans and statistical reports concerning staff workload and performance and reviews and analyzes daily, weekly, and monthly OIS performance reports.

35%

Assists the Deputy Chief of Enforcement with program development, goal setting, problem resolution, long and short term planning, coordinating and/or conducting major studies and inspections/investigations; conducts complex and preventative hazard evaluations; makes recommendations for control of hazardous health conditions/operations; oversees, reviews, monitors, tracks, evaluates and reports on the overall operation/implementation, progress and effectiveness of the Enforcement Branch's health emphasis programs, projects, and directives, to the Deputy Chief of Enforcement periodically with recommendations for improvement, if deem necessary; consults frequently with both the Deputy Chief and Assistant Deputy Chief of Enforcement, regarding operational performance and needs of the Enforcement Branch's health program, such as staffing, training and industrial hygiene equipment; advises the Deputy Chief and Assistant Deputy Chief of Enforcement regarding emergency planning and preparedness; reviews audit records/findings of health-related work deaths injury, illness, complaints, referrals, etc. inspection/investigation reports and prepares a report with recommendation for corrections and/or improvements to the Deputy Chief and Assistant Deputy Chief of Enforcement; reports findings of difficult and sensitive problems and complaints to the Deputy Chief of Enforcement with recommended corrective actions; reviews, analyzes, creates and maintains confidential, sensitive and administrative files and logs; assists the Deputy Chief and Assistant Deputy of Enforcement with including but not limited to, establishing, developing, implementing, evaluating and maintaining health-related, procedures, training programs, policies and guidelines, on such matters as conducting, case audits,

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	<p>specialized emphasis and targeted program inspections and accident/illness investigations; coordinates and conducts major health research and oversees inspections focused on workplace health hazards resulting from or exacerbated by climate change, such as but not limited to extreme heat, valley fever, wildfire smoke and any other potential health hazard; develops procedures for the implementation of new health regulations; oversees and monitors the implementation of new health regulations and procedures; participates in the development and implementation of goals, objectives, policies, and priorities for the Enforcement Branch's Health program and prepares clear, accurate and concise correspondences, technical reports, and records.</p> <p>10% Implements and maintains health programs, including but not limited to, Injury and Illness Prevention Program (IIPP), Heat Prevention Program, Respiratory Protection Program, Medical Surveillance Program, etc.; represents the Division as a member of professional committees and boards, gives speeches or lectures, and appears on panels dealing with occupational health matters and the enforcement of Cal/OSHA health standards; represents the division at community groups, and other external stakeholder event at the request of the Deputy Chief of Enforcement; establishes and maintains cooperative relations with organizations interested in promoting health hazard prevention and in organizing and carrying on health hazards prevention campaigns; and collaborates with a multi-discipline team (e.g. Research Data Analyst/Scientist, Occupational Nurses and Physicians, Senior Safety Engineers, Senior Industrial Hygienist, Public Health Specialist and others) to develop target lists of industries/employers with, including but not limited to, the highest incident rate of preventable occupational injuries and illnesses and workers' compensation losses, using such data as, Cal/OSHA inspection data, injury and illness data, and other available information sources.</p> <p>5% Prepares and conducts monthly staff meetings; attends and participates in scheduled training and meetings and accurately complete and submit to management in a timely and appropriate manner, monthly absence and additional time worked reports, job-related travel expense claim, time off request, training request, and yearly Performance Appraisal Summary (PAS) reports.</p>
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties as required to fulfill DIR-DOSH mission, goals, and objectives.

Conduct, Attendance, and Performance Expectations

The Supervising Industrial Hygienist performs a variety of functions and must maintain a high level of integrity, professionalism, and confidentiality, resourcefulness, dependability, thoroughness and accuracy; use sound professional judgment, exercise initiative, and take objective action. This position is significant in that errors in judgement may result in significant and negative impact to the safety and health of staff and the community.

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The Supervising Industrial Hygienist is expected to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department/division, directives, policies and procedures. Behave consistently in an honest, fair, and ethical manner. Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Supervising Industrial Hygienists will be required to perform primarily office work with some field work, with occasional overnight travel. Supervising Industrial Hygienists travel throughout the State, primarily to do field work, attend meetings and training which include overnight to multiple night stays.

Supervision Received

This incumbent works under the general direction and receives the majority of assignments from the Deputy Chief of Enforcement. The incumbent may also receive assignments from the Assistant Deputy Chief of Enforcement.

Supervision Exercised

The incumbent is responsible for supervising professional and administrative level staff.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent primarily works in an air conditioned, office building with natural and artificial lighting. In addition, the incumbent works in an enclosed private office in close proximity to others. Daily use of computer, office equipment, and telephone. May also work at a field site that has the potential for exposures to safety and health hazards, and may involve, working outdoors 8 hours or more per day in a wide range of weather conditions (e.g. rain, strong winds, heat and cold). Traveling via private, State vehicle, or public transportation (i.e. automobile, airplane, etc.) including overnight travel is required.

Special Requirements/Other Information

Possession of a Certificate in the Comprehensive Practice of Industrial Hygiene issued by the American Board of Industrial Hygiene or a Certificate of Registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers.

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Division. Additionally, all DOSH employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

The position requires the ability to sit/stand for extended periods of time; bend, walk, and stoop; move and transport industrial hygiene equipment and supplies up to 50 lbs.; work at a computer for extended periods of time. The incumbent will be required to use office equipment including, but not limited to, a personal computer, telephone, and multi-function copy machine.

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Ability to pass a respiratory physical exam and wear a full face or half face respirator.

Additional Requirements/Expectations

N/A

Personal Contacts

The incumbent is expected to work cooperatively with all levels of DOSH management and staff, other government agencies, and stakeholders, such as Union Representatives, Advocacy groups, and the public to provide the highest level of service possible.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.

Employee Name

Employee Signature

Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Date

HUMAN RESOURCES OFFICE APPROVAL

C&P Analyst Initials

Approval Date