

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
California Criminalistics Institute
420-578-3852-010
Vacant

JOB TITLE: Senior Industrial Hygienist

STATEMENT OF DUTIES: The Senior Industrial Hygienist is responsible for developing, maintaining and updating the health and safety program and assisting Division of Law Enforcement (DLE) and Bureau of Forensic Services (BFS) management with implementation and enforcement of state and federal safety laws.

The Senior Industrial Hygienist coordinates and develops training in health and safety issues for DLE, BFS and law enforcement. Additionally, the Senior Industrial Hygienist supervises and reviews the activities of other employees working within the program.

SUPERVISION RECEIVED: Under the direction of the BFS Assistant Bureau Director.

SUPERVISION EXERCISED: The Senior Industrial Hygienist will supervise and review activities of other employees working within the program.

TYPICAL PHYSICAL DEMANDS: Work primarily in a laboratory environment to monitor health and safety issues, instrumentation and perform safety checks; moderate use of a computer. Ability to carry 50 pounds and to bend down, squat, and reach in order to examine laboratory equipment.

TYPICAL WORKING CONDITIONS: Travel to DLE facilities and BFS laboratories statewide to monitor compliance to health and safety requirements, monitor health and safety issues, perform safety checks, and train staff in safe practices.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

- 25% Ensures the policies of DLE and BFS are in compliance with both Title 8 of the California Code of Regulations and 29 CFR 1910.1450 of the Federal Register.
- 25% Conducts inspections, reviews safety incidents and evaluates the work of safety officers within BFS. Maintains professional knowledge of CAL-OSHA requirements and stays abreast of proposed and pending changes to State and Federal laws. Chairs the BFS Health and Safety Technical Advisory Group.
- 20% Provides training to DLE and BFS employees, criminalists, and law enforcement officers in the area of occupational safety, and revises health and safety training

manuals.

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- 10% Serves as DLE and BFS's liaison with other departmental and State agencies on health and safety issues and provides legislative analysis to DLE and BFS on health and safety issues.
- 10% Analyzes health and safety statistical data and reports to identify existing or potential health and safety issues within DLE and BFS.

MARGINAL FUNCTIONS:

- 5% Prepares and revises DLE and BFS policies and procedures related to the implementation of CAL-OSHA standards and departmental requirements.
- 5% Works independently on projects assigned by the BFS Assistant Bureau Director

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date