

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE			9. INCUMBENT (Optional)

OFFICIAL

10. TITLE Safety and Occupational Health Specialist

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	018		11	MONTH/DAY/YEAR	YES NO	MS
				4/22/2002		

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1 st	5th
2 nd	6th
3 rd	7th
4 th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	FLD 1-7	1250	6. Personal Contacts	FLD 6-2	25
2. Supervisory Controls	FLD 2-3	275	7. Purpose of Contacts	FLD 7-3	120
3. Guidelines	FLD 3-3	275	8. Physical Demands	FLD 8-2	20
4. Complexity	FLD 4-4	225	9. Work Environment	FLD 9-2	20
5. Scope and Effect	FLD 5-3	150	27. TOTAL POINTS		27. 2360
Grade based on GS Pos. Class. Std for Safety and Occ. Health Mgmt. Series, GS-0018, (TS-55 dtd 8/81)				28. GRADE	28. GS-11

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/MARILYN STETKA	30. Date 4/22/2002
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31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)

32. Remarks: FLSA: E	FPL: Standard Job #018-11	33. OPM CERTIFICATION NUMBER
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MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 11	6. IP NO. (8)

B. MASTER RECORD													
1. PAY GS		2. OCC.SER (4) 018		3. OCC FUNC.		4. OFF. TITLE CD 0002		5. OFF. TITLE (38) SAFETY & OCCUPTL HLTH SPECLST					
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA				5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DA YEAR 04 22 2002	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary			3=Foreign Svc. Blank=NA			12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)													
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)													

C. INDIVIDUAL POSITION															
1. FLSA CD. (1) E E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 0=None 1=CD 219		3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B		0=Excepted but not A, B, C		4. POS. SENS. (1) 1 N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 11			
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE							
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD(1) Y=Perm N=Other					
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)															
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.			Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade		9=Other				
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
30. CLASSIFIER'S SIGNATURE								31. DATE							
32. REMARKS Standard Job #018-11															

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Plans, organizes, administers, and evaluates the location's safety programs.

Serves as Chairperson of the Safety and Health Committee, keeping the committee informed of safety regulations as they apply to the location research sites and activities.

Manages the location's environmental compliance programs. Develops and implements programs for disposal of hazardous waste, chemicals, biohazardous wastes, and radioactive wastes. Serves as contact with various state and federal regulatory agencies. Oversees contracts and serves as contact person for vendor(s) under contract for hazardous waste disposal. Develops and manages the packaging and organization of programs for hazardous waste disposal.

Serves as resource and reviews Chemical Hygiene Plans developed in individual research programs. Develops a rapid response plan for chemical spills, and safety related emergencies for the location. Oversees and insures that chemical inventories are accurately maintained by each user. Organizes and maintains Material Safety Data Sheets collection for all chemicals in use at the location.

Manages the location's documentation/record of all safety-related matters to assure compliance with state and federal regulations.

Takes the lead and works in coordination with the Location Radiation Safety Officers to ensure the health and safety of all employees using radioactive materials and equipment.

Manages the location's Occupational Health Maintenance Program (OHMP) insuring that individuals working with chemicals participate. Advises employees about OHMP, analyzes employee's occupational exposures, and arranges for appropriate medical exams and clinical tests.

With the Cluster Safety Officer, participates in annual safety inspections, and intermittently inspects offices and laboratories. Indicates actions to be taken to avoid accidents and injuries. Analyzes and evaluates findings and recommends corrective measures to the appropriate Research Leader.

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Develops and prepares local safety and environmental directives, manuals, and plans. Provides instruction to employees covering a variety of safety and occupational health subjects including chemical, biological and physical safety and various laboratory safety needs and ventilation requirements.

Establishes and maintains safety training and safety orientation for all new employees, including films, pamphlets, etc. Insures that safety orientation and appropriate safety materials are given to student workers as well as Federal employees.

Reviews and analyzes accident and injury reports in order to discover trends and mishap causes and develop recommendations for eliminating or controlling the hazards detected.

Reviews safety information from regulations and on computer Internet/World Wide Web; relates pertinent items to location staff.

Initiates and coordinates regular inspection and maintenance of safety equipment at the location, including fire extinguishers, fumehoods, and pesticide application protective gear and respirators.

B. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-7, 1250 pts.)

Knowledge and skill in presenting safety-related information to groups in a training environment in a positive, non-adversarial manner.

Knowledge of administrative practices and procedures to interpret and apply standards, criteria, and operating instructions to specific unsafe acts and conditions within a complex research environment.

Knowledge of organic and physical chemistry, the health effects of toxic compounds and hazardous materials, and the proper use, storage and disposal of these materials.

Knowledge of principal inspection and survey techniques sufficient to identify occupational hazards and determine elements giving rise to mishaps.

Knowledge of codes, regulations, laws, and standards required for compliance with EPA, OSHA, and all Federal, state and local authorities.

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Knowledge of laboratory procedures relevant to the research programs of the location, including safety issues specific to chemistry, biochemistry, and microbiological laboratories.

Knowledge of basic safety and occupational health principles, common hazards and protective measures, including safety devices, sufficient to provide informal training sessions and appropriate educational materials to employees.

Knowledge of computer hardware and software applications to allow the establishment, management, and/or production of records, information systems, reports, or documents relating to safety, health, and environmental programs.

2. Supervisory Controls (FLD 2-3, 275 pts.)

The supervisor assigns specific area of responsibility, safety objectives, and identifies program objectives and constraints. Incumbent is expected to independently plan, develop, execute and evaluate safety and health, and environmental programs. Initiative is taken in interpreting policies, standards, and regulations to determine courses of action to achieve program objectives. Completed work is reviewed in terms of both program and technical adequacy of results achieved. Unique or controversial situations are discussed with the Research Leader and/or other health and safety professionals, e.g., the Cluster Environmental Protection Specialist, Area Safety and Health Manager, or other agency safety and health officials.

3. Guidelines (FLD 3-3, 275 pts.)

Guidelines include USDA and agency manuals and directives, National Fire Codes, National Electrical Codes, Occupational Safety and Health Act Standard, EPA Standards, and recognized safety and health practices. These guidelines are broad, lack specificity, and in many cases, do not cover the specific, complex laboratory and research-related safety and health hazards. Therefore, significant experience and independent judgment are required for extrapolating known safety and health criteria to deal effectively with problems peculiar to the location. Must modify and extend accepted principles and practices in the development of solutions to problems where available precedents are not directly applicable. Experienced judgment and initiative are required to evaluate new trends for policy development or further inquiry and study leading to new methods for eliminating or controlling serious hazards to life and property.

4. Complexity (FLD 4-4, 225 pts.)

The duties assigned to this position require that the incumbent plan and implement a program to investigate, analyze and resolve many and highly varied high-risk activities and hazardous environments. Additional complexity arises from the age and condition of structures or facilities and the wide variety of exposure encountered within a research environment. Such a requirement places a significant demand on the incumbent's ingenuity and creativity to accomplish appropriate hazard control measures while still supporting the basic missions of the location. Identify and evaluate potential risks, conduct accident investigations, prepare guides or instructions, or educate employees in safe operating practices or techniques. Selects, adapts, and recommends control measures to minimize or eliminate the possibility of serious danger to employees or damage to the environment. The nature of safety and occupational health involves a great variety of complex activities and a host of governing regulations, including Federal, state and local.

5. Scope and Effect (FLD 5-4, 150 pts.)

This assignment involves assessing the effectiveness of specific programs, projects and functions, and identification and implementation of risk control measures applicable to the overall occupational safety and health activities at the location. Corrective actions recommended to eliminate hazards may involve changing work methods and procedures currently employed in research activities.

6. Personal Contacts (FLD 6-2, 25 pts.)

Contacts are made with employees at all levels in the Agency, including headquarters, area and location personnel, project leaders, research leaders, support personnel; technical experts; and other Federal agencies such as the DOL, OSHA, EPA; local and state agencies and related professional organizations.

7. Purpose of Contacts (FLD 7-3, 120 pts.)

Contacts are for the purpose of motivating and encouraging all location employees to apply and observe safety and health practices; advise and coordinate employee safety and health matters; discuss and exchange information

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on safety, health, accidents, injuries, illnesses, claims, etc.; and obtain or clarify information on controversial issues.

8. Physical Demands (FLD 8-2, 20 pts.)

A significant amount of work is performed in an office environment. However, inspection of facilities frequently involves climbing ladders, working on roofs, etc., and crouching and crawling under structures. There may be need for the incumbent to lift and carry moderately heavy objects.

9. Work Environment (FLD 9-2, 20 pts.)

Although most work is performed in an office, on-site inspections involve exposure to hazardous chemicals, moving equipment, heights, closed spaces, etc. A fair degree of potential risk is involved. The incumbent is required to wear protective clothing/equipment at times.

C. Other Considerations (Check if applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: _____

TOTAL POINTS - 2360
GRADE CONVERSION - GS-11