

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: Area Safety, Occupational Health, and Environmental Manager			9. INCUMBENT (Optional)

OFFICIAL

10. TITLE Safety and Occupational Health Manager

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

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1 st	5th
2nd	6th
3rd	7th
4th	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 6-3	60
2. Supervisory Controls	FLD 2-4	450	7. Purpose of Contacts	FLD 7-3	120
3. Guidelines	FLD 3-4	450	8. Physical Demands	FLD 8-2	20
4. Complexity	FLD 4-5	325	9. Work Environment	FLD 9-2	20
5. Scope and Effect	FLD 5-4	225	27. TOTAL POINTS		27. 2920
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-12

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 No Known Promotion Potential Standard Job #018-12	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//R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 12	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 018	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) SAFETY & OCCUPTL HLTH MGR						
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 DAY 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)										
17. INTERDIS. TITLE CD. (50) (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 N		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) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 12			
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) 12		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 Audi 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 #018-12															

**(Working Title: Area Safety, Occupational
Health, and Environmental Manager)**

A. Introduction

The incumbent serves as the Safety and Occupational Health Manager for the _____ Area, Agricultural Research Service, _____ (Location) _____, which consists of # locations/worksites in the states of _____. The purpose of this position is to plan, organize, and administer a comprehensive safety, occupational health, industrial hygiene, and environmental management program for ARS employees in the Area. The ARS Safety, Health, and Environmental Management Program is designed to eliminate or minimize losses incurred by the Agency, individual employees, and the general public as a result of incidents involving injuries, illnesses, and property/environmental damage in the workplace. This program consists of responsibilities in the following functional areas: Safety Management, Occupational Health Management, Industrial Hygiene, and Environmental Management.

B. Major Duties

Serves as the Area's technical advisor in the interpretation of pertinent legislation, regulations, and standards related to safety, occupational health, industrial hygiene, and environmental management programs. Assumes the lead role in the development of annual Area Safety, Health, and Environmental Management Program goals and objectives. Provides technical direction to the Area Cluster Environmental Protection Specialist(s) (CEPS).

Coordinates and provides technical oversight to the implementation of the ARS Safety, Health, and Environmental Management Program for all Area employees, cooperators, and visitors in accordance with the policies, regulations, and responsibilities established by law.

Ensures that all Location programs within the Area are consistent with ARS guidelines and Federal laws and regulations.

Ensures that safety, occupational health, industrial hygiene, and environmental concerns are taken into consideration--when known--regarding research activities, construction, repair and maintenance, modernization, and Hazardous Waste Cleanup (HWC) projects.

**Safety and Occupational Health Manger
GS-018-12**

Standard Job #0018-12

Recommends Area/Location goals, objectives, and resource requirements for reducing or eliminating accidents, injuries, illnesses, and damage to the environment.

Participates with managers/supervisors in identifying and arranging for appropriate safety, occupational health, industrial hygiene, and environmental education/training programs and orientation of new employees; and participates in conducting training as priorities permit.

Provides guidance to managers/supervisors in complying with Federal, State, and local safety, occupational health, industrial hygiene, and environmental rules, regulations, and standards and all policies, regulations, and guidance issued by ARS with respect to the ARS Safety, Health, and Environmental Management Program.

Conducts or oversees the performance of periodic inspections, including environmental audits of all workplaces and follows-up to ensure that abatement programs are put in place on an annual basis or as resources permit.

Through appropriate management/reporting systems, monitors abatement of unsafe and unhealthful working conditions at all Locations within the Area. Recommends achievable corrective solutions/actions to ensure prompt abatement of unsafe and unhealthful working conditions.

Participates with managers/supervisors in preparing and providing all safety, occupational health, industrial hygiene, and environmental-related plans, cost estimates, reports, statistics, and/or other information for the Locations within the Area.

Conducts periodic reviews and makes written assessments to the supervisors, Area Director, and the Deputy Administrator, Administrative Management, of Locations' efforts to implement the ARS Safety, Health, and Environmental Management Program.

Assists Area/Location property personnel in addressing all safety, occupational health, industrial hygiene, and environmental-related concerns relating to the acquisition and disposal of real and personal property.

Provides safety, occupational health, industrial hygiene, and environmental-related guidance and assistance to Area/Location managers in administering the Area/Location program; setting of program priorities; and evaluating program implementation and effectiveness.

**Safety and Occupational Health Manger
GS-018-12**

Standard Job #0018-12

Participates with Area/Location managers in reporting to the appropriate Federal, State, or local regulatory officials and Area/Headquarters officials any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment) of a listed hazardous substance in quantities equal to or greater than threshold reporting quantities.

Provides operational safety and health project management for Area facility projects under \$300,000 for construction and A-E requirements under \$30,000. Reviews design submittals and approves from a safety and health perspective.

Provides technical support and makes formal recommendations for all construction and all research-related issues to the AD concerning environmental and building permit procedures and issues related to the National Environmental Policy Act (NEPA) for Area facility projects under \$300,000 for construction and A-E requirements under \$30,000.

Coordinates resolution of environmental issues with appropriate Federal, State, and local environmental regulatory organizations associated with design projects and NEPA issues impacting facility design identified by A-E.

Reviews, corrects and/or ensures correctness, and consolidates Location/Area submittals concerning the EPA Form 3500-7, Federal Agency Pollution Abatement Plan - Project Report; the Resource Conservation and Recovery Act (RCRA) Section 3016 Inventory Form; the EPA Form 7530-1, Notification for Underground Storage Tanks; and OMB A-106 Circular, Federal Facilities Information System/Pollution Status Report - Agency Plan, other required Federal submittals, and any State-required reports.

Prepares Statements of Work for preliminary assessments/site inspections or other preredial/remedial work for all Area pollution prevention/abatement/remediation projects regardless of dollar value; serves as the Chairperson for the project(s) Technical Evaluation Panel (TEP); and serves as the Contracting Officer's Representative (COR) as required.

C. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-7: 1250 Pts)

Knowledge of safety, occupational health, industrial hygiene, and environmental management principles, practices, procedures, and standards applicable to the full range of duties sufficient to plan, organize, direct, operate and evaluate a safety, occupational health, industrial hygiene, and environmental program

involving a wide variety of hazards encountered in a diverse agricultural research situation throughout a large geographic area.

Ability to effectively represent and serve as liaison for the Area in meetings with Federal and state officials for the purpose of accurately presenting information related to pollution prevention/abatement/remediation projects, life safety codes, fire protection, industrial safety, industrial hygiene, and occupational health.

Knowledge of workplace inspection/audit assessment, concepts, principles, Federal rules, regulations, and standards to identify existing/potentially hazardous working conditions and unsafe and unhealthful work practices associated with Agency research activities.

Knowledge of the physical, chemical and biological science fields sufficient to apply standard safe practices, procedures and equipment guides to an agricultural research environment.

Knowledge of concepts, principles, and practices of mechanical engineering ventilation for the design and construction/renovation of such facilities as bacterial and viral research chambers, laboratories, containment facilities, radiological facilities, pilot plants, animal facilities, etc., to ensure appropriate safety, health, and environmental safeguards.

Knowledge of construction and design life safety codes; safety, health and environmental codes; and contracting regulations and policies to ensure Area-wide compliance and provide advice and guidance to Area managers, supervisors, and employees.

Knowledge of analytical techniques to perform reviews; evaluate reports, plans, and drawings; and prepare written assessments.

Skill in communicating complex technical issues in writing and orally.

2. Supervisory Controls (FLD 2-4: 450 Pts)

The incumbent is under the supervision of the Area Administrative Officer who provides direct supervisory oversight, program resource allocation for education/training and equipment needs, and program management support. Receives technical direction and program coordination/direction from the Safety, Health, and Environmental Management Branch (SHEMB). The incumbent is

responsible for all assigned operational safety, occupational health, industrial hygiene, and environmental-related services, providing technical direction of the Area Environmental Protection Specialists and assisting managers and supervisors with implementation of all phases of the Agency's Safety, Health, and Environmental Management Program. Completes all assigned activities within the framework of applicable legislation, professional practices, or as assigned. Uses own initiative and creativity to complete assigned responsibilities. Final products are normally accepted as technically correct but are reviewed for achievement of objectives, conformance with policy and directives, and compatibility with other Agency mission requirements.

3. Guidelines (FLD 3-4: 450 Pts)

Broad general guidelines are provided by USDA and the Agency, the Department of Labor, Environmental Protection Agency, Executive Orders, safety and health laws and standards. The incumbent exercises creativity in the interpretation of the guidelines to develop new applications or modify existing procedures to successfully resolve complex problems associated with Agency research activities. The incumbent exercises sound judgment and utilizes professional experience to integrate basic legislation, new research trends, and developments into assigned activities with the Safety, Health, and Environmental Management Program.

4. Complexity (FLD 4-5: 325 Pts)

The safety, environmental, industrial hygiene, and occupational health management duties assigned to this position require that the incumbent plan and implement an Area-wide program to investigate, analyze and resolve many and highly varied high risk activities and hazardous environments. This assignment is further complicated by the geographic dispersion of the worksites throughout the entire Area and by the widely diverse working situations and environments in which the research activities are conducted.

The nature of safety, environmental, industrial hygiene, and occupational health, particularly as applied to Federal agencies and their employees, involves a great variety of complex activities and a host of governing regulations, including Federal, state and local. Determination of the precise regulation to apply, as well as what needs to be done, by when, at what expense, and without impeding work progress, requires ingenuity and creativity. In-depth analyses are required to determine the causes of accidents and recommend remedial actions.

**Safety and Occupational Health Manger
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5. Scope and Effect (FLD 5-4: 225 Pts)

The assignments performed are essential to the missions and programs of the Federal government and USDA and have a continuing and long-term effect on all programs and employees of the Agency. The Agency's mission of research entails complex and unique activities that are often one-of-a-kind situations.

6. Personal Contacts (FLD 6-3: 60 Pts)

Contacts are with SHEMB, the Area Director, Area Administrative Officer, location managers, supervisors, and employees. In addition, there are frequent contacts with individuals and groups from other Federal agencies, private sector experts, and state and local government officials on matters related to the Area's Safety, Health, and Environmental Management Program.

7. Purpose of Contacts (FLD 7-3: 120 Pts)

Contacts are for the purpose of giving or exchanging information, resolving problems, providing service, motivating, influencing, or interrogating persons; justifying, defending, negotiating, or settling controversial and sensitive issues; explaining proposed new procedures; and discussing and exchanging information on safety, occupational health, industrial hygiene, and environmental accidents, injuries, illnesses, etc. Actions include attempts to encourage adoption or compliance with safety, occupational health, industrial hygiene, and environmental-related activities and directives, and to justify modifications in current practices where considerable technical disagreement may exist.

8. Physical Demands (FLD 8-2: 20 Pts)

Because of frequent travel and diverse research operations, the work requires above average agility, dexterity, and personal strength. On certain occasions, the work may involve moderate to high-physical risks and discomforts. Inspections of facilities frequently involve climbing ladders, water towers, on roofs, etc., and crouching and crawling under structures and in attic areas.

9. Work Environment (FLD 9-2: 20 Pts)

The work is performed in office settings and field locations. Occasionally, there may be exposure to the risks and hazards of work environments such as hazardous chemicals, moving equipment, heights, closed spaces, etc. and

conditions requiring special safety precautions and clothing. A degree of potential risk is involved.

D. Other Considerations

Information in this section is optional. Identify responsibilities that are specific to an individual Area's position. For example, issues related to tenant/landlord arrangements which might impact on the ARS Safety, Health, and Environmental Management Program; issues related to biosafety; or issues related to radiation safety. Also include in this section the following information if the incumbent has supervisory responsibility.

Provides supervision over # employees involved in the Area safety, health, and environmental program. **(List positions)**

Outlines work assignments, provides guidance, identifies methods to be employed, and reviews work in progress. The incumbent is responsible for providing input on performance evaluations and making recommendations concerning other personnel actions.

The Department and its agencies are committed to affirmative implementation of EEO plans of action and applicable civil rights provisions. Ensures that equal opportunity is extended to all candidates for employment, all employees supervised, and all beneficiaries of pertinent programs managed. Equal opportunity in employment for employees supervised includes: full consideration of eligible minority group members and women in filling vacant positions; holding individual and group meetings to communicate EEO and program missions; providing career counseling and/or orientation; enhancing career opportunities through training and development, job redesign, and similar techniques; and ensuring full consideration of these employees in recommending promotions, awards, and other forms of special recognition.

**Safety and Occupational Health Manger
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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: 2920
GRADE CONVERSION: GS-12

August 9, 1996