

GENERAL DESCRIPTION OF CLASS

The INDUSTRIAL HYGIENIST 4 evaluates the efficiency and effectiveness of occupational safety and health management programs within an individual division and the interrelated technical aspects of industrial hygiene programs of all organizations statewide; has administrative responsibility involving a statewide function for a specific program; or serves as a technical program assistant to upper management. The Industrial Hygienist 4 provides solutions to hygiene problems often requiring application of highly technical principles from several distinct disciplines and gives direction to statewide programs to ensure safe and clean occupational environments. Employees in this class serve as professional experts in their respective fields of air monitoring strategies, analytical techniques, engineering control design, toxicology, ergonomics, and medical monitoring procedures.

DISTINGUISHING FEATURES

This is the fourth of a four-level series. This class is distinguished from the lower levels by the needs to apply knowledge of several distinct disciplines such as chemistry, physics, toxicology, biology, and engineering to analyze and evaluate and correct an occupational health problem and program needs. Assignments often cross department program lines and solutions may require consideration of multiple sources and types of occupational exposure. These positions require extensive knowledge of the rules, laws, policies, and procedures of programs and areas of responsibility. At this level, the occupational concerns and problems are often unprecedented and available guidelines incomplete. There is an increased responsibility for sociopolitical-economic judgments upon which statewide policy can be established. Some employees in this class may be assigned project leader responsibilities for planning, assigning, and checking the work of other staff for the duration of a project.

DUTIES AND RESPONSIBILITIES

1. Technical Assistance. Typical tasks: serves as the department's technical expert in one or more specialized program areas providing consultation and advice to a broad array of public agencies, local governments, industrial associations, consulting firms, private groups, and department staff; represents the department in the negotiation and settlement of issues and conflicts resulting from compliance or rule making activity; consults with and advises the director, administrators, department staff, and governor' office on status, accomplishments, and needs of special projects or programs or concerns in areas of program expertise; serves as the department's principal representative on negotiation teams with potential responsible parties in consulting with the attorney general's office on specialized technical matters; establishes negotiating position, overall parameters, objectives, and time frames for negotiations and settlements; consults with and assists all public and private employers and employees in occupational health hazard plan updates and projects, such as: inorganic arsenic, lead workplace sanitation, chemical contaminants, asbestos abatement procedures, carcinogens, abrasive blasting, chemical spray finishing, occupational noise/hearing conservation/audiometry, chemical storage and material handling, flammable and combustible liquids, liquefied petroleum gases, handling of anhydrous ammonia, emergency medical facilities, hazardous waste and emergency response, benzene, formaldehyde, personal protective equipment, pesticides, vinyl chloride, DBCP(1, 2-dibromo, 3-chloropropane), acrylonitrile, coal tar pitch volatiles, ionizing and nonionizing radiation, fumigation procedures, ventilation design, acetylene, hydrogen, oxygen ethylene oxide, nitrous oxide, farm labor camps, styrene/reinforced plastics, fire fighters, chemical

hazard communication, blood-borne infectious diseases, system safety evaluations of operations with catastrophic potential, and ergonomics; reviews and comments on employer engineering control plan updates to ensure compliance and consistency with department rules and policies; oversees review and progress of compliance plans of employer facilities; calculates probability and severity of occupational health violations; calculates penalties based on occupational health violations as established by the department; negotiates amounts and settlement of appealed citations; consults with other Federal, State, and local governments on such things as design and conduct of special studies and state of the art industrial hygiene evaluation and engineering control principles; reviews, evaluates, and edits technical reports written by department staff and consultants in areas of expertise; negotiates employer compliance and control programs to achieve adequate protection for public and private employee health; reviews proposed and final Federal rules, policy manuals, guidance memorandums and implementation strategies; evaluates and coordinates various department programs with other State agencies; develops and manages technical aspects of cooperative agreements/contracts to ensure that project/program activities performed are consistent with State and Federal laws, regulations, policies, and procedures; reviews occupational health hazard control programs of public and private employers to determine if they are meeting commitments; works with other State and Federal environmental and occupational safety and health agencies on joint strategy development; assists other agencies and employers in preparing verbal and written advice concerning the type or practices used to treat and control sources of occupational exposure; researches and writes complex, highly technical operating policy and procedures for departmental staff; researches, writes, and delivers testimony to the legislature; leads the development of less complex procedures by other department staff; serves as department liaison with Federal OSHA, EPA, Department of Labor, NIOSH, WISHA, CALOSHA, and other State agencies for authorized federal programs including annual preparation of work plan activities.

2. Analysis/Evaluation. Typical tasks: identifies, develops, and evaluates requirements for adoption by the Department of Insurance and Finance for inclusion into department regulations; evaluates the application of new technology; reviews evaluation reports and approves draft engineering control plans; conducts industrial workplace environmental performance evaluations; evaluates information from environmental and industrial safety and health agencies and associations technical reports and field observations to define and prioritize occupational exposure problems statewide; analyzes technical data to define specific problem types and to determine exposure affects; researches, reviews, and implements targeting strategies prepared by other state agencies; performs complex evaluations of chemicals, ionizing and nonionizing radiation, and cumulative trauma issues on workplace environments; determines technical training needs and evaluates training programs available from outside sources; evaluates and integrates recommendations from department staff, consultants, attorneys, EPA, Federal OSHA, the public, and other regulatory agencies on occupational health project issues; conducts preand postdevelopment investigations and evaluations of pollution affects on the environment; evaluates regulation proposed under Federal OSHA for compliance with state occupational health standards; evaluates occupational health data relative to current standards and beneficial uses and prepares the rationale for proposed new standards or amendments to present standards for Department of Insurance and Finance adoption and codification into Oregon Administrative Rules.

3. Program/Project Development/Coordination. Typical tasks: develops project/program strategy including goals, objectives, policy direction, and procedures; develops, tracks, and monitors project schedules and budgets and prepares status reports; develops decision package documents and budgets to support program strategy; develops plan submittal requirements for use as guidelines or for adoption as rule by the Department of Insurance and Finance; designs program planning, tracking, and reporting systems on program outputs, compliance, and enforcement activities; prepares revisions and carries through adoption of rules.

RELATIONSHIPS WITH OTHERS

Employees in this class have frequent telephone and in-person contact with local governments, other State agencies, and Federal OSHA to offer advice and answer concerns relating to environmental projects; with professional consultants representing private industry to interpret and explain agency recommendations and research; with local, State and Federal officials in answer to their occupational health concerns and those of their constituents; with the media, commissions, boards, and public and private interest groups to give presentations, persuade to ideas and actions, minimize disagreements, answer questions, interpret agency rules and policies, and to report on the status of projects. The frequency of these contacts varies with the projects under study and the level of public interest.

SUPERVISION RECEIVED

Employees in this class receive general supervision from the health enforcement manager or administration who received major reports upon completion for conclusions within the overall objectives of agency policy. Much of the technical work is accomplished without review. Since many problems are unprecedented, the available guidelines are incomplete and must be developed or adapted to the specific circumstances of each assignment. Some special task assignments may come from the director of the agency or from the administrator of the division verbally. Work assignments are generated from agency goals and objectives and through requests for assistance from within and outside the agency that go directly to the employee. Employees in this class use Administrative Rules and procedures, State and Federal occupational health laws, State and Federal occupational health rules and regulations, and local laws and ordinances where applicable to answer questions and solve problems.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Extensive knowledge of laws, procedures, and regulations governing one or more specific industrial hygiene and environmental programs.

Extensive knowledge of air, industrial hygiene, water, hazardous, or solid waste pollution measurement and/or control principles, practices, or equipment.

Extensive knowledge of the management and control of occupational health hazards.

General knowledge of the theory, principles, and practices of distinct disciplines related to occupational health and of the relationship of these disciplines to overall agency programs.

General knowledge of trends, technological changes, and developments in industrial hygiene.

Skill in using analytical techniques and scientific principles to evaluate data/occupational health hazard problems in protection, control, or monitoring program or project.

Skill in evaluating the affect of multiple health hazards and determining appropriate environmental strategy.

Skill in gathering, consolidating, analyzing, and evaluating facts and logical action.

Skill in communicating, verbally and in writing, with a variety of people to answer questions and explain information, policies, regulations, or decision.

Skill in writing clear and concise investigative, technical, or narrative reports.

Skill in applying knowledge of work environments and related disciplines to specific sets of occupational health facts and conditions.

Skill in recognizing noncompliance and procedural irregularities in an industrial hygiene program.

Skill in determining sufficiency, reliability, and relevancy of data collected.

Skill in applying tact and diplomacy with others to gain cooperation.

Ability to review the work of others to determine accuracy of identified conditions, criteria, recommendations, and supporting materials.

Ability to prepare and present a formal position as spokesperson for the agency.

Ability to identify scope and complexity of a project and assign segments of that project effectively.

Ability to work independently.

Ability to testify in administrative hearings or court proceedings.

Some positions in this class may require one or more of the following:

Ability to work in an environment in which materials may be flammable, corrosive, reactive, toxic, or noxious.

Ability to work safely by selecting and using appropriate personal protection/safety equipment.

SPECIAL QUALIFICATIONS

Some positions in this class may require one or more of the following special qualification:

A Master's Degree in Industrial Hygiene or qualification for American Board of Industrial Hygiene certification in Industrial Hygiene.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.