**CLASS SERIES CONCEPT AND ACCOUNTABILITIES**

The Occupational Health and Safety Supervisor leads and coordinates staff that provide consultation, inspections, or enforce compliance with safe and healthful workplace laws among businesses covered by the Oregon Safe Employment Act and other state and federal regulations. Positions oversee the daily supervision, evaluation, and delegation of work.

**TYPICAL JOB DUTIES**

Exercise supervisory authority over a team of subordinate staff. Supervise, hire, promote, monitor performance, develop, coach, train, discipline, and provide direction to employees. Respond to and resolve employee grievances. Assign and evaluate work. Promote a diverse and welcoming work environment. Promote safety training and practices in performance of all work activities.

Plan, organize, and manage the work of the unit to ensure that performance expectations and outcomes are met.

Interpret programs and policies to staff. Develop, implement, and evaluate procedures and systems.

Participate in the management of all department programs. Assist management in developing program rules, policies, long- and short-range goals, plans, program evaluation, and budget management.

Oversee or conduct accident and complaint investigations, investigate complaints of discrimination based on protected safety-related activities. Investigate major injury or fatal accidents.

Review and approve inspection and investigation reports and proposed citations and penalties submitted by subordinates. Participate in a high volume of informal and formal hearings regarding citations and penalties and serve as a lead on high-profile accident investigations.

Ensure organizational compliance to relevant standards, laws and regulations. Audit facilities, equipment, and operations to verify compliance.

The accountabilities and job duties are characteristic of the type and level of work associated with these classes. Individual positions may do all or some combination of the accountabilities and job duties listed, as well as other related responsibilities.

**DISTINGUISHING FEATURES**

This is a two-level classification.

The Occupational Safety and Health classification series is used only at the Department of Consumer and Business Services. It is distinguished from the Safety and Emergency Management classification by the regulatory responsibility. The Safety and Emergency Management administers a variety of employee safety programs within agencies.

Supervisors are accountable for communicating decisions regarding strategic and operational plans and setting forth tactical plans (daily, weekly, monthly, up to one year) with specific goals to fulfill the strategic and operational objectives. Supervisors form tactical plans with clear guidance from upper-level management and include definitive steppingstones of intent.

**Supervisor 2**

Positions at this level provide general supervision to coordinate and oversee daily activities, set priorities, provide training, and ensure the completion of tasks. Positions at this level operate within well-defined procedures and guidelines and have minimal latitude to change the scope or objective. Typically supervises technical/paraprofessional, clerical, or lower-level supervisors. A majority of their time and duties are focused on providing supervision.

**Supervisor 1**

Positions at this level provide immediate direct supervision and are accountable for oversight of day-to-day operational activities. Develop and implement unit work plans; provide input into policies, goals, and procedures; recommend training needs and evaluates staff performance. Decisions and problem-solving are guided by well-defined procedures and guidelines where incumbents have limited latitude to make changes. Typically supervises employees responsible for less-complex, routine or production functions. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job.

**EXPERIENCE AND EDUCATION**

**Supervisor 2**

Four years of lead work, supervision, or progressively related experience; OR one year of related experience and a bachelor’s degree in a related field.

**Supervisor 1**

Three years of lead work, supervision, or progressively related experience; OR a bachelor’s degree in a related field.

**ENTERPRISE COMPETENCIES**

Oregon State Government has established a set of enterprise-wide values and competencies to inform what characteristics and behaviors to seek in managers.

Supervisors should have a proficiency of proficient- to advanced-level for the enterprise competencies below:

**•** Communication

• Innovation

• Intentional Engagement

• Mentoring and Developing People

• Stewardship

• Business Acumen

For more information on the enterprise competencies and proficiency levels visit https://www.oregon.gov/das/HR/Documents/mgr\_comp.pdf.

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