

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV35363</b>
<b>Job Class Code:</b>	<b>740</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>07/01/89</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Industrial Hygienist Series

**JOB CODE TITLE:** INDUSTRIAL HYGIENIST III

**HRIS TITLE:** IND HYGIENIST III

**CHARACTERISTICS OF THE CLASS:** Works under the direction of a first-line supervisor or Occupational Safety Administrator. Independently makes decisions in directing, developing, and/or supervising a portion of a statewide Occupational Safety and Health program. Authority to select and schedule establishments for which consultation assistance or compliance inspections will be made; to approve or correct all work unit reports and correspondence; to determine the appropriate action for valid complaints, referrals and assistance requests and to reject those that are invalid or not appropriate. Requires frequent travel and occasional overnight travel of up to one week in duration. Responsible for assigning, supervising and conducting industrial hygiene surveys or supervising a portion of statewide program. Directs, develops and supervises a portion of a statewide occupational safety and health program for recognizing, evaluating and controlling industrial hygiene hazards. Provides industrial hygiene field survey services and technical assistance, and schedules, directs or performs consultation and/or compliance visits.

**EXAMPLES OF DUTIES:** Resolves problems and questions presented by subordinate staff regarding work processes, polices, organization and methods. Writes policy and operating procedures for work unit, subject to guidelines and regulations set forth by superior, and by laws and regulations. Directs, instructs and counsels subordinate personnel who are highly skilled specialist carrying out tasks requiring considerable judgment or creative effort. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Determines or approves appropriate monitoring and sampling strategies; provides technical advice and assistance regarding health of personnel and protective measures. Responds to inquires regarding Occupational Health, Industrial Hygiene, environmental issues, public and private safety; makes referrals and provides recommendations. May investigate or refer for investigation allegations of wrongful employee discharge or discrimination. Conducts informal compliance, consultation or loss control conference with business owners and employers to relate finding or review alleged violations and assessed penalties; reviews information presented and makes recommendations to superior; considers mitigating circumstance or other considerations. Consults and coordinates with other agencies, management, union representatives and other public and private leaders on the technical aspects of industrial hygiene hazards. Writes detailed reports based on research, analysis and evaluation of data pertaining to specific projects. Approves work unit correspondence. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Confers with local government, private industry or public officials and staff to inform them of services provided by the agency. Performs training and conducts speaking engagements as necessary. Performs related work as required.

**WORK RESULTS/PRODUCTS:** Completed case files for consultation, technical assistance and compliance surveys; reports and survey results sent to business owners, employers and employees; occupational health/industrial hygiene training for employers, employee groups, etc.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** industrial hygiene principles, practices and hazards which includes their related toxicological effects and implications, and means of abatement. Comprehensive knowledge of the chemical and physical properties of sound, electromagnetic radiation and vibration. Good knowledge of chemical handling and storage safety procedures. Good knowledge of staff supervision techniques and training practices. Good knowledge of occupational health standards, codes and regulations such as the Arizona Occupational Safety and Health Act, Standards and Rules; the ADOSH Field Operations Manual; this Industrial Hygiene Technical Manual; various OSHA Technical Information System directives and standards; State Worker's Compensation Insurance regulations, etc.

**Skill/Ability to:** sampling and analytical procedures for air contaminants (dust, fumes, mists, vapors and gases) and monitoring procedures (sound, vibration, electromagnetic radiation, etc.). Skill in leadership and program management. Skill in personnel selection, training and supervision. Skill in effective control of industrial hygiene health hazards. Skill in oral and written communication. Skill in observation, analysis and evaluation.

**Responsibility:** for the management of all areas of the work unit; for preparing budget for work unit; for establishing unit priorities and procedures; for selecting and training staff; for preparing technical and administrative reports. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted. Typical ways to obtain the KSAs would be: Two years of experience equivalent to an Industrial Hygienist II.