

REASON FOR THIS POSITION				POSITION DESCRIPTION COVER SHEET			
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
RECOMMENDED							
4. TITLE				5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE				9. INCUMBENT <i>(Optional)</i>			
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		07	MONTH/DAY/YEAR 4/22/2002	YES	NO	MS
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	26. POINTS	
1. Knowledge Required	FLD 1-5		750		6. Personal Contacts	25	
2. Supervisory Controls	FLD 2-2		125		7. Purpose of Contacts	50	
3. Guidelines	FLD 3-2		125		8. Physical Demands	20	
4. Complexity	FLD 4-3		150		9. Work Environment	20	
5. Scope and Effect	FLD 5-3		150		27. TOTAL POINTS		27. 1415
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-7
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		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks: FLSA: N FPL: GS-11 Standard Job #018-07					33. OPM CERTIFICATION NUMBER		

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) 07	6. IP NO. (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC.SER (4) 018	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0002	5. OFF. TITLE (38) SAFETY & OCCUPTL HLTH SPECLST								
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		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			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/PAY TABLE CD (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 3=SF 278 4=OGE 450		3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C			4. POS. SENS. (1) 1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk			5. COMP. LEV. (4) 07									
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 04 22 02		
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG 4=Sup./Program 5=RGE 6=Policy Analysis GEG								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. 4=PME/Activity Rev.				Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.				Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.		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 #018-07																			

**Safety and Occupational Health Specialist
GS-018-07**

Standard Job #018-07

A. Major Duties

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

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.

Serves as contact person for vendor(s) under contract for hazardous waste disposal. Coordinates packaging and organizes program for hazardous waste disposal.

Maintains and updates Chemical Hygiene Plans developed in individual research programs. Develops a rapid response plan for chemical spills and safety related emergencies for the location. Insures that chemical inventories are accurately maintained by each user. Maintains Material Safety Data Sheets collection for all chemicals in use at the location.

Works with managers and supervisors in preparing and maintaining accurate documentation/record of all safety-related matters to assure compliance with State and Federal regulations.

Works directly with the Location Radiation Safety Officer in developing information.

Arranges for location personnel to participate in the Occupational Health Maintenance Program.

Assists the Cluster Safety Officer in annual safety inspections and in actions to be taken to avoid accidents and injuries. Keeps supervisors and RL's informed of findings.

Provides or arranges for informal 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.

Provides 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.

Analyzes accident and injury reports, studying data 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.

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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 Positions (FLD 1-5, 750 pts.)

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

Knowledge of general administrative practices and procedures to interpret and apply basic standards, criteria, and operating instructions to specific unsafe acts and conditions.

General 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.

Knowledge of general 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.

2. Supervisory Controls (FLD 2-2, 125 pts.)

The supervisor specifies the nature of the work to be done, complicating factors, past history, and possible problems. Assignments are structured to provide experience in the full range of safety work. Supervisor provides specific instructions and applicable techniques and procedures for new or difficult tasks. Results and recommendations are reviewed for adherence to instructions and standards, completeness of work, and accuracy of conclusions.

3. Guidelines (FLD 3-2, 125 pts.)

The guidelines include published safety and occupational health standards, CFR's, agency manuals, precedent inspection information, contractual procurement clauses, standard textbooks, professional literature, and office files. Judgment is required to select applicable technical criteria, guides or reference material for each specific assignment. Where existing guidelines do not cover the assignment, advice and guidance are available from the supervisor.

4. Complexity (FLD 4-3, 150 pts.)

The incumbent performs a variety of different assignments including conducting conventional surveys to identify unsafe practices and working conditions, evaluate the nature and characteristics of hazardous exposures, and recommend measures designed to remedy or correct hazards encountered. Elimination or control of hazards require the selection and application of the appropriate methods, techniques, or procedures from among many different but conventional alternatives.

5. Scope and Effect (FLD 5-3, 150 pts.)

The purpose of this work is to survey or inspect a variety of work operations and practices, fire suppression equipment, injury records, and equipment maintenance data to identify and analyze hazards to individuals and property. Work efforts result in the formal identification of hazards discovered and initiation of compliance activity to eliminate or abate safety and occupational health deficiencies, and ensure the physical safety of employees.

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 7-2, 50 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 on safety, health, accidents, injuries, illnesses, claims, etc.; and obtain or clarify information on controversial issues.

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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 - 1415

GRADE CONVERSION - GS-07