

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 (Optional)			
OFFICIAL							
10. TITLE Safety and Occupational Health Specialist							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A	
GS	018		09	MONTH/DAY/YEAR		YES	NO
				4/22/2002			
17. CLASSIFIER							
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 constitute 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 1-6	950	6. Personal Contacts		FLD 6-2	25
2. Supervisory Controls		FLD 2-3	275	7. Purpose of Contacts		FLD 7-3	120
3. Guidelines		FLD 3-3	275	8. Physical Demands		FLD 8-2	20
4. Complexity		FLD 4-3	150	9. Work Environment		FLD 9-2	20
5. Scope and Effect		FLD 5-3	150	27. TOTAL POINTS			27. 1985
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-09
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: E FPL: GS-11				Standard Job #018-09		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) 09	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 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. 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. (1) E E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 2=CD 220			3. POS. SCHED. (1) 3=SF 278 4=AD 392 5=SF 849			4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical 2=Critical Sensitive			5. COMP. LEV. (4) 09							
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		
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)												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 #018-09																		

A. Major Duties

**Safety and Occupational Health Specialist
GS-018-09**

Standard Job #018-09

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.

Reviews 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. Organizes and maintains Material Safety Data Sheets collection for all chemicals in use at the location.

Prepares and maintains accurate documentation/record of all safety-related matters to assure compliance with State and Federal regulations.

Provides information and assistance to the Location Radiation Safety Officer.

Coordinates Occupational Health Maintenance Program insuring that individuals working with chemicals participate.

Joins the Cluster Safety Officer in annual safety inspections, intermittently conducts independent inspections of offices and laboratories, and assists in actions to be taken to avoid accidents and injuries. Analyzes and evaluates findings and recommends corrective measures to the appropriate Research Leader.

Provides 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.

Establishes and maintains 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.

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 Position (FLD 1-6, 950 pts.)

Knowledge and 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 within a complex research environment.

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 (including radioisotopes).

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 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 2-3, 275 pts.)

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The supervisor assigns surveys and administrative tasks together with instructions as to objectives, priorities, possible problems and deadlines. The specialist plans repetitive onsite inspections conferring with the supervisor, Research Leader, or scientist involved on difficult or unusual situations. The work results are reviewed by the supervisor to ensure that the methods and procedures selected are technically sound and in accordance with accepted criteria.

3. Guidelines (FLD 3-3, 275 pts.)

The guidelines include agency operating procedures, previous inspection reports, safety and occupational health standards, textbooks, safety publications, Code of Federal Regulations, and pertinent literature. The specialist independently searches for applicable reference criteria which may only partially cover the hazards encountered, requiring modification and judgment to complete the assignment.

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

Assignments involve surveys of research projects of a conventional nature requiring the identification and appraisal of a variety of hazardous conditions. The type and degree of exposure found must be evaluated to ascertain its potential for harm to individuals and damage to property. The specialist recommends corrective measures to supervisors and employees from among many alternative but established techniques.

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

The purpose of the work is to survey research activities at the location involving review of facilities, standard operating procedures, day-to-day activities, and recommend measures and techniques to resolve identified hazards. Work results affect the adequacy of the location's safety and occupational health program, the safety of employees, and the effectiveness of the measures applied to control or eliminate potential damage to property.

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

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DOL, OSHA, EPA; local and state agencies and related professional organizations.

7. Purpose of Contacts (FLD 7-3, 120 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.

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
- EEG Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other:

TOTAL POINTS - 1985

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GRADE CONVERSION - GS-09

August 13, 1996