

Career Opportunity
Department of Labor and Industrial Relations
State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

OCCUPATIONAL SAFETY & HEALTH COMPLIANCE OFFICER III
SR-19 – Honolulu

Consideration may be given to lower levels

Recruitment Number 16-042
Salary: See Recruitment Information

Opening Date: April 22, 2016

Closing Date: Continuous

RECRUITMENT INFORMATION

A continuous recruitment may close at any time. In person interview may be required.

Consideration may be given to lower levels:

Occupational Safety & Health Compliance Officer III (SR-19 - \$3,422 per month)
Occupational Safety & Health Compliance Officer II (SR-17 - \$3,165 per month)
Occupational Safety & Health Compliance Officer I (SR-15 - \$2,926 per month)

DUTIES SUMMARY

Positions in this occupational field are involved in the conduct of inspections and investigations with respect to places of employment and machines, devices, apparatus and equipment for the purpose of insuring adequate protection to the life, safety and health of workers.

Level I serves in a trainee capacity, conducting low hazard, non-complex inspections.

Level II performs independent inspections involving workplaces with some degree of hazards but where operations are relatively uncomplex.

Level III independently conducts inspections involving a somewhat high degree of hazard and a variety of integrated work operations.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be

pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

To qualify, you must meet all of the following requirements:

General Experience: For ALL levels, one (1) year of work experience in an occupational safety and/or occupational health program which included industrial accident investigation, work site inspection for safety hazards, suggesting means for correcting safety hazards and preparing reports. Work must demonstrate possession of knowledge of occupational safety and/or occupational health principles and practices, safety inspectional and industrial accident investigational procedures, common occupational safety and/or occupational health hazards and measures which can be taken to correct them. Must demonstrate the ability to work well with others, recognize occupational safety and/or occupational health hazards and prepare written reports.

Specialized Experience: None for **Level I**, one (1) year for **Level II**, and for **Level III**, two (2) years of work experience which involved the implementation of occupational safety and health laws, codes, rules, regulations and standards. Work must have involved conducting inspections of work sites and/or environment to insure that occupational safety and health laws, codes, rules, regulations and standards are complied with; identifying hazards and suggesting and/or taking necessary corrective actions; and conducting occupational accident investigations. Work must also demonstrate the possession of knowledge of the Occupational Safety and Health Act and its codes and standards, the use of measuring and sample collection devices used in the enforcement of those codes and standards, the ability to enforce the codes and standards and prepare detailed narrative reports.

Non-Qualifying Experience: Work as a foreman or supervisor who is primarily concerned with the assignment and completion of work and incidentally assigned responsibility for the safety of subordinate; or has incidental assignments to serve on safety committees; or work experience in fields of safety and/or health other than occupational safety and/or health, e.g., traffic safety, nursing, etc., will not be considered qualifying for General or Specialized Experience.

SUBSTITUTIONS ALLOWED:

Substitution of Education for Experience:

- a. Successful completion of a two-year curriculum in Occupational Safety and Health at an accredited community college or other accredited institution which provided knowledge of industrial safety and/or industrial health principles and practices may be substituted for the General Experience Requirement.
- b. Successful completion of 12 credit hours of course work in occupational safety and health, which provided knowledge of industrial safety and/or industrial health principles and practices, from an accredited college or university in a program leading to a baccalaureate degree may be substituted for the General Experience Requirement.

Substitution of Specialize Experience for General Experience:

Excess Specialized Experience of the type and quality described above may be substituted for the required General Experience on a year-for-year basis.

License Required:

Must possess a valid driver's license at the time of appointment.

The information provided represents a summary of the Class Specification and Minimum Qualification Requirements. Please view the information and requirements in their entirety. Click [class specifications](#) and [minimum qualification](#) to view. You can also obtain the information and requirements from the Department of Human Resources Development website at <http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>

Click for [DLIR Civil Service APPLICATION \(Form HRD 315\) & Supplemental Questions](#)

or visit the Department of Labor and Industrial Relations, Personnel Office
830 Punchbowl Street, Room 415
Honolulu, Hawaii 96813
(808) 586-9043

Recruitment Hours: Monday thru Friday 8:00am – 4:00pm
Closed on State Observed Holidays

Submit completed APPLICATION and SUPPLEMENTAL QUESTIONNAIRE to:
Department of Labor and Industrial Relations, Personnel Office, 830 Punchbowl St., Room 415, Honolulu, HI
96813.

Mailed applications must be postmarked by midnight of closing date.