

Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

SUPERVISING OCCUPATIONAL SAFETY & HEALTH COMPLIANCE OFFICER II

Occupational Safety Branch
Salary range: \$4,327 to \$6,933 Monthly
(SR-25, Steps A to M)

Opening Date: August 31, 2016

Closing Date: Continuous

RECRUITMENT INFORMATION

Recruitment number: 17-015, Honolulu. Hiring rate will be based on qualifications, availability of funds, and other relevant factors. A continuous recruitment can close at any time.

DUTIES SUMMARY

Plans and implements an occupational safety enforcement program to assure that employers are providing safe and healthful employment for their employees. Develops an inspection scheduling system for occupational safety and ensures that program performance objectives are met, including timeliness and quality control. Supervises others, who conduct inspections or investigations in response to accidents, complaints, referrals or an inspection scheduling system and issue appropriate citations and penalties to insure compliance with safety requirements.

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: One (1) year of work experience in an occupational safety and/or occupational health program which involved: industrial accident investigation, worksite inspection for safety hazards, suggesting means for correcting such safety hazards and preparing reports. Experience must demonstrate the 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 also demonstrate possession of ability to work well with others, recognize occupational safety and/or occupational health hazards and to prepare written reports.

Specialized Experience: Four (4) years of work experience which involved the implementation of occupational safety and health laws, codes, rules, regulations and standards. Experience must have taking necessary corrective actions; and conducting occupational accident investigations. Experience must also demonstrate possession of knowledge of the Occupational Safety and Health Act and its codes and

involved conducting inspections of work sites and/or environment to insure occupational safety and health laws, codes, rules, regulations and standards are complied with; identifying hazards, suggesting and/or standards, the use of measuring and sample collection devices used in the enforcement of those codes and standards, is able 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 subordinates; or has incidental assignments to 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.

Supervisory Experience: One (1) year of work experience which involved: scheduling and assigning work, rating performance, review work, and providing advice and guidance to subordinates.

Administrative Aptitude: Must demonstrate the aptitude or potential for the performance of administrative assignments in a manner which clearly indicates awareness of management problems and the ability to solve them. Such evidence may be in the form of success in regular or special assignments to projects which involved administrative problems (e.g. planning, organizing, promoting and directing a program); completion of educational or training courses in the areas of management accompanied by the application of the principles to work assignments; management's observation and evaluation of leadership and managerial capabilities; or success in trail assignments to managerial and/or administrative tasks.

SUBSTITUTIONS:

Substitution of Education for Experience:

Possession of a bachelor's degree from an accredited university with a major in industrial arts education or industrial safety or other closely related major with provided knowledge of industrial safety or industrial health principles and practices may be substituted for the General Experience Requirement.

Substitution of Specialized 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 State of Hawaii motor vehicle operator's license at the time of appointment.

APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM

www.hawaii.gov/labor/jobs

or

**Department of Labor and Industrial Relations
830 Punchbowl Street, Room 415
Honolulu, Hawaii 96813**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm
Closed on State Observed Holidays**

Submit completed Application and Supplemental Questionnaire to

Department of Labor & Industrial Relations, 830 Punchbowl St., Room 415, Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.