

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

VACANCY ANNOUNCEMENT

**OCCUPATIONAL SAFETY & HEALTH COMPLIANCE OFFICER IV (III, II, I)\***  
**SR-21 – Honolulu**

\*Consideration may be given to lower levels

**Recruitment Number 19-034**  
**Salary: See Recruitment Information**

**Opening Date: November 21, 2018**

**Closing Date: Continuous**

**RECRUITMENT INFORMATION**

Recruitment Number 19-010. Position will be working in Honolulu. In person interviews may be required.

Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors.

This continuous recruitment may be closed at any time. The notice of the last day to file applications will be posted on the [Civil Service Hawaii State Government Jobs](#) page of our website.

Consideration may be given to lower levels:

Occupational Safety & Health Compliance Officer IV	(SR-21 - \$3,979 per month)
Occupational Safety & Health Compliance Officer III	(SR-19 - \$3,681 per month)
Occupational Safety & Health Compliance Officer II	(SR-17 - \$3,404 per month)
Occupational Safety & Health Compliance Officer I	(SR-15 - \$3,146 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.

**Level IV** independently conducts the most complex inspections of construction sites and/or other workplaces.

**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**, for **Level III**, two (2) years, and for **Level IV**, three (3) 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.

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/>

## **OTHER INFORMATION**

### **PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM**

The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please click: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

### **ELECTRONIC NOTIFICATION TO APPLICANTS**

The Department of Human Resources Development will use electronic mail (email) to notify application of important information relating to the status and processing of their applications as part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs.

Please ensure that the email address and contact information you provide is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive our emails or fail to check your email in a timely manner.

### **TESTING INFORMATION**

The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

In-person interviews and/or further testing in Hawaii may be required at the discretion of the hiring agency. If in-person interviews and/or further testing are required, applicants who meet the minimum qualification requirements and are referred to the vacancy must be available to participate in person and at their own expense in this phase of the selection process.

Applicants are encouraged to submit their applications as soon as possible. In addition to employment availability and score, the referral of qualified applicants may be based upon other factors including date of receipt of the application.

The State of Hawaii complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If you require reasonable accommodations in completing an application, any pre-employment testing, or otherwise participating in the selection process, please call 808-587-0936 for assistance.

CLICK HERE for further information about Equal Employment Opportunity, the Merit Civil Service System, Citizenship and other requirements, Reasonable Accommodation, Veterans Preference, Examination Requirements, and the State Recruiting Office's Levels of Review.

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 7:45am – 4:30pm**  
**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.

