

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

### **OCCUPATIONAL SAFETY AND HEALTH (OSH) ADMINISTRATOR**

Recruitment Number: 25-030  
Annual Salary: \$126,936 - \$203,196 (EM-08)

**Opening Date: October 14, 2024**

**Closing Date: Continuous**

#### **RECRUITMENT INFORMATION**

This position is located in Honolulu, Hawaii. In person interviews may be required. Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors.

**This recruitment will remain open until 15 applications are received. Please apply immediately as this recruitment may close at any time.**

To apply, visit the DLIR Website <http://labor.hawaii.gov/jobs/>

**MAIL completed APPLICATION and SUPPLEMENTAL QUESTIONS to:**  
Department of Labor and Industrial Relations, Human Resources Office  
830 Punchbowl St., Room 415  
Honolulu, HI 96813

**Please ensure your application is LEGIBLE, COMPLETE, and SIGNED. Illegible, incomplete, or unsigned application may be deemed ineligible.**

#### **DUTIES SUMMARY**

Administers the State Occupational Safety and Health program; and performs other duties as required. Responsible for the overall planning, organizing, direction and coordination of the statewide program of occupational safety and health, including pertinent standards development and maintenance, enforcement, education and information, and public service activities.

Examples of duties are planning, organizing, directing and coordinating the development and implementation of program functions and activities, including the development and maintenance of policies and procedures; directing the development, revising and recommending of codes, rules and regulations; directing the development of legislative proposals and preparing recommendations; directing the review of the efficiency and effectiveness of operations, and the development of improvements; directing the conduct of appropriate surveys and researching to develop and validate standards, and to improve safety practices, procedures, methods, devices, etc.; reviewing orders designed to render employment and places of employment safe; conducting informal hearings in matters relating to occupational accidents and injuries; reviewing and approving proposed penalties, and recommending initiation of legal actions against violators who fail to comply with requirements; directing activities for the education of management and labor groups and occupational accident and illness prevention; advising labor and management representatives and others on matters pertaining to occupational safety and health; speaking to groups and individuals, and serving on special committees; reviewing and approves annual and other reports; directing and develops activities for the training of divisional personnel; dealing with all personnel problems relative to divisional staff and positions; preparing program plans and budgets.

## KNOWLEDGE AND ABILITIES REQUIRED

Knowledge of : Principles and practices of occupational safety and health; pertinent laws, codes, rules and regulations; industrial and construction hazards and methods of correction and prevention; trends and developments in the field of occupational safety and health; principles and practices of administration and supervision.

Ability to : Plan, organize, direct and coordinate an occupational safety and health program; interpret and explain applicable laws, codes, rules and regulations; prepare program plans and budgets, evaluate program effectiveness and direct improvements; prepare comprehensive reports; deal effectively with subordinates; deal effectively with and secure the support of a variety of groups; speak before groups.

- [Click here to view Class Specifications](#)

## 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:**

### **BASIC EDUCATION REQUIREMENT:**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described below in the General or Specialized Experience sections, or any other responsible administrative, professional, or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

### **EXPERIENCE REQUIREMENT:**

Applicants must have had progressively responsible experience of the kind, quality and quantity described in Option A or Option B below, or any equivalent combination of training and experience.

#### **Option A**

**General Experience:** Two (2) years of progressively responsible administrative, professional or technical work experience which involved analyzing, interpreting and evaluating technical material; solving technical, managerial or administrative problems by applying problem-solving methods and techniques, such as defining and analyzing problems to identify issues involved, developing, weighing and proposing alternative courses of action, and recommending appropriate courses of action; and writing narrative reports in a clear and concise manner. Such experience must also demonstrate the ability to learn and apply technical

principles, theories and techniques in the application and interpretation of laws, rules, regulations, policies and procedures; establish and maintain good working relationships with a wide range of individuals; speak well before others; follow oral and written instructions and determine and adhere to priorities.

**Supervisory Experience:** Three (3) years of supervisory work experience which included:

1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

**Managerial Experience:** Two (2) years of experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (manpower, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

**Administrative Aptitude:** Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

## Option B

**Specialized Experience:** Four (4) years of work experience which demonstrates possession of knowledge of the Federal and/or State occupational safety and health laws, rules, regulations and standards. Possession of these kinds of knowledge may be demonstrated by, but not limited to, the following kinds of experience:

1. Inspecting work sites and/or environment for compliance with occupational safety and health laws, rules, and regulations; identifying hazards and suggesting and/or taking necessary corrective actions; and conducting occupational accident investigations.
2. Inspecting elevators and related equipment such as escalators, moving walks, lifts, etc., for compliance with occupational safety and health laws, rules, and regulations. Such experience must demonstrate that the applicant possesses a good working knowledge of troubleshooting and repair techniques and procedures; tools and equipment used in repairing elevators and related equipment; and elevator safety laws, codes and regulations.
3. Inspecting boilers, pressure vessels, and other related equipment for compliance with safety code requirements such as design, construction, installation, operation and maintenance.
4. Experience in an occupational safety and/or occupational health program which involved the preparation and teaching of occupational safety and/or health courses.
5. Experience in an occupational safety and/or occupational health program which involved laboratory analysis and interpretation of data and samples to determine whether health hazards exists for means of eliminating health hazards and for compliance with occupational health standards.

**Supervisory or Staff Advisory Experience:** Three (3) years of responsible work experience in one or a combination of the following:

1. **Supervisory Experience:** Supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.
2. **Staff Advisory Experience:** Responsible work experience as a technical expert in a specialized area of occupational safety and/or health, performing advisory or consultative services to occupational safety and/or health specialists assigned to such activities as long-range planning, research, and development of specific occupational safety and/or health projects or programs. Such experience must have developed a realistic understanding of the practical problems of running an organization from the viewpoint of the line supervisor, including demonstrated ability to develop program plans; prepare budget estimates; review and evaluate quality of work processes and procedures; review and revise occupational safety and/or health standards and codes; advise and interpret standards for program managers; solve complex problems; maintain cooperative relationship between organizational units; and establish successful person-to-person work relationships.

**Administrative Aptitude:** Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

### **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 Occupational Safety and Health Experience.

### **Substitutions Allowed**

1. Possession of a bachelor's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State occupational safety and health laws, rules, regulations and standards may be substituted for six (6) months of Specialized Experience in Option B.
2. Possession of a master's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State occupational safety and health laws, rules, regulations and standards may be substituted for one and one-half (1-1/2) years of Specialized Experience in Option B.
4. Excess OSH experience of the type and quality described above in Option B may be substituted for the required General Experience in Option A, on a year-for- year basis.
5. Excess Managerial Experience as described in Option A may be substituted for the required Supervisory Experience in Option A or the required Supervisory/Staff Advisory Experience in Option B.

**License Required :** Applicants must possess a valid license (DL3) to drive in the State of Hawaii.

- [Click here to view Minimum Qualification Requirements](#)

## **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.gov/manage-loans/forgiveness-cancellation/public-service>

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**Please Note:** The Department of Labor and Industrial Relations is handling all aspects of this recruitment. If you have any questions regarding this announcement, please contact at: [DLIR.HRO.Admin@hawaii.gov](mailto:DLIR.HRO.Admin@hawaii.gov).

**Application must be signed.** (Applications received without signature may not be considered)

Any date-stamped submissions stamped after this job posting closed or no date-stamped submissions delivered after the closing will not be considered.