

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

### OCCUPATIONAL SAFETY AND HEALTH PROGRAM SPECIALIST V

#### Oahu

Recruitment number: 25-068  
Salary: \$5,918 to \$7,198 per month  
(SR-24, Step D to I)

**Opening Date: January 21, 2025**

**Closing Date: Continuous**

#### RECRUITMENT INFORMATION

This position is full-time and located in Honolulu, Oahu. In person interviews may be required. Hiring rates will be based on availability of funds, the applicant's qualifications, and other relevant factors. **This job posting will remain open until 15 applications are received. Please apply immediately as this job posting may close at any time.**

#### DUTIES SUMMARY

Plans, supervises, coordinates and conducts program development and evaluation activities relating to all aspects of a statewide OSH program; recommends and assists management in implementing new, improved or remedial plans of action; directs the development and revision of policies, rules and regulations, procedures and guidelines; advises on and coordinates budget formulation and expenditure plans; directs the provision of administrative and office support services; and performs other related duties as assigned.

- [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:**

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.

#### **GENERAL EXPERIENCE REQUIREMENT:**

Four (4) years of progressively responsible administrative, professional, technical, or other responsible work which requires a high degree of analytical skill. Such experience would normally involve reading, comprehending, interpreting, and evaluating technical subjects, analysis or proposals, and applying problem

solving methods and techniques, such as defining and analyzing problems, identifying and gathering appropriate facts, calculating alternative courses of action, and recommending courses of action.

**OCCUPATIONAL SAFETY AND HEALTH EXPERIENCE REQUIREMENT:**

Two and one-half (2-1/2) years of work experience which demonstrates possession of knowledge of the Federal and/or State OSH 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 OSH 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 OSH laws, rules, and regulations. Such experience must demonstrate that the applicant possesses a good working knowledge of trouble-shooting 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 on the application of OSH laws, rules and standards.
5. Experience in an occupational safety and/or health program which involved the provision of advisory, informational, and educational services to public and private agencies, promoting voluntary compliance with OSH laws, rules and standards.
6. 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.

**PROGRAM SPECIALIST EXPERIENCE REQUIREMENT:**

One (1) year of progressively responsible professional work experience which required making analyses, evaluations or other substantive determinations with regard to current or projected operating programs. The experience may have been gained as a supervisor/manager/administrator or program analyst/planner or other management advisor but must have involved performing professional work concerned with program interrelationships, effectiveness or intra-program integration. It must further have demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action and the ability to read, comprehend and interpret complex material such as State statutes and/or Federal regulations and draft comprehensive reports of findings and conclusions.

Examples of persons performing this type of work in a agency or office are program evaluation, program budget or organizational/management analysts; examples of persons in direct services programs are a staff assistant to the administrator of a program responsible for analyzing the assigned program area and recommending improvements in operations, or methods of implementing the program for greater effectiveness and the like or a supervisor whose work regularly included evaluating and monitoring the progress of the assigned program area, preparing progress reports, identifying problem areas and taking steps or recommending actions to resolve them and preparing plans for the assigned program or function.

**SUPERVISORY APTITUDE:**

Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

### **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 of OSH Experience.

### **SUBSTITUTIONS ALLOWED:**

1. Successful study at an accredited college or university may be substituted for General Experience on the basis of 30 semester credit hours for one (1) year of General Experience up to a maximum of four (4) years.
2. 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 OSH laws, rules, regulations and standards may be substituted for one-half (1/2) year of the OSH experience.
3. 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 OSH laws, rules, regulations and standards may be substituted for one and on-half (1-1/2) years of OSH experience.

- [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>

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.**

**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.

**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.