



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

OCCUPATIONAL HEALTH AND SAFETY SPECIALISTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Occupational Health & Sfty Spec-B	K9011B	50	
Occupational Health & Sfty Spec-O	K9011O	55	
Occupational Health & Sfty Spec-A	K9011A	60	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. Maybe employed in the public or private sector. Include environmental protection officers.

Nature of Work

Occupational health and safety specialists, also known as safety and health professionals or occupational health and safety inspectors, help prevent harm to workers, property, the environment, and the general public. They may design safe work spaces, inspect machines, or test air quality. In addition to making workers safer, specialists aim to increase worker productivity by reducing absenteeism and equipment downtime and to save money by lowering insurance premiums and workers' compensation payments, and preventing government fines. Specialists working for governments conduct safety inspections and impose fines. Specialists often work with occupational health and safety technicians to ensure work place safety.

Occupational health and safety specialists analyze work environments and design programs to control, eliminate, and prevent disease or injury. They look for chemical, physical, radiological, and biological hazards. They also work to make more equipment ergonomic designed to promote proper body positioning, increase worker comfort, and decrease fatigue. Specialists may conduct inspections and inform an organization's management of areas not in compliance with State and Federal laws or employer policies. They also advise management on the cost and effectiveness of safety and health programs. Some provide training on new regulations and policies or on how to recognize hazards.

They evaluate the probability and severity of accidents and identify where controls need to be implemented to reduce or eliminate risk. Specialists may also conduct safety training. Training sessions might show how to recognize hazards, or explain new regulations, production processes, and safe work methods. If an injury or illness occurs, occupational health and safety specialists help investigate, studying its causes and recommending remedial action. Some occupational health and safety specialists help workers to return to work after accidents and injuries.

OCCUPATIONAL HEALTH AND SAFETY SPECIALISTS

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in the inspection of agency or contractor work sites, vehicle/equipment shops, laboratories, and other buildings and offices, including identifying safety/health hazards; assist in the monitoring and with the compliance of OSHA and other federal and state regulations and standards, making recommendations, and preparing written reports; assist in the investigation of accidents; assist in training employees in first aid, defensive driving, vehicle operation safety, agency safety, security, loss control programs, fire safety, and disaster planning, and hazardous materials emergency response.

Recommended Education and Experience for Full Performance

Associate's Degree in Occupational Health, Safety or a related field such as Industrial Safety, Engineering, Biology or Chemistry and two (2) years of experience in a risk management or a safety related field (e.g., loss control, safety and Worker's Compensation case management activities and / or workplace inspections.)

Minimum Qualifications

High School Diploma or GED and one (1) year of experience in a risk management or a safety related field (e.g., loss control, safety and Worker's Compensation case management activities and / or workplace inspections.)

Operational

- Employees in this Role inspect fire extinguishers and alarm systems; employees may coordinate an agency security program.
- Employees monitor an agency radiation protection program; oversee and participate in the monitoring of agency workers' compensation and tort liability claims/cases; may testify in hearings or court proceedings; compile, evaluate, prepare, and submit safety record information for agency safety; research laws, regulations, procedures, and practices; attends loss control and other meetings.

Recommended Education and Experience for Full Performance*

Associate's Degree in Occupational Health, Safety or a related field such as Industrial Safety, Engineering, Biology or Chemistry and four (4) years of experience in a risk management or a safety related field (e.g., loss control, safety and Worker's Compensation case management activities and / or workplace inspections.)

Minimum Qualifications

High School Diploma or GED and two (2) years of experience in a risk management or a related field (e.g., loss control, safety and Worker's Compensation case management activities and workplace inspections.)

Advanced

- Employees in this Role review, evaluate and analyze work environments; design programs and procedures to control, eliminate and prevent disease or injury caused by chemical factors; conduct inspections and enforces adherence to laws and regulations governing the

OCCUPATIONAL HEALTH AND SAFETY SPECIALISTS

health and safety of individuals; administer, monitor, and conduct the inspections of agency or contractor work sites, insures compliance with OSHA and other federal and state regulations and standards; makes recommendations and review/prepare written reports; oversee and conduct the investigation of accidents and make recommendations; take follow-up action; and review/prepare written reports.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Occupational Health, Safety or a related field such as Industrial Safety, Engineering, Biology or Chemistry and two (2) years of experience in a risk management or a safety related field (e.g., loss control, safety and Worker's Compensation case management activities and / or workplace inspections.)

Minimum Qualifications

Associate's Degree in Occupational Health, Safety or a related field such as Industrial Safety, Engineering, Biology or Chemistry and two (2) years of experience in a risk management or a safety related field (e.g., loss control, safety and Worker's Compensation case management activities and / or workplace inspections.) Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality

OCCUPATIONAL HEALTH AND SAFETY SPECIALISTS

standards for services, and evaluation of customer satisfaction.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Physics — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

OCCUPATIONAL HEALTH AND SAFETY SPECIALISTS

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.