

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

INDUSTRIAL HYGIENE SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for an industrial hygiene program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title - Industrial Hygienist Spl-2

Industrial Hygiene Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Industrial Hygienist Spl-3

Industrial Hygiene Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

Position Code Title - Industrial Hygienist Spl-4

Industrial Hygiene Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to a deputy director, chief deputy director, or unclassified equivalent.

NOTE:

There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Inspects and evaluates work operations, production methods, and engineering controls to determine potential contaminant emission sources or related health hazards associated with work place conditions.

Conducts investigations of working conditions in places of employment for the prevention of occupational disease and industrial health hazards, with specific reference to toxic substances, noise, and harmful physical agents.

Participates in special studies and monitoring programs to determine environmental conditions. Takes samples of work materials to detect and evaluate employee exposure to toxic substances.

Uses ventilation testing equipment and special measuring devices for the determination of airflow rates, noise, lasers, and other physical factors in the work place.

Measures airborne concentrations of dust, gases, and mists using air sampling instruments and collection devices.

Evaluates investigation findings and interprets data relative to working conditions and potential health hazards.

Prepares reports covering findings, proposed corrective measures, and compliance with health rules and standards.

Determines effectiveness of engineering control methods and makes recommendations regarding location, design, structure, operations, and maintenance of contaminant and physical agent control systems.

Review plans for health hazard control procedures.

Examines, for approval, plans and specifications of proposed contaminant and physical agent control systems.

Consults with management, environmental engineers, employee representatives, and other agencies regarding industrial hygiene problems and solutions.

Interprets rules and regulations to officials of industry and others.

Cites violators, and appears in court as a witness, as required.

Participates in health educational programs.

Conducts special projects.

Prepares special studies and reports.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Considerable knowledge of the fundamentals of chemistry, mathematics, and physics.

Considerable knowledge of industrial processes, equipment, and materials used in the work place.

Considerable knowledge of the principles of industrial hygiene and work place hazards.

Considerable knowledge of scientific methods of health hazard control.

Considerable knowledge of the relationship of working conditions to health.

Considerable knowledge of the techniques of industrial hygiene investigation.

Considerable knowledge of an industrial hygiene program.

Considerable knowledge of state and federal statutes and rules concerning industrial hygiene, radiation, and air pollution.

Ability to organize and coordinate the industrial hygiene activities of a specific industrial hygiene program.

Ability to use testing and measuring equipment for noise, toxic substances, and harmful physical agents.

Ability to conduct studies and collect data to determine sources of industrial health hazards.

Ability to prepare clear, concise, accurate investigation reports, legal notices of violations, and narrative reports.

Ability to prepare cases for prosecution and to appear in court as an expert witness.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to maintain favorable public relations.

Ability to communicate with others verbally and in writing.

Working Conditions

Some jobs require an employee to some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to inclement weather conditions.

Physical Requirements

The job duties may require an employee to traverse rough terrain.

Education

Possession of a bachelor's degree in the physical sciences, biological sciences or engineering, with a minimum of 20 semester (30 term) credits in one or a combination of the following: biology, chemistry, engineering, environmental health, health physics, industrial hygiene, physics, physiology, or toxicology.

Experience

Industrial Hygiene Specialist 13

Four years of professional experience equivalent to an Industrial Hygienist, including two years equivalent to an Industrial Hygienist P11 or one year equivalent to an Industrial Hygienist 12

Industrial Hygiene Specialist 14

Five years of professional experience equivalent to an Industrial Hygienist, including three years equivalent to an Industrial Hygienist P11, two years equivalent to an Industrial Hygienist 12, or one year equivalent to an Industrial Hygiene Specialist 13.

Industrial Hygiene Specialist 15

Six years of professional experience equivalent to an Industrial Hygienist, including three years equivalent to an Industrial Hygienist 12, two years equivalent to an Industrial Hygiene Specialist 13, or one year equivalent to an Industrial Hygiene Specialist 14.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

INDHYGSPL

Job Code Description

INDUSTRIAL HYGIENE SPECIALIST

Position Title

Industrial Hygienist Spl-2

Industrial Hygienist Spl-3

Industrial Hygienist Spl-4

Position Code

INHGSP2

INHGSP3

INHGSP4

Pay Schedule

H21-016

H21-018

H21-019

SA

10/25/2015