

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

INDUSTRIAL HYGIENIST MANAGER

JOB DESCRIPTION

Employees in this job direct professional Industrial Hygienists completing or overseeing a variety of investigative, inspection, and consultative assignments to prevent occupational diseases and protect and improve the industrial health and work environment of the state labor force. The employee works within general methods and procedures, and exercises considerable independent judgment to select the proper course of action. The work requires knowledge of the policies, procedures, and regulations of specific industrial hygiene programs, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Industrial Hygienist Mgr-2

Industrial Hygienist Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title - Industrial Hygienist Mgr-3

Industrial Hygienist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Industrial Hygienist Mgr-4

Industrial Hygienist Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work areas.

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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Reviews reports covering findings, propose corrective measures, and compliance with health rules and standards.

Interprets rules and regulations to officials of industry and others.

Develops regulations and rules governing the use of contaminants and well-being of the users; regulate the disposal, procurement, storage, transportation, sale, service, and manufacture of contaminants (administrative level).

Directs the inspection and evaluation of work operations, production methods, and engineering controls to determine potential contaminant emission sources or related health hazards associated with work place conditions.

Directs special assignments concerned with occupational health and industrial health hazards, including health emergencies and special investigations (administrative level).

Determines industrial hygiene program needs and opportunities in a district and coordinates with programs in other districts, divisions, etc.

Maintains liaison with local units of government, occupational safety and/or health organizations, management, employee representatives, and other agencies regarding industrial hygiene problems and solutions.

Directs and participates in studies of industrial health, noise, and/or pollution control problems in various locations.

Analyzes and interprets laboratory and field data from investigations relative to working conditions and potential health hazards.

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

Participates in educational programs to bring about the acceptance of corrective measures.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of industrial hygiene.

Thorough knowledge of the scientific principles relative to environmental control.

Thorough knowledge of the equipment, testing, and investigative methods and laboratory procedures related to the specific field of industrial health.

Thorough knowledge of state and federal laws related to the work.

Thorough knowledge of training and supervisory techniques and employee policies and procedures.

Thorough knowledge of labor relations and equal employment opportunity policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to do technical industrial health studies and prepare technical reports and articles.

Ability to communicate effectively with others.

Ability to promote and maintain favorable public relations.

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 Hygienist Manager 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 Hygienist Manager 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 Hygienist Manager 13 or Industrial Hygienist Specialist 13.

Industrial Hygienist Manager 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 Hygienist Manager 13 or Industrial Hygienist Specialist 13, or one year equivalent to an Industrial Hygienist Manager 14 or Industrial Hygienist 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

INDHYGMGR

Job Code Description

INDUSTRIAL HYGIENIST MANAGER

Position Title

Industrial Hygienist Mgr-2

Industrial Hygienist Mgr-3

Industrial Hygienist Mgr-4

Position Code

INDSMGR2

INDSMGR3

INDSMGR4

Pay Schedule

NERE-116

NERE-117

NERE-118

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09/09/2018