

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**OCCUPATIONAL SAFETY MANAGER**

**JOB DESCRIPTION**

Employees in this job supervise the work of professional staff. The employee, under general supervision works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations, as needed. The work requires thorough knowledge of the policies, procedures, and regulations of occupational safety programs, supervisory techniques, and personnel policies and procedures.

There is one classification in this job.

**Position Code Title – Occupational Safety Manager-1**

**Occupational Safety Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, as 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.

**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.

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

Directs and participates in the evaluation of existing safety programs and procedures, the evaluation of injury reports, and the computation of injury statistics.

Directs staff in the development of safety proposals for employers to include analyzing safety concerns, training in the principles of accident prevention and investigation, and advising as to the form and content of record-keeping for injury reporting.

Directs staff in the development of seminars and workshops on occupational safety issues pertinent to a variety and/or number of employees within a region; conducting safety training programs for employees/employers on specific job-related techniques; general work environment concerns; and rights under existing laws and regulations, such as M.I.O.S.H.A. standards.

Supervises and conducts special studies and analyses of occupational safety programs and policies, and develops information systems to assist in agency management decisions.

Establishes procedures and recommends changes in policy.

Performs related work that is appropriate for the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of safety standards and regulations for the workplace.

Thorough knowledge of safety devices to use in conjunction with tools and equipment in the workplace.

Thorough knowledge of the properties, handling and storage of corrosives, contaminates, and flammables.

Thorough knowledge of the types and kinds of movements and activities that subject workers to injury and discomfort.

Thorough knowledge of record keeping requirements for injury reporting.

Thorough knowledge of training and instructional methods and materials and their use.

Considerable knowledge of basic mathematical concepts.

Considerable knowledge of correct English usage.

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Some knowledge of the techniques of interviewing.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment opportunity practices.

Ability to identify adverse safety tendencies from accident data.

Ability to determine alternate safer ways of doing job tasks.

Ability to evaluate safety practices, procedures, programs, attitudes and awareness and to recommend methods of improvement.

Ability to summarize and report findings and recommendations.

Ability to plan, develop, and conduct training sessions, workshops, conferences, seminars and programs regarding safety issues and promotion.

Ability to prepare and select training materials.

Ability to train others in the work.

Ability to instruct, direct, and evaluate employees.

Ability to supervise technical work involving reviews and evaluation, program development, and program planning and implementation.

Ability to analyze and appraise facts and precedents in making management decisions.

Ability to develop procedures and methods.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

None.

### **Physical Requirements**

None.

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**Education**

Possession of a bachelor's degree.

**Experience**

Four years of professional experience in assessing and providing remedies to occupational safety problems, including either two years of experience equivalent to an Occupational Safety Advisor P11 or one year of experience equivalent to an Occupational Safety Advisor 12.

**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**

OCCSFYMGR

**Job Code Description**

Occupational Safety Manager

**Position Title**

Occupational Safety Manager-1

**Position Code**

OCCSMGR1

**Pay Schedule**

NERE-186

ECP Group 3  
Revised 11/17/2004  
KF