

SAFETY CONSULTANT PRINCIPAL

KIND OF WORK

Advanced level professional work in the provisions of OSHA Management Consultation Assistance Services.

NATURE AND PURPOSE

An employee in this class works as Workplace Safety Consultation Division of the Department of Labor and Industry which provides OSHA management consulting services to private and public sector employers and other jurisdictions such as Indian Reservations, etc. Under administrative direction, an employee serves either as a team leader responsible for the provisions of complex on-site safety consultation assistance for the Division, or as a team member responsible for major broad scope components of the on-site consultation or when specialized expertise is required; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Markets and promotes the division's services so that private and public sector employers, and employees continue to request our services through monitoring conditions and changes in construction and general industry as well as other industries in public sector that affect the consulting practice and needs of OSHA consulting services; maintaining networks and develop new clients. Employee may initiate or participate in the division's marketing efforts such as speaking engagements, specialized safety and/or health research for trade associations, business associations, etc.

Develops and manages specific on-site consultations of great complexity, high risk, little precedent, significant media or legislative interest, combined safety/health consultant teams, and/or broad impact employers and employees so that services are provided as required by the employer(s). This is accomplished through consultation with the employers to explore the purpose and scope of the potential on-site consultation, developing customized proposal, defining goals, objectives and tasks to be undertaken, estimating time and human and financial resources, products and deliverables; developing final details with employers, including scope, stipulating timeframes for abatement of recognized hazards and other conditions in violation of the OSHA Act, policies, procedures, practices, etc., and monitoring of the employer for voluntary compliance according to conditions mutually agreed upon by the employer and the consultant, and providing information to employer on how to request extensions if abatement of hazards not completed within above-mentioned timeframes.

Develops and manages training and education programs of great complexity, high risk, little precedent, significant media and legislative interest, combined safety and health consultant teams, and/or broad impact so that the contract with the employer is fulfilled. This is done by creating an overall program work plan to reflect employers requirements and estimates of available time and resources; preparing a detailed work plan including specific responsibilities for individual consulting staff assigned to the program, establishing due dates and deliverables; managing the execution of the program through investigation and research, analysis, facilitation, feedback, persuasion, and implementation; providing consulting team members written descriptions of expectations, coordinating work activities, monitoring progress and providing ongoing performance feedback including post-program evaluations, monitoring the overall completion of the program.

Collaborates with other team members on programs with responsibility for major, broad scope components of the program or when specialized expertise is required so that the programs have the best resources available by providing assistance in the areas of program development and management.

Manages or collaborates with team members on special short-term high-risk, sometimes highly sensitive consultation assignments for the Governor and Commissioner or Assistant Commissioner so that potentially damaging events are averted and serious repercussions are minimized. This is done by formulating on-site consultation scope, tactics, scheduling, and expected results with the director, and/or employers; performing consulting responsibilities with due consideration given to confidentiality and sensitivity, including data collection analysis, recommendations and/or crisis intervention and/or management; maintaining open communication channels as appropriate.

Investigates and researches safety and health program management problems of private and public sector or other entities to determine their scope using techniques such as process flow analysis, functional analysis, statistical analysis, surveys and questionnaires, focus groups, and individual interviews.

Analyzes available data to develop formal recommendations or informal advise through the application of comprehensive knowledge of analytical and management techniques.

Updates by appropriate study, personal knowledge of relevant state laws, rules, policies and procedures in the fields of occupational safety and health, finance, employee relations, and administration, management theory and practice, so that the division operates with state-of-the-art management systems.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State-of-the-art safety and health management theory and practices sufficient to provide advise and assistance to employers.

State and federal OSHA policies, procedures, processes, laws and rules, and general knowledge of the administrative areas of government, including employee relations, finance and administrative services sufficient to apply them to employers problems and solutions.

Interactive group techniques, strategic and operational planning techniques, functional analysis, systems analysis, statistical analysis and process flow analysis sufficient to use or direct them to facilitate change in the area of safety and health management, productivity improvement, reorganization of safety and health programs and other management improvement techniques in hazard abatement.

Marketing techniques sufficient to generate new employers and continued work for the division. These include identification of potential new employers, development of interpersonal networks and prospective client contact techniques, and creation of new and improved services.

Skill in:

Verbal and listening skills sufficient to draw essential information from others, and to coach and advise team members and employers and employees.

Ability to:

Writing ability sufficient to prepare written employer reports, work plans, employer communications, work papers, and a variety of types of reports to employers.

Speaking ability sufficient to make oral presentations to employers, trade associations, and public sector clients as well as division management.

Ability to handle emotional and high confrontational responses from employers while maintaining a professional and objective demeanor.

Est.:
Rev.:

T.C.:
Former Title(s):