

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
**K01616**

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New Establishment <input type="checkbox"/> Other Nation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location <b>Washington DC</b>		5. Duty Station <b>Washington DC</b>		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
14. Agency Use									

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	<b>Safety &amp; Occupational Health Specialist</b>	<b>GS</b>	<b>018</b>	<b>09</b>	<i>ML</i>	<i>12/03/2012</i>
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment <b>U.S. Department of Labor</b>		c. Third Subdivision <b>Office of Science and Technical Assessment (OSTA)</b>	
a. First Subdivision <b>Occupational Safety &amp; Health Administration</b>		d. Fourth Subdivision	
b. Second Subdivision <b>Directorate of Technical Support &amp; Emergency Management</b>		e. Fifth Subdivision	
Employee Review-This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <b>Christina Jones, Office Director, Office of Science &amp; Technical Assessment</b>		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date
<i>Christina Jones</i>	<i>11/14/12</i>		

21. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position <b>OPM PCS: Safety &amp; Occupational Health Series; GS-018, TS-55 (08/81)</b>	
Typed Name and Title of Official Taking Action <b>Tina Perkins, Human Resources Specialist</b>		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature	Date		
<i>Tina Perkins</i>	<i>12-3-12</i>		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)								
b. Supervisor								
Supervisor								

24. Remarks **Position Evaluation Report Attached FPL = GS-**  
**FLSA Determination = Non-exempt**

25. Description of Major Duties and Responsibilities (See Attached)

Safety & Occupational Health Specialist  
GS-018-09

**Introduction:**

This position is located in the Directorate of Technical Support and Emergency Management (DTSEM), Office of Science and Technology Assessment (OSTA). OSTA leads the evaluation and assessment of emerging occupational issues, previously unrecognized hazards, and technological advances in industry practices and occupational safety and health program areas. OSTA participates in intra- and inter-agency initiatives to assess workplace impact, design hazard abatement and risk management strategies, and integrate effective technologies into occupational safety and health practices. OSTA develops internal and public informational products, tools, and resources to disseminate pertinent and timely information on the issues, hazards, technologies, and practices evaluated. OSTA's activities support DTSEM's guiding mission to provide technical assistance to OSHA's National, Regional, and field offices; federal, state, and local partners; employers and workers; and other public and private stakeholders.

The incumbent serves as a specialist in workplace safety and health. The incumbent assists in researching emerging occupational issues, previously unrecognized hazards, and technological advances in industry practices, equipment, and occupational safety and health program areas. The incumbent works with senior technical staff to develop technical and informational resources and tools for OSHA staff and the public on these issues, including Hazard Alerts, webpages, webinars and training courses, OSHA Technical Manual chapters, inspection resources, Safety and Health Information Bulletins, and other web-based products.

**Major Duties and Responsibilities:**

The incumbent's major duties include assisting senior staff by researching, evaluating, monitoring, interpreting, and providing technical and scientific analyses of findings on a wide range of workplace safety and health issues, including emerging occupational safety and health issues, unrecognized hazards, impacts of new work practices, and development of new safety technology. Studies scientific reports of other organizations, safety and health reports in scientific and technical publications, and other sources of information. With direction from senior staff, incumbent gleans and assembles information about pertinent factors related to work processes, associated safety and health hazards, and effective abatement techniques and presents gathered information to senior technical staff in a specified format for review and consideration.

The incumbent uses traditional and web-based tools to gather information on technical topics of interest to the Office or Agency. Under the direction of a senior staff member, the incumbent may be asked to contact technical experts in other DTSEM and OSHA offices or in other federal agencies to gather injury, exposures, and other occupational safety and health related data on specific issues of interest.

The incumbent assists senior staff in researching and preparing technical information as well as develop websites and web-based resources, including, but not limited to:

- OSHA Technical Manual chapters;
- Compliance Assistance Products (e.g., Safety and Health Information Bulletins, Hazard Alerts, OSHA Fact Sheets, Safety and Health Topics webpages, etc.);
- OSHA Directives;
- Submissions for review from the public and cooperating agencies;
- Technical Interpretations;
- Responses to inquiries from Congress, the public, and industry/labor organizations or other stakeholders;
- Electronic inquiries;
- Telephone requests for information;
- Letters of interpretation;
- Briefing materials for senior executives and stakeholders
- Video/Multi-media outreach;
- E-tools and webpage/wiki content;
- Concept/White papers on issues of interest, and
- Presentations/training materials.

As assigned, and with direction from senior staff, incumbent reviews existing OSHA products, such as Safety and Health Information Bulletins (SHIBs), to ensure that the technical information is accurate and up-to-date, and, where appropriate, revises the content to reflect current technical knowledge or recommends an alternative course of action.

Incumbent applies technical safety and health knowledge and expertise to assist senior staff research and develop potential recommendations for the National Office and field staff on hazard evaluation, hazard abatement, and technological advances in the field of workplace safety and health. Additionally, incumbent may also provide limited technical support to senior staff members during on-site workplace consultations or in-person technical support to area or regional offices for their fieldwork activities.

The incumbent participates in developing the Office operating plans and, with senior staff direction, develops requested technical and programmatic reports, as well as executive summaries and other documents. Incumbent tracks his/her projects and ensures that they are on time.

With direction from senior technical staff, incumbent identifies and keeps abreast of OSHA's occupational safety and health policies, regulations, standards, directives, and instructions as well as technical and scientific articles and publications from other agencies and organizations that relate to assigned work.

The incumbent attends and assists senior staff in planning, preparing for and conducting internal OSHA and inter-agency meetings on emerging issues, hazard assessment, hazard evaluation, and other OSH technical topics of mutual interest (e.g., internal EI work group, OMNE Committee, etc.). Assistance may include developing meeting materials (e.g., agenda, technical presentations on discussion topics, issue summaries, handouts, etc.) and written summaries of technical information shared at the meeting, as well as outcomes and action items..

Incumbent completes projects and assignments based on priorities, objectives, and timelines determined by the Office Director or senior technical staff. Project support includes assisting with short-term, quick turn-around projects.

### **FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION**

Technical knowledge of safety and health principles, methodologies, objectives, and practices to effectively evaluate workplace safety and health hazards and develop techniques and approaches to control or minimize workplace exposures and injuries.

Knowledge of national safety and occupational health laws, policies and regulations to participate in technical support projects.

General knowledge of current issues in the occupational safety and health arena and of the programs and policies of OSHA, other Federal agencies, state and local governments, business and industrial groups, professional organizations, and other stakeholders.

General knowledge of OSHA's mission and policies in order to perform a variety of duties and responsibilities.

General knowledge of principles, techniques, concepts, and procedures applied by specialists in related areas, including industrial hygiene, occupational medicine, health physics, and engineering.

Ability to communicate orally and present findings in a concise and logical manner.

Ability to prepare clear and concise written reports and correspondence, including technical reports, correspondence, and presentations.

Skill in researching, obtaining, analyzing, and evaluating technical information in order to prepare draft findings for senior staff to review and incorporate into final documents.

Ability to apply analytical principles and techniques to assignments.

### **FACTOR 2. SUPERVISORY CONTROLS**

Assignments are made by the Office Director or senior staff members. Background priority, anticipated problems, and results expected from assignment are discussed. Detailed guidance is provided in the form of specific objectives, anticipated milestones, and guidelines for final product. Assignments are generally performed with direct supervision from senior technical staff or Office Director; frequent status meetings are held to evaluate project progress. If a new approach is determined to be necessary, detailed guidance is provided. Work assignments involve short- and long-term individual projects and participation on team projects. Work products are expected to be technically accurate and in conformance with OSHA policy and procedures. Work is reviewed frequently throughout the development process for accomplishment of objectives and for compliance with agency and administrative policy.

### **FACTOR 3. GUIDELINES**

Guidelines include the OSH Act of 1970 and subsequent amendments, applicable health and safety standards (29 CFR 1910 and 1926), Office standards, policies, directives, letters of interpretation, and agency goals and objectives. The subject and boundaries of the information to be presented are established. The incumbent follows established guidelines and uses existing formats and methods for researching, developing, and presenting the information requested. These guides apply generally but may have gaps or require development of new adaptations. The incumbent works with senior staff to select appropriate guidelines, references, and precedents and to develop products that achieve the objectives.

### **FACTOR 4. COMPLEXITY**

Research, analytical, and administrative support are provided to meet the OSTA Office Operating Plan, sustain the Office mission, and increase the effectiveness of Office operations and processes. The work is often performed on an urgent and unplanned basis and in the context of a changing work environment. The incumbent works closely with senior staff to plan and implement recommendations that are based on analysis of program and administrative considerations.

Assignments require the incumbent to perform research using a variety of sources, such as libraries, files, databases, subject-matter resources, and relevant occupational safety and health regulations, standards, and interpretations. Senior staff members may provide direction on selection and use of research tools and research approach. The incumbent assists senior staff and the Office Director to identify subject-matter specialists and program officials when the information needed is unavailable or not verifiable through other research methods. The incumbent identifies situations where significant contradiction occurs in the information gathered.

The incumbent is provided guidance on format and expectations for all products being prepared. The incumbent works with senior staff to make final decisions about organization, style, and reading level of the written product based on the nature of the topic, the comprehension of the audience, and the requirements of the material being prepared.

### **FACTOR 5. SCOPE AND EFFECT**

The purpose of the work is to assist with writing, editing, reviewing, and conducting research for technical resources, compliance assistance materials, congressional correspondence, briefing materials, presentations (at internal and external meetings and conferences), and other oral and written communications products. Under the direction of senior staff members, the incumbent researches and analyzes occupational safety and health topics and relevant policy and programmatic data to formulate appropriate responses. The incumbent tracks and monitors project status and uses available platforms, including social media, to provide this information to Office staff and internal stakeholders. Work products affect the program planning activities of the Directorate, the sufficiency and timeliness of research and information, and the accomplishment of the Office's program responsibilities.

## **FACTOR 6. PERSONAL CONTACT**

Professional contacts primarily include those with the Directorate staff and other OSHA officials, managers, and staff. Incumbent may also cultivate professional contacts outside OSHA with DOL officials, officials of state agencies, federal advisory panels, trade and manufacturing associations, employer and employee groups, professional organizations and societies, and representatives of other federal agencies concerned with professional occupational safety and health issues.

## **FACTOR 7. PURPOSE OF CONTACTS**

The incumbent cultivates and uses contacts to: exchange technical and other information, perform analyses and resolve program issues, participate in project planning, coordinate schedules and deadlines, and explain the scope and significance of supporting Directorate activities.

## **FACTOR 8. PHYSICAL DEMANDS**

The work is primarily sedentary. Travel to meetings, training, conferences, the field to support technical advice will sometimes be required. Occasionally the incumbent will be required to work in alternate locations.

## **FACTOR 9. WORK ENVIRONMENT**

The work is performed in an office setting.