

CALIFORNIA STATE PERSONNEL BOARD
SPECIFICATION

INDUSTRIAL HYGIENIST
Series Specification
(Established _____)

SCOPE

This series specification describes four levels of professional classes which specialize in industrial hygiene and industrial hygiene (ergonomics) activities in the State, such as investigating and recommending corrections for industrial hygiene problems through recognition, evaluation, and control of environmental hazards which adversely affect the health of workers.

Schem Code Class Code Class

_____	_____	Industrial Hygienist
_____	_____	Industrial Hygienist (Ergonomics)
_____	_____	Senior Industrial Hygienist (Specialist)
_____	_____	Senior Industrial Hygienist (Specialist) (Ergonomics)
_____	_____	Senior Industrial Hygienist (Supervisory)
_____	_____	Supervising Industrial Hygienist

DEFINITION OF SERIES

Classes in this series perform a broad range of occupational health, and ergonomic work; provide expertise and strong specialization in one or more phases of biological, chemical, biomedical, environmental, ergonomic, or toxicological sciences; apply scientific methods and principles in the anticipation, recognition, evaluation, and control of health hazards; investigate injuries, illnesses, and stressors; develop methods for obtaining ergonomic data, and means for physical, chemicals, and biological sample collections and analyses; collect field samples and perform or supervise chemical analyses; monitor and modify apparatus and procedures; interpret results of laboratory analyses and other findings; perform quality assurance; perform literature searches; design or validate equipment used for the remediation or control of health of ergonomic hazards; prepare data for court cases and act as a technical witness; prepare reports; implement enforcement of various or occupational health regulations; regulate public and commercial establishments, and issue permits; analyze and prepares date for the development and promulgation of regulations; provide consultation and analytical determinations to Federal, State, and local officials; provide training in methods and techniques in meeting and enforcing standards; meet and confer with management, individuals, and groups to obtain compliance with laws and regulations concerning ergonomic or occupational health requirements; and perform other related work.

FACTORS AFFECTING POSITION ALLOCATION

Level, variety, and complexity of assigned work; independence of action; degree of public and interagency contact; amount of supervision exercised or received; degree to which decisions are sought and accepted by top management; reporting relationships; consequence of error; and extent of impact.

DEFINITION OF LEVELS

INDUSTRIAL HYGIENIST

Range A. This is the entry and first working level of the class. Under close supervision of other professional staff, performs the less complex industrial hygiene and ergonomic work; prepares draft reports of findings and makes recommendations for the control of hazardous conditions for review by other industrial hygiene personnel; assists in the construction and use of field apparatus for monitoring or collecting samples; prepares correspondence; and does other related work.

Range B. This is the intermediate working level of this class. Under general supervision, performs industrial hygiene and ergonomic work of average difficulty; makes preliminary surveys and inspections of occupational environments; conducts studies of potential health hazards of specific substances or in specific industries or processes; prepares reports of findings and makes recommendations for the elimination or control of hazardous conditions; assists in the design, construction, and use of field apparatus; assists in collecting statistics and information from industrial establishments; provides information on the control of industrial health hazards; interprets standards; dictates correspondence and prepares reports; and does other related work.

Range C. This is the full journey level. Under directions, performs industrial hygiene and ergonomic work in places of employment; conducts research on occupational health hazards; develops special sampling and measuring apparatus and techniques; investigates complaints of unhealthful working conditions and recommends corrective action; represents the department at meetings of professional and community groups; works with and advises industry and employee groups, local health departments, and State and other governmental agencies in the field of industrial hygiene; collects and interprets statistical data; researches, prepares and edits articles for publication; prepares reports and correspondence; and does other related work.

SENIOR INDUSTRIAL HYGIENIST (SPECIALIST)

This is the advanced journey level of the series. Incumbent independently performs more difficult and in-depth industrial hygiene or ergonomic work of a complex or original nature; researches emerging health hazards and areas for future industrial hygiene or ergonomic work; works in a staff capacity on complex industrial hygiene or ergonomic problems, or assists journey level or lower in conducting surveys in subject matter expert areas; develops sampling methodologies and procedures; collects and analyzes statistical data for policy decisions and publications; coordinates major studies and investigations; researches and prepares articles for publication; represents the employer before community groups, and other private sector and governmental entities; prepares reports and correspondence; is a subject matter expert on a project or project development level. Incumbents may be assigned lead responsibility for a specific project, program function, or area of expertise. Work at this level requires expertise that is significantly greater than standard full journey level assignments, and this expertise is of major importance to the employer.

SENIOR INDUSTRIAL HYGIENIST (SPECIALIST) (ERGONOMICS)

This is the first supervisory level. Under general direction, is responsible for some of all aspects of an industrial hygiene or ergonomics program; plans, assigns, and supervises the work of industrial hygiene or ergonomic staff members; determines priorities, assigns work, and evaluates performance of staff;

prepares and reviews correspondence and reports; identifies training needs and assists in the development of training plans; reviews proposed health standards, evaluates them, and makes recommendations for their acceptance or modification; represents the department with communities, industries, and other agencies; consults with management, professional, and technical personnel and makes recommendations for the prevention, elimination, or control of ergonomic or occupational health hazards; may perform evaluations and the more complex industrial hygiene or ergonomics work; and does other related work.

SENIOR INDUSTRIAL HYGIENIST (SUPERVISORY)

This is the second supervisory level. Under general direction, is responsible for work of the highest level of technical and professional expertise; plans, organizes, and directs the industrial hygiene or ergonomic work in a major geographical area or supervises the work of a major section activity; proposes and evaluates health standards; conducts and participates in meeting with department staff and others concerning occupational health and safety matters; determines priorities, assigns work, and evaluates staff performance; prepares and reviews correspondence and reports; maintains liaison and represents the department with other governmental agencies, labor, management, and the public, and as assigned, represents the occupational health and safety program on departmental, agency, or interagency committees or task forces; and does other related work.

DEFINITION OF SPECIALTY

(Ergonomics) This specialty organizes and conducts ergonomic studies for a variety of work-related musculoskeletal disorders, evaluating the results of those studies, and providing possible solutions for their control. Incumbents develop internal ergonomic and human factors standards, programs, procedures, and policies; review existing policies, recommend revisions where appropriate; provide training and assistance, both internal and external; and research, develop and public educational materials.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Education: Graduation from college with major work in industrial hygiene, environmental health, biomedical, chemistry, biology, physics, medicine, public health, ergonomics, occupational engineering, kinesiology, biomechanics, or human factors or in a closely related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

INDUSTRIAL HYGIENIST (SPECIALIST)

INDUSTRIAL HYGIENIST (SPECIALIST) (ERGONOMICS)

Education is as indicated above. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

SENIOR INDUSTRIAL HYGIENIST (SPECIALIST)

Possession of a letter from the American Board of Industrial Hygiene stating the applicant is qualified to sit for the examination that leads to the Certified Industrial Hygienist designation, issued by the American Board of Industrial Hygiene.

And

Either I

Experience: One year of experience in the California state service performing the duties of and Industrial Hygienist, Range C.

Or II

Five years of increasingly responsible professional or technical experience in identifying, evaluating, and controlling health hazards in work places, and developing, evaluating, and implementing occupational health standards. This experience shall include at least two years in the industrial hygiene position comparable in level, responsibility, and duties to that of either and Industrial Hygienist in the California State Service. (A master's degree in chemistry, biology, physics, environmental health, industrial hygiene, public health, or a closely related curriculum may be substituted for one year of the required general experience.)

SENIOR INDUSTRIAL HYGIENIST (SPECIALIST) (ERGONOMICS)

Possession of a letter from the Board of Certification in Professional Ergonomics stating the applicant is qualified to sit for the examination that leads to the Certified Professional Ergonomist designation, issued by the Board of Certification in Professional Ergonomics.

And

Either I:

Experience: One year of experience in the California state service performing the duties of an Industrial Hygienist, Range C, or Industrial Hygienist (Ergonomics), Range C.

Or II

Five years of increasingly responsible, professional, or technical, experience in identifying, evaluating, and controlling health hazards in work places, or developing, evaluating, and implementing occupational health standards. This experience shall include at least two years in an industrial hygiene or ergonomics position comparable in level, responsibility, and duties to that of either and Industrial Hygienist or and Industrial Hygienist (Ergonomics) in the California state service. (A Master's degree in occupational engineering, environmental health, industrial hygiene, public health, kinesiology, biomechanics, ergonomics, human factors, or a closely related field curriculum may be substituted for one year of the required general experience.)

SENIOR INDUSTRIAL HYGIENIST (SUPERVISORY)

Certification: Possession of a Certificate in the Comprehensive Practice of Industrial Hygiene issued by the American Board of Industrial Hygiene or Certified Professional Ergonomist from the Board of Certification in Professional Ergonomics. (Applicants who do not have the applicable certificate will be admitted to the examination if they can demonstrate that they have been accepted by the appropriate board for candidacy for the certification, but they must secure the certificate before they will be considered eligible for appointment.)

And

Either I

Experience: One year of experience in California state service performing the duties of and Industrial Hygienist, Range C, Industrial Hygienist (Ergonomics), Range C, Senior Industrial Hygienist (Specialist), or Senior Industrial Hygienist (Ergonomics).

Or II

Experience: Five years of increasingly responsible, professional, or technical experience in identifying, evaluating, and controlling health hazards in work places, and developing, evaluating, and implementing occupational health standards. This experience shall include at least two years in an industrial hygiene or ergonomics position comparable in level, responsibility, and duties to that of an Industrial Hygienist Range C, or Industrial Hygienist (Ergonomics) Range C in the California State Service. (A Master's Degree in chemistry, biology, physics, environmental health, industrial hygiene, public health, kinesiology, biomechanics, ergonomics, human factors, or a closely related curriculum may be substituted for one year of the required general experience.)

SUPERVISING INDUSTRIAL HYGIENIST

Certification as stated above for Senior Industrial Hygienist (Supervisory).

And

Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Industrial Hygienist.

Or II

Experience: Five years of broad and extensive professional or technical experience in identifying, evaluating, and controlling health hazards in work places, and developing, evaluating, and implementing occupational health standards. This experience shall include at least two years in an industrial hygiene or ergonomics position comparable in level, responsibility, and duties to that of a Senior Industrial Hygienist in the California State Service. (A Master's Degree in chemistry, biology, physics, environmental health, industrial hygiene, public health, kinesiology, biomechanics, human factors, or a closely related curriculum may be substituted for one year of the required general experience.)

KNOWLEDGE AND ABILITIES

INDUSTRIAL HYGIENIST

Knowledge of: Principles and practices of industrial hygiene, public or environmental health, or ergonomics; one or more areas of expertise in biological, chemical, or toxicological sciences; methods, techniques, and practices used in determining and eliminating health hazards in industry; State and Federal laws, rules, and regulations on the health of industrial workers; concepts of apparatus used to monitor and/or collect samples of substances or data for analysis.

Ability to: Analyze situations accurately, derive recommendations for the elimination or control of hazardous conditions or risk factors, and take effective action; interpret and apply industrial hygiene, ergonomic, and human factor standards; establish and maintain cooperative relations with those contact in the course of the work; represent the employer in meetings with other governmental jurisdictions, industry, and community groups; communicate effectively; and prepare reports.

INDUSTRIAL HYGIENIST (SPECIALIST) (ERGONOMICS)

Knowledge of: Principles and practices of industrial hygiene, public or environmental health, industrial engineering, human factors or ergonomics; methods, techniques, and practices used in determining and eliminating health hazards in industry; State and Federal laws, rules and regulations on the health of industrial workers.

Ability to: Analyze situations accurately, derive recommendations for the elimination or control of risk factors and take effective action; interpret and apply industrial hygiene, ergonomic, and human factor standards; establish and maintain cooperative relationships; represent the employer in meetings with other governmental jurisdictions, industry and community groups; communicate effectively; and prepare reports.

SENIOR INDUSTRIAL HYGIENIST (SPECIALIST)

Knowledge of: All of the above and special knowledge of particular branch of industrial hygiene, industry classification, or process.

Abilities to: All of the above and independently research and perform the most difficult and complex surveys; plan, conduct, and direct research studies; develop new and modify existing protocol; prepare reports and papers for internal distribution and official publication; conduct specialized research on advanced topics pertaining to the field of occupational health; provide information to assist with investigation and prosecution of violations of local State and Federal laws and regulations; act as an expert witness; maintain liaison with Federal, State, private sector entities and local agencies, and with labor, management, and public interest groups.

SENIOR INDUSTRIAL HYGIENIST (SPECIALIST) (ERGONOMICS)

Knowledge of: All of the above and special knowledge of a particular ergonomic risk factor specialty or process.

Abilities to: All of the above, and independently research and perform the most difficult and complex ergonomic surveys; plan, conduct, and direct research studies; develop new and modify existing protocol; prepare reports and papers or internal distribution and official p[publication; conducts advanced research for the field of occupational ergonomics; provide information to assist with investigations and prosecutions of violation of local State and Federal laws and regulations; act as an expert witness; maintain liaison with Federal, State, private sector entities and local agencies, and with labor, management, and public interest groups.

SENIOR INDUSTRIAL HYGIENIST (SUPERVISORY)

Knowledge of: All of the above, and principles and practices of effective supervision and management of technical staff; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and plan, organize, and direct the work of a professional staff; effectively promote equal opportunity in employment and maintain a work environment that is free of

discrimination and harassment; evaluation proposed health standards and make recommendation for the modification or acceptance; establish and maintain liaison with Federal, State and local agencies, and with labor, management, and public interest groups.

SUPERVISING INDUSTRIAL HYGIENIST

Knowledge of: All of the above, and principles and practices of personnel management and training; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and assign, direct, and evaluate comprehensive industrial hygiene and ergonomic studies and investigations; propose and evaluate health standards; effectively represent the occupational health and safety program on departmental, agency or interagency committee work; effectively promote equal opportunity in employment.

Industrial Hygienist Alternate Range Criteria XXX

Range A

This range shall apply to incumbents who do not meet the Range B or Range C criteria.

Range B

One year of satisfactory experience in the California state service performing duties comparable to an Industrial Hygienist, Range A; or two years of professional scientific experience in industrial hygiene, analysis research, management, planning, regulation, or investigation. Comparable volunteer and internship positions prior to appointment into the Industrial Hygienist series shall bear equal weight as a career paid position, performed during or after completion of the required education. Possession of a master's degree in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health or in a scientific discipline directly related to occupational health and safety will substitute for the required experience.

Range C

Two years of satisfactory experience in the California state service performing duties comparable to an Environmental Scientist, Range B; or three years of professional scientific experience in industrial hygiene, analysis, research, management, planning, regulation, or investigation. Comparable volunteer and internship positions prior to appointment into the Industrial Hygienist series shall bear equal weight as a career paid position, performed during or after completion of the required education. Possession of a master's degree in industrial hygiene, environmental health, engineering, chemistry, biology, physics, public health or in a scientific discipline directly related to occupational health and safety will substitute for one year of the required experience; or possession of a doctorate in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health or in a scientific discipline directly related to occupational health and safety may be substituted for the required experience.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rating under the provisions of CalHR California Code of Regulations, Title 2, Section 599.676.