



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Administration

DIVISION OF PERSONNEL AND LABOR RELATIONS

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Memorandum

To: Kate Sheehan
Director

Thru: Keith Murry 
Class Studies Supervisor

From: Sophie M. Lager 
Class Studies Analyst

Date: December 19, 2014

Subject: Safety Officer Study

Preamble:

This study was initiated by the Division of Personnel and Labor Relations, Classification Studies section as routine maintenance. The specifications were last reviewed in 1991.

This memorandum addresses the study processes and results of the Safety Officer job class. This study includes four positions; three in the Department of Transportation & Public Facilities (DOT) and one in the Department of Natural Resources (DNR).

Study Contacts:

Kate Callahan, Human Resource Consultant V, Division of Administrative Services, Department of Transportation & Public Facilities, Fabienne Peter-Contesse, Division Operations Manager, Division of Administrative Services, Department of Natural Resources; Dean Brown, Division Operations Manager, Division of Forestry, Department of Natural Resources; and Karlyn Herrera, Administrative Operations Manager, Division of Forestry, Department of Natural Resources served as contacts to coordinate agency activities and present information during the study process.

History of Job Class(es):

The Safety Officer job class was established on 09/01/1991.

Class Analysis:

The State's classification plan provides for the grouping of positions into job classes when they are sufficiently similar with respect to duties and responsibilities, degree of supervision exercised and received, and entrance requirements so that: 1) the same title can be used to clearly identify each

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position; 2) the same minimum qualifications for initial appointment can be established for all positions; 3) the same rate of basic pay can be fairly applied to all positions; and 4) employees in a particular class are considered an appropriate group for purposes of layoff and recall. Job classes should be constructed as broadly as is feasible as long as the tests of similarity are met.

Classification received updated Position Descriptions and staffing charts reflecting the current work and organization. All four positions were audited.

PCN 109802 is responsible for the Department of Natural Resources, Division of Forestry's safety program with statewide geographical responsibility and an emphasis on wildland fires, aviation safety, and mission related support operations. This position is responsible for developing and updating safety plans; conducting accident investigations and reports; scheduling, developing, and providing safety trainings to all full-time, seasonal, emergency hire, and volunteer employees; and performing safety compliance inspections.

PCN 252098 is responsible for the Northern Region Highways and Aviation safety program. The position is responsible for establishing and implementing regional health and safety programs; providing and coordinating safety trainings; accident investigation and reporting; and performing site inspections.

PCN 252612 is responsible for the Anchorage International Airport safety program with geographical responsibility for the Central Region. This position is responsible for ensuring compliance with Federal, State, and local safety and health laws, standards, and regulations. This requires the performance of job hazard analysis, accident reporting, and accident investigation; developing and implementing safety and health training for all airport employees; preparing and implementing safety and health plans and procedures; investigating complaints; and inspections of the airfield facilities.

PCN 253344 is responsible for the AMHS Safety Program which includes regularly performing inspections of all AMHS vessels; providing guidance and consultation to Captains regarding safety policies and procedures; developing and maintaining procedures for the transport and storage of hazardous materials in accordance with OSHA standards; and conducting accident and near miss investigations. It was determined that the responsibility to create, update and administer training has been reassigned to PCN 253545 (Training Specialist I). PCN 25334 is responsible for reviewing training materials to confirm that the correct regulations are cited and notify PCN 253545 if modifications need to be made based on federal OSHA standards. PCN 253344 may also provide training as situations arise, but this is no longer a regular and recurring responsibility.

The scope of work assigned to PCNs 109802, 252098, and 252612 includes planning, organizing, coordinating and maintaining safety programs covering a significant section of a department and ensuring that the agency's policies are compliant with State laws and regulations and applicable Occupational Safety and Health Administration (OSHA) standards.

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The duties assigned to PCN 253344 are no longer sufficiently similar to justify being grouped with the other positions in the study and is covered by the Occupational Safety & Compliance Officer job class.

The job analysis of PCNs 109802, 252098, and 252612 identified one level of work, which is consistent with the existing class structure. Current duties assigned to the Safety Officers have shifted from a regulatory, inspection focus to policy and program administration and coordination. All of these positions may be responsible for hazardous materials trainings or encounter situations involving hazardous materials response, but the responsibility for managing a Hazardous Waste Program is no longer class controlling work. The class specifications were updated to reflect the current program responsibilities to include the responsibility for creating and amending policies to ensure compliance with State laws and regulations and applicable federal OSHA standards; creating, updating and administering safety training for assigned sections and/or regions; conducting inspections of facilities and equipment; and conducting accident investigation, analysis, and reporting.

The work is categorized as professional in that it requires the exercise of creative, analytical, evaluative, and interpretive ability with discretion, judgment, and personal responsibility for the application of an organized body of knowledge that requires a range and depth of specialized and theoretical knowledge of principles, concepts, and practices that is constantly studied to improve data, materials, and methods.

The body of work assigned to the Safety Officer job class was compared to other job classes, including Occupational Safety & Compliance Officer, Occupational Health and Safety Analyst, and Industrial Hygienist and it was determined the level of responsibility, specialized nature of the work, knowledge, skills and abilities, nature and extent of supervision exercised, and authority precludes grouping these positions with other existing job classes.

Class Title:

A class title should be the best descriptive title for the work. It is intended to concisely and accurately convey the kind and level of work performed and should be brief, easily recognized, gender neutral, and understood by potential applicants.

No title change is required as Safety Officer continues to adequately describe the work performed by positions in this job class.

Minimum Qualifications:

The minimum qualifications established for a job class must relate to the knowledge, skills, and abilities needed to perform the work and must not create an artificial barrier to employment of individuals in protected classes. Required training should be limited to the basic formal training that customarily prepares individuals for work in the field. Experience requirements are intended to ensure new employees can successfully perform the work after a period of orientation or

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familiarization. Required experience should be directly related to the actual duties of positions in the class and should not be equivalent to the work to be performed.

The minimum qualifications for the Safety Officer job class have been set to provide a broad pool of candidates with the necessary knowledge of safety principles and practices with the required minimal experience as needed for incumbents to be successful. Performance of the work requires knowledge of occupational safety and health codes, standards, and regulations; recognized industrial and occupational hazards; and inspection and citation procedures. In line with the knowledge, skills, and abilities required for this job class, the general requirement for a Bachelor's degree has been replaced with two years of experience with occupational safety and health programs which includes the application of occupational safety and health-related regulations, codes, and standards; and involvement with workplace safety and health consultations, inspections, and/or investigations. The substitution has been updated so an Associate's degree from an accredited college in Occupational Safety and Health, or a closely related field, or a certificate in either Public Sector Safety & Health Fundamentals for General Industry or Public Sector Safety & Health Fundamentals for Construction from the United States Department of Labor may substitute for the two years of experience in occupational safety and health programs, but this requirement is traditionally gained through direct experience.

Additionally, instead of requiring two years of professional level experience in occupational safety and health programs or as an Occupational Safety & Compliance Officer, this job class now requires three years of general work experience in a field that relates to the safety program assigned to the specific position.

Class Code:

A Class Code is assigned based on the placement of the job class in the classification schematic of Occupational Groups and Job Families. Occupational Groups are made up of related Job Families and encompass relatively broad occupations, professions, or activities. Job Families are groups of job classes and class series that are related as to the nature of the work performed and typically have similar initial preparation for employment and career progression.

No class code change is required as Safety Officers remain assigned to the Safety Inspection job family and the code PC0323 continues to be appropriate.

Fair Labor Standards Act:

The positions in this study are covered by the minimum wage and maximum hour provisions of the Fair Labor Standards Act of 1938, as Amended (FLSA). While exemption from the provisions of the Act are determined based on the specific circumstances of an individual employee on a work-week basis, there are general aspects of the classes and their influence on the exemptions for employees in bona fide executive, professional, or administrative positions that can be addressed in general.

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Incumbents assigned to the Safety Officer job class are responsible for planning and coordinating a significant section of a department's safety program. The incumbents in this job class create and amend policies to ensure compliance with State laws and regulations and applicable federal OSHA standards; create, update, and administer safety training for assigned sections and/or regions; conduct inspections of facilities and equipment; and conduct accident investigation, analysis, and reporting. These duties are consistent with the Administrative exemption.

If also assigned supervisory authority over two full-time positions, these duties are consistent with the Executive exemption.

Salary Analysis:

The salary range of a job class is determined based on internal consistency within the State's pay plans, in accordance with merit principles, with the goals of providing fair and reasonable compensation for services rendered and maintaining the principle of like pay for like work. In evaluating internal consistency the difficulty, responsibility, knowledge, skills, and other characteristics of a job are compared with job classes of a similar nature, kind, and level in the same occupational group and job family or related job families. Comparisons with classes in job families outside the occupational group are made only when similarities are sufficient to provide valid relationships, the comparisons within the occupational group are few, and/or when the class has particular characteristics that justify comparisons with another job family. The greater the similarity with the study class the more weight should be given. Comparisons within the job family are typically given greater weight than those outside the job family.

Safety Officers perform work that falls under the Occupational Group PC: Business Development and Regulation. Further, the job classes all perform work defined within the Safety Inspection Family (PC03), which includes positions that administer, supervise or perform work related to transportation and business safety inspection or weights and measures inspection.

To ensure internal consistency with the State's pay plan the Safety Officer job class was compared with similar job classes within the PC03 Safety Inspection job family; including State Metrologists I-II, Industrial Hygienists, and Occupational Health & Safety Analysts. Other job classes within this family were excluded as to not skew results by comparing across pay plans.

| Range | Job Class | Description | Range Characteristics |
|-------|---|---|--|
| 18 | Measurement Standards Supervisor (PC0355) | Supervises either (1) staff performing truck size, weight and permit enforcement at fixed weigh stations throughout the state, or (2) staff performing inspections of weighing and measuring devices used in commerce in the state and the packaging, labeling and sale of commodities sold in the state by units of mass, volume and other measure. | Range 18 job classes are responsible for ensuring that State safety practices conform with State and Federal regulations. This includes a level of oversight, whether supervisory or over a program/materials which impact the State's safety regulations. |
| | State Metrologist II (PC0362) | Ensures the State's primary, secondary and field standards conform with standards established by the U.S. Department of Commerce National Institute of Standards and Technology (NIST) for continuing certification as a State weights and measures standards laboratory. Tests, corrects and certifies all agency field standards of mass, length and volume in order to provide traceability to the calibrated standards of the NIST necessary to guarantee the accuracy of all test equipment used. | |
| 19 | Radiological Health Physicist I (PC0310) | Performs facility inspections, radiological surveys, and ad hoc investigations of ionizing and/or non-ionizing radiological sources to minimize risks to human health and to maintain statewide compliance with State and Federal regulations on radiation exposure limits. Serves as a member of a radiological response team. | Range 19 job classes perform inspections and regulate safety in a specialized field that requires specialized knowledge, education, or experience in order to perform the work. |
| | Industrial Hygienist (PC0321) | Assures compliance with state occupational safety and health standards by performing independent inspections of plants and work sites throughout the state; taking samples to determine the presence of physical and chemical elements; and investigating complaints where workers are suspected to have been exposed to hazardous conditions. | |
| | Boiler & Pressure Vessel Inspector I (PC0338) | Conducts field and factory inspections of boilers and unfired pressure vessels for compliance with state statutes and regulations. | |
| 20 | Occupational Health & Safety Analyst (PC0324) | A supervisory job class which serves as a specialized workplace safety and health consultation or enforcement officers who directs and performs the most complex and sensitive of workplace safety consultations and investigations and ensure that workplace safety consultation, inspection, and investigation activities conducted by Alaska Occupational Safety and Health (AKOSH) staff are compliant with state laws and regulations and applicable federal Occupational Safety and Health Administration (OSHA) standards. | Range 20 job classes are working supervisors, responsible for performing inspections, ensuring compliance with regulations, and supervising multiple positions performing journey-level inspection work. |
| | Boiler & Pressure Vessel Inspector II (PC0339) | Conducts field and factory inspections of boilers and unfired pressure vessels for compliance with state statutes and regulations; and reviews the work of Boiler and Pressure Vessel Inspectors I to ensure their inspections conform to statutory requirements. This is a supervisory job class. | |

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Safety Officers plan and coordinate a significant section of a department's safety program. This includes the responsibility for creating and amending policies to ensure compliance with State laws and regulations and applicable federal OSHA standards; creating, updating, and administering safety training for assigned sections and/or regions; conducting inspections of facilities and equipment; and conducting accident investigation, analysis, and reporting.

Job Classes assigned to range 18 in the Safety Inspection job family are responsible for ensuring that State safety practices conform with State and Federal regulations. This includes a level of oversight, whether supervisory or over a program/materials which impact the State's safety regulations. These job classes require specific experience and or education in a field related to safety and/or regulation and knowledge of tools, equipment, and regulations. Safety Officers share a similar level of independence and authority to range 18 job classes and require specific experience in safety and health programs in order to coordinate a department's safety program.

Job Classes assigned to Range 19 in the Safety Inspection job family are responsible for performing inspections and regulate safety in a specialized field that requires specialized knowledge, education, or experience in order to perform the work. These job classes require specific degrees or certifications in order to perform the work. While Safety Officers do require knowledge, skills, and experience directly related to safety regulations, this experience is traditionally gained through experience rather than specialized education or certification. Safety Officers are responsible for more generalized safety program coordination rather than specializing in a specific facet of safety regulation.

Job Classes assigned to Range 20 in the Safety Inspection job family are working supervisors, responsible for performing inspections, ensuring compliance with regulations, and supervising multiple positions performing journey-level inspection work. These job classes are highly complex in their responsibilities, interpersonal relationships, and consequence of error. Safety Officers share a similar level of independence, supervision received, and latitude of initiative and originality, but supervision is not a part of the class controlling work performed by this job class.

Alignment Findings:

The consequence of error, nature and scope of recommendations, latitude of initiative and originality, nature of available guidelines, complexity of interpersonal relationships, and knowledge, skills, and required qualifications associated with the Safety Officer job class align with those of salary range 18. Positions assigned at a salary range 19 require more complex and specialized knowledge, skills, and other qualifications. Positions aligned at a salary range 20, exercise a greater scope, complexity, and latitude of responsibility than Safety Officers and are assigned supervisory authority over positions with a salary range of 19.

Based on the analysis of the duties and responsibilities typical of the classes, the preponderance of comparisons with other job classes, the goals for the pay plan, and the need to provide sufficient range separation between classes to recognize and compensate differences in skill, difficulty, and

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responsibility, this analyst recommends that Safety Officers continue to be assigned to salary range 18.

Conclusions:

The intended goals of the study were developed as routine maintenance of the Safety Officer job class. The job class specifications were updated to reflect the current scope and level of duties.

No new classes were established in this study. The Safety Officer job class continues to be assigned to the Safety Inspection job family and retains the class code PC0323.

The Safety Officer job class continues to be assigned salary Range 18.

Safety Officers meet the administrative criteria for exemption under the Fair Labor Standards Act. If also assigned supervisory authority over two full-time positions, these duties are consistent with the Executive exemption.

These changes will be effective January 1st, 2015.

Correspondence on the allocation of study positions is being distributed through the OPD system.

Attachments:

Final class specification(s)

Allocation Spreadsheet

cc: Chris Maisch, Director
Division of Forestry
Department of Natural Resources

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