



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Labor Relations Division
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Governor Edmund G. Brown Jr.
Secretary, Government Operations Agency Marybel Batjer
Director Richard Gillihan

June 19, 2015

Christopher Voight
California Association of Professional Scientists
455 Capitol Mall, Suite 500
Sacramento, CA 95814

Re: Notification of Classification Change

Dear Mr. Voight:

Attached is a copy of a proposed classification change that affects the following rank and file classifications:

Associate Industrial Hygienist
Assistant Industrial Hygienist
Junior Industrial Hygienist
Associate Industrial Hygiene Specialist, State Compensation Insurance Fund
Assistant Industrial Hygiene Specialist, State Compensation Insurance Fund
Junior Industrial Hygiene Specialist, State Compensation Insurance Fund

Please address any questions or communications on this proposal to me at (916) 324-0431, 1515 S Street, 4th Floor, North Building, Sacramento CA, 95811.

Sincerely,



Sandra Samaniego
Senior Labor Relations Officer
Labor Relations

Attachment

cc: Bryan Baldwin, Division Chief, CalHR

Industrial Hygienist Series

California State Personnel Board Specification

Series established July 25, 1978 XXXX

Scope

This series specification describes three five levels of professional classesifications which specialize in industrial hygiene activities in the State, such as investigating and recommending corrections for occupational health and safety industrial hygiene problems through anticipation, recognition, evaluation, and control of environmental hazards or stresses which adversely affect the health and well-being of workers.

Industrial Hygienist Series Specification – Class Titles and Codes

Schem Code	Class Code	Class
IC60-XX	3824 XXXX	Junior Industrial Hygienist
IC61	3855-	Assistant Industrial Hygienist
IC62	3856	Associate Industrial Hygienist
IC64	3852	Senior Industrial Hygienist
IC65	3841	Supervising Industrial Hygienist

Definition of Series

Classesifications in this series perform a broad range of are involved in conducting inspections and investigations in work places throughout the State; providing consultation and assistance to other agencies, interested groups, and industry in the enforcement of industrial hygiene and occupational health standards; developing and evaluating proposed standards; and providing training in methods and techniques in meeting and enforcing standards. Individuals in this series are occupational health and safety work, professionals who have provide expertise and strong specialization in one or more phases of biological, chemical, biomedical, environmental, or toxicological sciences; apply scientific methods and principles in the anticipation, recognition, evaluation, and control of occupational health and safety hazards; anticipate, recognize and evaluate workplace health and safety hazards and make recommendations for prevention of work related injuries and illness; collect field samples and perform or supervise chemical analyses; assess compliance with occupational health and safety standards and regulations; develop methods and document employee exposure through collection of data for physical, chemical and biological sample collection and analyses; design monitor and modify apparatus and procedures; interpret results of laboratory analyses and other findings; perform research; design or validate equipment used for the remediation or control of health; prepare data for court cases and act as a technical witness; prepare reports; assess compliance and implement enforcement of various occupational health regulations; regulate public and commercial establishments, and issue permits; analyze and prepare data for the development and promulgation of regulations; provide consultation and analytical determinations to Federal, State, and local officials; provide education and training of workers and the public in the prevention of occupational disease and community nuisance, and in methods and techniques in meeting and enforcing standards; meet with management, individuals, and groups to obtain compliance with laws and regulations concerning occupational health and safety requirements; and perform other related work. factors, effects, and control measures of in the area of engineering and mechanical control operations and industrial processes encountered in work places.

Factors Affecting Position Allocation

The scope and level, variety and of responsibilities assigned, complexity of assigned work; independence and consequence of action; degree of public and interagency contact; impact of decision making on the State program, and the degree amount of supervision exercised and received; degree to which decisions are sought and accepted by executive management; reporting relationships; consequence of error; and extent of impact serve as the differentiating factors between individual levels.

Entry Levels

Typical entry into this series by inexperienced personnel is through the Junior level, the trainee class for the series. Entry from outside State service, or from other series in State service, may be at any level.

Definition of Levels

Junior Industrial Hygienist

Range A: This is the entry and first working trainee level. Under close supervision of other professional staff, performs the less complex industrial hygiene field work; ~~assists higher level professional staff in conducting preliminary surveys and inspections of occupational environments, and in studies of potential health hazards of specific substances or in specific industries or processes;~~ 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 special field apparatus for monitoring or collecting samples; ~~collects morbidity statistics from industrial establishments;~~ prepares correspondence; and does other related work.

Assistant Industrial Hygienist

Range B: This is the intermediate working first working professional level. Under general supervision direction, performs industrial hygiene 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 special field apparatus; ~~assists in collecting~~ provides statistics and information from industrial establishments; ~~provides~~ gives information on the control of industrial health hazards; interprets standards; prepares ~~dictates~~ correspondence and ~~prepares~~ reports; and does other related work.

Associate Industrial Hygienist

Range C: This is the full professional journey level. Under general direction, performs difficult industrial hygiene work in connection with health hazards in places of employment; conducts ~~does~~ research on problems of 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 local health departments, industry and employee groups, and State and other governmental agencies in the field of industrial hygiene; assists in collecting and interpreting statistical data; researches, edits, and prepares articles for publication; assists in training, directing, and reviewing the work of other personnel; prepares reports and correspondence; may act as leaderperson over subordinate staff members in connection with studies or special projects; and does other related work.

Senior Industrial Hygienist

This is the first supervisory level. Under general direction, is responsible for some or all aspects of an industrial hygiene program in an assigned geographic area or subject matter function; prepares and monitors program budget; performs the more complex industrial hygiene work; plans, assigns, and supervises the work of one or more industrial hygiene staff members in an assigned geographic area or works independently in a staff capacity on complex industrial hygiene problems, or in coordinating or conducting major studies and investigations; ~~conducts site inspections;~~ consults with management, professional, and technical personnel, and makes and secures recommendations for the prevention, elimination, or control of hazards; identifies training needs and assists in the development of training plans; reviews proposed health standards, evaluates them, and makes recommendations for their acceptance or modifications; represents the department in contacts with the communities, industries, and other agencies; consults with management, professional, and technical personnel, and makes recommendations for the prevention, elimination, or control of occupational health hazards; and may perform evaluations; participates in and conducts meetings with department staff and others concerning occupational health and safety matters; ~~collects, records, and analyzes statistical data;~~ determines priorities, assigns work, and evaluates performance of staff; prepares and reviews correspondence and reports; and does other related work.

Supervising Industrial Hygienist

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 work in a major geographic area or supervises the work of a major section activity; proposes and evaluates health standards; conducts and participates in meetings 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.

Minimum Qualifications

All Levels:

Junior Industrial Hygienist

Education: Equivalent to graduation from an accredited college with a major work in industrial hygiene, environmental health, biomedical, toxicology, science-related engineering, chemistry, biology, physics, medicine, public health, or in a closely related science to the aforementioned field directly related to occupational health and safety. (Registration as a senior in an accredited college 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.)

Assistant Industrial Hygienist

EITHER I

Experience: One year of experience in the California state service performing the duties of a Junior Industrial Hygienist.

OR II

Experience: Two years of 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 one year in a position comparable in level, responsibility, and duties to that of a Junior Industrial Hygienist in the California state service. (A Master's Degree in Chemistry, Engineering, Environmental Health, Industrial Hygiene, Public Health, or a closely related curriculum may be substituted for one year of the required general experience.) and

Education: Equivalent to graduation from college with major work in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational health and safety. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) A Master's Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master's degree program including planned work experiences, may be substituted for the two years of required general experience.

Associate Industrial Hygienist

EITHER I

Experience: One year of experience in the California state service performing the duties of an Assistant Industrial Hygienist.

OR II

Experience: Three 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 a position comparable in level, responsibility, and duties to that of an Assistant Industrial Hygienist in the California state service. (A Master's Degree in Chemistry, Engineering, Environmental Health, Industrial Hygiene, Public Health, or a closely related curriculum may be substituted for one year of the required general experience.) and

Education: Equivalent to graduation from college with major work in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational health and safety. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) A Master's Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master's degree program including planned work experiences, may be substituted for the two years of required general experience.

Senior Industrial Hygienist

Possession of a Certificate in the Comprehensive Practice of Industrial Hygiene issued by the American Board of Industrial Hygiene, or a Certificate of Registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers. (Applicants who do not have this either 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 the California state service performing the duties of an Associate Industrial Hygienist, at Range C or in a classification equivalent in level of responsibility.

OR II

Experience: Four 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 position comparable in level, responsibility, and duties to that of an Associate Industrial Hygienist, Range C in the California state service. (A Master's Degree from an accredited college in Chemistry, Engineering, Environmental Health, Industrial Hygiene, Public Health, or a closely related curriculum may be substituted for one year of the required general experience.) and

Education: Equivalent to graduation from college with major work in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational health and safety. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) A Master's Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master's degree program including planned work experiences, may be substituted for the two years of required general experience.

Supervising Industrial Hygienist

Possession of a Certificate in the Comprehensive Practice of Industrial Hygiene issued by the American Board of Industrial Hygiene, or a Certificate of Registration as a Professional Engineer issued by the California State Board of Registration for Professional Engineers. (Applicants who do not have this either 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: Two One years of experience in the California state service performing the duties of a Senior Industrial Hygienist or in a classification equivalent in level of responsibility.

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 position comparable in level, responsibility, and duties to that of a Senior Industrial Hygienist in the California state service. (A Master's Degree from an accredited college in Chemistry, Biology, Physics, Engineering, Environmental Health, Industrial Hygiene, Public Health, or a closely related curriculum may be substituted for one year of the required general experience.) and

Education: Equivalent to graduation from college with major work in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational health and safety. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) A Master's Degree in Industrial Hygiene or Occupational Health, acquired in a two-year master's degree program including planned work experiences, may be substituted for the two years of required general experience.

Knowledge and Abilities

Junior Industrial Hygienist

Knowledge of: Basic principles and practices of industrial hygiene, public or environmental health; 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; and State and Federal laws, rules, and regulations on the health of industrial workers; basic 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, ergonomics, and human factor standards; establish and maintain cooperative relations with those contacted in the course of the work; participate in meetings with other governmental jurisdictions, industries, and community groups; communicate effectively; prepare clear and concise reports.

Assistant Industrial Hygienist

Knowledge of: All of the above, and public health and industrial hygiene principles and practices; one or more phases of biological, chemical, engineering, or toxicological factors, effects, and control measures; apparatus used to monitor and/or collect samples for analysis; methods, techniques, and practices used in determining and eliminating health hazards in industry.

Ability to: All of the above, and collect and evaluate plant findings and make recommendations for the elimination or control of hazardous conditions; function as a specialist in one or more phases of biological, chemical, engineering, or toxicological factor, and effects and control measures; interpret and apply industrial hygiene standards.

Associate Industrial Hygienist

Knowledge of: All of the above, and control of industrial health hazards; special sampling techniques and related apparatus; basic principles of supervision and training.

Ability to: All of the above, and independently conduct the most difficult field studies and investigations; represent the department in meetings with other governmental jurisdictions, industry, and community groups; train, lead, and review the work of other technical personnel.

Senior Industrial Hygienist

Knowledge of: All of the above, and special knowledge of particular branches of industrial hygiene, industry classifications or process; principles and practices of effective supervision and management of a 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 independently research and perform the most difficult surveys; plan, conduct, and direct research studies; develop new and modify existing protocol; prepare reports and papers for the internal distribution and official publications; 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; evaluate proposed health standards and make recommendations for their modification or acceptance; plan, organize, and direct the work of a professional staff; establish and maintain liaison with Federal, State, and local agencies, and with labor, management, and public interest groups; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

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 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 and

~~maintain a work environment that is free of discrimination and harassment.~~

Class History

Industrial Hygienist Series History - Dates Established, Revised, and Title Changed

Class	Date Established	Date Revised	Title Changed
Junior Industrial Hygienist	04/03/1974	03/29/2000 * <u>xx/xx/xxxx</u>	<u>xx/xx/xxxx</u>
Assistant Industrial Hygienist	07/25/1979	03/29/2000 *	--
Associate Industrial Hygienist	07/25/1979	03/29/2000 *	--
Senior Industrial Hygienist	07/25/1979	03/29/2000 * <u>xx/xx/xxxx</u>	--
Supervising Industrial Hygienist	07/25/1979	03/29/2000 * <u>xx/xx/xxxx</u>	--

~~* This was approved as an SPB staff calendar item.~~

Updated 7/29/2013 xx/xx/xxxx