

SAFETY INVESTIGATOR 4

KIND OF WORK

Fourth and highest professional level safety and health inspection, investigation and education work.

NATURE AND PURPOSE

Under administrative direction an employee in this class leads team activities of Occupational Safety and Health Act (OSHA) staff in meeting the general goals and objectives of the division. The incumbent may provide direction to other employees in a leadwork or team lead capacity. Manages case file reviews; conducts informal hearings with employers and their designated representatives or legal counsel to resolve disputed/contested cases; and negotiates, mediates, and/or arbitrates settlement agreements that can be formalized by the attorney general. Conducts and/or leads specialized team investigation activities of professional staff in the more complex and/or comprehensive inspections in general industry, construction, discrimination, and special emphasis safety inspections; represents Minnesota Occupational Safety and Health Act (MNOSHA) as a statewide technical expert in specialized technical areas through contacts with external constituents, including public and private employers, employee unions, federal OSHA, and other government agencies.

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

Lead a team of MNOSHA safety professionals performing special emphasis inspection in the incumbent's area of specialized technical expertise.

Function as a specialized technical safety resource for OSHA Management Team, MNOSHA safety and health staff, other federal and state OSHA safety and health professionals, and the safety and business community in general.

Mentors Safety Investigators 1, 2, and 3 through serious injuries, fatalities and the most complex inspections/investigations.

Schedule and assign work to area field staff based on the division's priorities, staffs' specialized knowledge, skills, and abilities, and geographical considerations.

Keep staff informed of new developments, rulings, or information needed to maintain their knowledge and enhance their effectiveness.

Review case files, make appropriate revisions, and ensure case files are prepared in a professional manner so that the information is accurate, technically correct, fully documented to substantiate all citations issued, and legally sufficient for use by the Attorney General to pursue in litigation.

Meet with employers, employees, and/or their legal representatives to elicit their arguments in penalties surrounding the case.

Manage contested caseload by analyzing, prioritizing, and scheduling cases according to their potential for impact on the MNOSHA, department, and State of Minnesota.

Act as the Department of Labor and Industry's representative and negotiator at informal conferences.

In the area of specialized technical expertise resolve technical questions from the public that deal with standards, the Act, and the OSHA program.

Provide or advise other staff on the provision of specialized technical abatement assistance to employers who have been issued citations and do not have the knowledge and expertise necessary to bring their workplaces into compliance.

Advise MNOSHA in the development of specialized technical safety standards and legislation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Acquire and maintain a thorough knowledge and understanding of Public Law 91-596, Minnesota Statutes 182, all related laws and statutes, court decisions and case law including legal principles involved and applied, and be aware of recent congressional and statutory changes in the law.

Acquire and maintain a thorough knowledge, and be proficient in applying techniques and skills of investigations, negotiation, mediation, and arbitration of complex and sensitive issues.

Maintain a knowledge and understanding of the scope, duties, and responsibilities of the professional safety and health positions and their role in MNOSHA.

Skill in:

Possesses effective verbal and written communications skills and be able to effectively transmit complex concepts and information in a clear and concise manner.

Ability to:

Ability to work independently without direct supervision or support.

Ability to prepare and document complete and legally sufficient case files so that the Attorney General may successfully prosecute the case in litigation and testify as an expert witness in the judicial process on behalf of the Department of Labor and Industry.

Ability to provide lead work to a team of safety professionals.

Working conditions:

Employees in this class are required to travel and work under varied and often hazardous conditions that may include the following conditions and that may require the use of protective wear and/or equipment: exposure to falls from heights, contaminated atmosphere, wet and dusty locations, chemical exposures, exposures to harmful physical agents (e.g., excessive heat, noise and radiation), explosion hazards, machine and process hazards.

Est.: 9/21/94
Rev.: 1/12/05

T.C.: 1/12/05
Former Title(s): Safety Investigator
Principal