

Effective Date: October 12, 1997

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**ENVIRONMENTAL HEALTH SPECIALIST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code for making classification decisions relative to present and future Professional Science Bargaining Unit positions located primarily at the University of Wisconsin System campuses, the Department of Commerce, the Department of Health and Family Services, the Department of Agriculture, Trade, and Consumer Protection, and the Department of Natural Resources. Positions allocated to this series participate in activities designed to assess, preserve, and protect the health and safety of State employees in the workplace, the public, and others, and may also be involved in related research and teaching activities. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses professional environmental health positions in the Professional Science Bargaining Unit, and found primarily in the central office, a designated laboratory, or region of the following: the University of Wisconsin System campuses; the Bureau of Technical and Safety Services in the Division of Safety and Buildings, and the Industrial Hygiene Unit in the Public Safety Section of the Department of Commerce; the Bureau of Public Health located within the Department of Health and Family Services; the Department of Natural Resources; and the Department of Agriculture, Trade, and Consumer Protection. Positions generally have responsibility for on-site environmental health and enforcement services to employers and employees throughout the State of Wisconsin.

Positions serve as primary resources for complex work hazards that require innovative and difficult evaluation and solution. Various standards are used for environmental health evaluation, including Occupational Safety & Health Administration (OSHA), and American National Standards Institute (ANSI) standards, and related State laws and administrative codes. Working titles for this series include: Industrial Hygienist, OSHA or Safety Specialist, or Indoor Air Specialist.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. "Management" and "Supervisor" positions as defined in s. 111.81(13) and (19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions for a majority of the time responsible for performing professional scientific analyses in the various sub-disciplines of microbiology or chemistry, or in environmental toxicology.
3. Positions spending a majority of their time performing solid and/or hazardous waste abatement and control, or hydrogeologist duties.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter positions in this classification series by competitive examination. Progression to the senior level will occur through reclassification. Progression to the advanced level will typically occur through some form of competitive examination.

II. DEFINITIONS

ENVIRONMENTAL HEALTH SPECIALIST

Positions work under close progressing to limited supervision. Principles and practices have been learned prior to entrance into this classification series. The emphasis is in developing skills in working with and/or understanding the program, state systems, user group(s) and the mechanics of the program; and developing an understanding and applying the statutes, rules, regulations, administrative code and standards required in the program area. Initial work assignments are well defined and short term in duration. Over time the work assignments become long term or short term with the employee expected to exercise independent judgment in determining specifics and priorities, as the objectives are progressively less clear. The positions may be in contact with outside entities and may have assignments which cross program lines depending on where the individual employee's performance level is determined. The supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

ENVIRONMENTAL HEALTH SPECIALIST-SENIOR

Positions allocated to this level include environmental health specialists in the following specialty areas: Indoor Air, Chemical Safety, and OSHA and other Safety Specialists. Senior level positions in these specialty areas are differentiated from lower-level positions in that they generally function as lead environmental health specialists for a specialty area in a given section of a Bureau or outlying district, and have jurisdiction over many diverse work sites, independently perform more complex tests and analyses, and have more professional latitude in prioritizing work assignments, deciding appropriate tests to be performed, analyzing test results, and making recommendations. Positions at this level independently develop in-depth, long-term, solutions for complex situations involving a variety of environmental health and safety issues, and spanning multiple regulatory areas. They deal with issues that are sensitive, due to public perception, but that may not be highly regulated, or scientifically understood (e.g., radon). At this level, positions are involved in some combination of the following activities: (1) performing complex analytical tests on routine and non-routine samples, e.g., analyzing industrial hygiene and related samples using instrumental techniques, assisting other environmental health specialists in the selection and performance of tests and procedures; (2) directing the abatement of a particular occupational hazard or problem; developing comprehensive, integrated program elements such as chemical inventory management, emergency response planning, or "Employee Right to Know" training programs; (3) providing assistance to other scientists in the same program area; (4) assisting the supervisor in the maintenance

of supplies, equipment and instruments, and in the "day-to-day" function of the particular section; (5) providing peer review of test results for accuracy and completeness; performing in-house environmental audits or inspections to assure regulatory compliance; and (6) functioning as a liaison with other governmental agencies, the private sector, and the public. These positions also conduct special projects or research; and are involved in training students, lower level environmental health specialists, and technical staff. Positions function under general supervision.

REPRESENTATIVE POSITION

INDUSTRIAL HYGIENIST (DILHR, DIVISION OF SAFETY AND BUILDINGS, BUREAU OF TECHNICAL AND SAFETY SERVICES, PUBLIC SAFETY SECTION (in a district) - Provide on- site industrial hygiene and related enforcement services to employers and employees in the public sector throughout the State of Wisconsin. Serve as a primary resource for the complex occupational health hazards requiring innovative and difficult evaluations and solutions. Independently provide technical, administrative, and consulting services in order to achieve program goals, including the provision of occupational health enforcement services in the public sector. Services include the evaluation and control of physical, chemical, and biological hazards, including but not limited to: airborne contaminants (such as dusts and fumes); noise overexposure; chemical hazards; and indoor air conditions. Employers and employees are also provided with information on such abatement and control methods apropos to the particular situation. Abatement and control measures and design includes ventilation systems, noise control measures, respiratory protection, hearing conservation, hazard communication programs, and others.

ENVIRONMENTAL HEALTH SPECIALIST-ADVANCED Positions allocated to this level are advanced-level environmental health specialists in a variety of specialty areas. Employees in this classification function as the environmental health specialist in a specialized area of a statewide program, or a program that provides multi- faceted, balanced compliance with conflicting rules of multiple agencies, as the program exercises stewardship over state resources. Positions are responsible for independently performing and interpreting the results of complex analyses on industrial hygiene samples; conducting field investigations and research related to industrial hygiene, environmental protection, or public health programs; and functioning as the Department's scientific expert on all professional matters related to environmental health and industrial hygiene. Positions may function as expert witnesses for court testimony when needed. Work may also include teaching lower level professional or non-professional staff or students; directing special projects, analyses, or independent research; representing the Department on technical or advisory health and safety committees; and/or traveling to make field checks of other facilities or workplaces. Positions often function in a public relations capacity, i.e., as liaisons with other state or federal agencies, or industry, and/or representing the department or laboratory at professional functions including symposia and colloquia. Positions function very independently, under very general supervision, and are expected to guide and review the work of other professional and technical staff. In order to be designated at this level, the position must be easily distinguishable from positions at the senior level by the scope and complexity of the responsibilities.

REPRESENTATIVE POSITION

ASSISTANT ENVIRONMENTAL HEALTH AND SAFETY MANAGER (UW- SYSTEM ADMINISTRATION, OFFICE OF SAFETY & LOSS PREVENTION, ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY) - Under the general direction of the Environmental Health and Safety Program manager, position has significant responsibilities in the team management of the UW System's multi-faceted environmental health and safety (EH&S) program. These include planning, program management and coordination of the EH&S program initiatives that are implemented at the 26 UW System campuses and within System Administration operations. This position functions as the Assistant EH&S Manager in making independent day-to- day program decisions, especially in the absence of the program manager, and in providing consultation to the administrative staff at the campuses.

In the complex regulatory environment which governs the health and safety program, this position is responsible for legal and technical program compliance pursuant to administrative rules and statutory

requirements. This position often functions as a senior technical consultant to top campus administrators, as well as the UW System Administration. Position provides hazardous waste program administration; develops the UW System's broad-scope Health and Safety program; develops specific program plans; conducts program evaluations and prepares reports; and provides leadership in providing technical training to campus E&H staff.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective October 12, 1997, and announced in Bulletin CC/SC-74 to describe positions which perform professional level environmental health specialist work at the Departments of Natural Resources, Agriculture, Trade and Consumer Protection, Commerce, and the University of Wisconsin System. The creation of this classification series resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Environmental Health Specialist classification series (class codes 55561 through 55564).

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