

Oklahoma Department of Labor
3017 N. Stiles, Ste. 100 – Oklahoma City, OK 73105
(405) 521-6100
RECRUITMENT ANNOUNCEMENT - PLEASE POST

One (1) Vacancy
40500067
LOCATION: OKC

ANNOUNCEMENT # 09-007

The Oklahoma Department of Labor is accepting applications for the position of:

**SAFETY CONSULTANT
LEVEL IV (J31D)**

Hiring Range: LEVEL IV Salary Band K - \$2576.67 to \$4294.50 per month

Begin Date: June 26, 2009

End Date: July 10, 2009

BASIC PURPOSE: Supervising and coordinating the Public Employee Occupational Safety and Health (PEOSH) Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES Review safety staff's work: written reports, application of standards, equipment maintenance etc. Ensure staff is performing in accordance w/Occupational Health and Safety Standards. Distribute work assignments; ensure inspectors are properly managing their work assignments; approve leave and audit weekly/monthly time reports. Oversee safety and health resources. Ensure adequate staff coverage; participate in strategic planning for the division and provide necessary resource information projecting anticipated needs of the division. Promotes PEOSH services to employers, trade associations & employees. Coordinates & participates in outreach efforts to educate and promote safety and health. Perform 24 hour initial onsite inspection visits; evaluate injury/illness data and related hazard analysis information maintained by employer. Serve as the designated Safety Coordinator for the Oklahoma Department of Labor.

EDUCATION AND EXPERIENCE REQUIREMENTS: Level IV - A bachelor's degree in geology, safety, engineering or a closely related field; or an equivalent combination of education and experience, substituting one year of experience in industrial relations, safety, safety inspection, safety education, engineering or risk management for each year of the required education - plus four additional years of qualifying experience.

Method of Application: Current State of Oklahoma employees with permanent status in the classified service or those with reinstatement rights. Submit a completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B) to the Oklahoma Department of Labor Human Resources Office by 4:30 p.m., 07/10/09. If you are not a current State of Oklahoma employee or do not have reinstatement rights, you may apply for this vacancy through the Office of Personnel Management (OPM) at www.ok.gov. Instructions on how to apply for a state job can also be found at www.ok.gov/opm/State_Jobs/How_to_Apply/.

The successful candidate for this position will be required to serve a one year probationary period. This announcement is made in accordance with the agency promotional plan on file in all agency administrative offices and the agency Human Resources Office.

An Equal Opportunity Employer