



## AGENDA

### REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:30 AM JUNE 18, 2019

CITY HALL – COUNCIL CHAMBERS

808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201

**1. CALL TO ORDER/ROLL CALL**

**2. APPROVAL OF MINUTES**

*Action Required*

- a. May 21, 2019 Minutes  
(p.3)

**3. PUBLIC COMMENT**

**4. PRESENTATIONS**

- a. Class Study Update  
(Sullivan/Bjork)

**5. CHIEF EXAMINER'S REPORT**

**6. NEW BUSINESS**

*Action Required*

- a. Request for Indefinite Leave of Absence – C. Olsen  
(Richards)(p. 5)
- b. D. Steuber - Claim re Chief Examiner Decision  
(Richards)(p. 6)
- c. Request to Void Heavy Equipment Mechanic Eligible List  
(Richards)(p.87)
- d. Request to Void Subordinate Clerk III Eligibility List  
(Richards)(p. 88)
- e. Resolution 2019-04 Rule IV Section 16 Removal  
(Richards)(p.89)

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane Council Chambers in the lower level of City Hall is wheelchair accessible and is also equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of a picture ID) at the City Cable 5 production booth on the first floor, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write or email Human Resources at:

- Phone: 509.625.6363
- Address: 808 W. Spokane Falls Blvd, Spokane, WA 99201
- Email: [msteinolfson@spokanecity.org](mailto:msteinolfson@spokanecity.org)

Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. All requests for accommodation must be made at least forty-eight (48) hours before the meeting date.

**7. UNFINISHED BUSINESS**

*Action Required*

- a. Budget Discussion  
(Richards)(p. 91)

**8. ADJOURN**

**Notes:**

- The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

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**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION  
May 21, 2019 Minutes**

**1. CALL TO ORDER/ROLL CALL**

Commissioner Lindsey called the meeting to order at 9:31 a.m.  
All Commissioners were present.

**2. APPROVAL OF MINUTES**

MOTION: Move to approve April 16, 2019 minutes.  
Hult/DeCounter: Motion passed unanimously.

**3. PUBLIC COMMENT**

- a. Joe Cavanaugh- Local 270 President provided comment regarding Agenda Item 6b.
- b. Melissa Wittstruck – M & P Vice President provided comment regarding Agenda Item 6b.
- c. Joe Cavanaugh – Local 270 President provided comment regarding Agenda Item 6f.

**4. PRESENTATIONS**

- a. Performance Measures presented by Colin Martin – Personnel Analyst I

**5. CHIEF EXAMINER' REPORT**

Chief Examiner Richards provided updates regarding Civil Service Department operations.

**6. NEW BUSINESS**

- a. Motion for Reconsideration – A. Eva Appeal  
The Commission adjourned into Executive Session at 9:54 a.m.  
No Action Taken  
The Commission resumed open session at 10:01 a.m.  
MOTION: I would move denial of Motion for Reconsideration in this Appeal.  
Hult/DeCounter: Motion passed 4-0; with Gilmore abstaining.
- b. Request for Indefinite Leave of Absence – Rodney Mann  
MOTION: Move to grant request.  
Stephens/DeCounter: Motion passed unanimously.
- c. Resolution 2019-02 Classification Updates  
MOTION: Move to approve Classification Updates as submitted.  
Hult/Gilmore: Motion passed unanimously.
- d. 2018 Annual Report  
MOTION: Move to adopt document as presented.  
Stephens/Gilmore: Motion passed unanimously.
- e. Initial Budget Discussion  
Commission requests Chief Examiner to bring feedback to next meeting on Classification Study consulting firm, on how the process is working or not working and the cost analysis.

- f. Resolution 2019-03 Rule 2.38 Promotion  
MOTION: Move adoption and approval of the wording as submitted.  
Hult/Gilmore: Motion passed unanimously.

**7. Unfinished Business**

- a. Policy Agency Disqualifiers  
MOTION: Move to accept as written with changes.  
Gilmore/Stephens: Motion passed unanimously.

**8. ADJOURN**

The Commission adjourned at 10:39 a.m.

DRAFT

June 5, 2019

Amber Richards, Chief Examiner  
Civil Service Commission  
4<sup>th</sup> Floor, City Hall  
808 W Spokane Falls Blvd.  
Spokane WA 99201

Re: Requesting an indefinite leave of absence from my classified position of Environmental and Sustainability Manager

Dear Ms. Richards,

Upon my appointment to Sustainability Director, I would like to resign from my position as Environmental and Sustainability Manager.

My intention is to maintain any standing under Civil Service Rules I may have had prior to accepting the appointive position. I would also like to retain seniority status I had when leaving classified service, including reinstatement to my former position when necessary.

Thank you,

Catherine D. Olsen  
547 E Euclid Ave.  
Spokane, WA 99207



Civil Service

Fair. Fast. *Friendly.* **Forward.**

BRIEFING PAPER: CHIEF EXAMINER DECISION RE D STEUBER

APPLICABLE RULE/S

**Rule III Section 2 Classification Reviews:** Section 2. CLASSIFICATION REVIEWS: Generally, classification reviews will be conducted for each classification within the classified service every two years. During the Classification review, the minimum qualifications shall be reviewed and agreed upon by labor and management. At any time, either labor or management has the right to submit changes in minimum qualifications. Should labor and management agree with the minimum qualifications, such changes shall be made and reported to the Commission. If labor and management cannot come to an agreement, the recommendations of each party shall be submitted to the Commission for its review; the Commission's decision shall then be adopted.

**Rule IV Section 4 Qualifications:** Examination notices shall contain a minimum age and such other minimum occupational qualifications established for the position by the Commission. Every applicant must affirm, in a manner satisfactory to the Commission, that he or she is able to perform the essential functions of the position to which appointment is sought, with or without reasonable accommodation. The Commission may refuse to examine an applicant, or, after examination, to certify an eligible, and may remove the applicant's name from an eligible list for any of the following reasons:

- (a) Prior dismissal from City employment for cause as set forth in Rule VIII Section 4.
- (b) Inability to perform the essential functions of the job, with or without reasonable accommodation
- (c) Intentional false statement in any material fact, or deception or fraud in securing examination, certification or appointment.
- (d) Does not meet requirements as contained in examination announcement.
- (e) Any cheating on examinations or any other willful violation of the provisions of this rule.

**Rule XI Section 3 Claim:** The claim of any applicant, or any person whose name appears on an eligible list, or who has a Civil Service classification from which deprived, or separated from a position to which entitled; or the complaint of any employee or designated representative regarding conditions of Civil Service employment, may be presented to the Commission for investigation. A claim must be made in writing, and those protesting a lay off action must be filed with the Secretary not later than 10 working

days following the effective date of such lay off. Should the investigation, as provided by Section 2, above, result in a hearing, then the procedure as set forth in Section 7, following, shall prevail.

**Rule XI Section 5 Appeals:** Any employee in the classified service who has been suspended, reduced in rank or discharged as provided in Rule VIII may appeal such action to the Commission. All appeals must be in writing and filed with the Secretary within ten (10) working days from date of filing of such order with the Commission or from date of service of such order on the employee, whichever is later. The Secretary shall provide a copy to the Human Resources Director of any appeal so filed. Failure to file within the prescribed time shall be considered as acceptance of the action and the action shall be deemed complete.

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#### BACKGROUND AND CONSIDERATION GIVEN

I received the attached letter from Mr. Steuber on May 3, requesting an appeal of the analyst's determination that the applicant did not meet the minimum qualifications as published in the Safety Coordinator position. Upon receipt, I reviewed the minimum qualifications for this position and noted two paths to qualify, as outlined below:

##### Open Entry Requirements:

Open entry applicants must meet all requirements in one of the following paths at the time of application.

##### Bachelor's Degree Path:

- Education: Graduation from an accredited four-year college or university with major coursework in a field of study related to safety engineering, safety administration, industrial hygiene, or occupational health.
- Experience: Two years of professional experience in safety planning, programming, coordination or administration.
- Licenses: Valid driver's license or otherwise demonstrated ability to get to and from multiple work locations as required.

##### Associate's Degree Path:

- Education: Graduation from an accredited two-year college or university with major coursework in a field of study related to safety engineering, safety administration, industrial hygiene, or occupational health.
- Experience: Five years of professional experience in safety planning, programming, coordination or administration.
- Licenses: Valid driver's license or otherwise demonstrated ability to get to and from multiple work locations as required.

In addition, the following Examination Details were included in the posting:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. The examination will consist of a training and experience evaluation (T&E) weighted at 100%.

I reviewed Mr. Steuber's application materials, which include a set of supplemental questions. I confirmed that Mr. Steuber does not possess a bachelor's or associate's degree. I took note of the response to Supplemental Question 1, which asks the following:

Which of the following best describes your level of education with major course work in a field of study related to safety engineering, safety administration, industrial hygiene, or occupational health?

- Some college, but no degree
- Associate's Degree
- Bachelor's Degree
- Advanced Degree
- None of the above

Mr. Steuber selected the option for Associate's degree, however he did not have this level of education at the time the application period ended. I noted that Mr. Steuber indicated in the appeal letter referenced above that he does not possess either of the degrees required for this position.

Finally, I conferred with the analyst in charge of this recruitment and confirmed that the minimum qualifications for this position were agreed upon by labor, in this instance M&P, and management.

Mr. Steuber then requested to appeal to the Civil Service Commission. I advised him that he does not have rights to appeal under the provisions of the Rule X, Section 5 Appeals as he is not an employee in the classified service. I directed him to Rule X, Section 3 Claim as his most appropriate avenue for recourse.

#### DETERMINATION

Mr. Steuber did not meet either of the degree requirements outlined in minimum qualifications for the Safety Coordinator position. There was no other qualifying path and as such, I concur with the analyst's decision and also find the applicant failed to meet the minimum qualifications.

#### Attachments:

- 05032019 D. Steuber Letter Requesting Appeal
- Safety Coordinator Job Posting

**TO: Civil Service Director  
City of Spokane**

**DATE: May 3, 2019**

**FROM: Don Steuber  
Safety Coordinator (Project)  
City of Spokane**

**SUBJECT: Notice of Appeal for the  
Safety Coordinator Position**

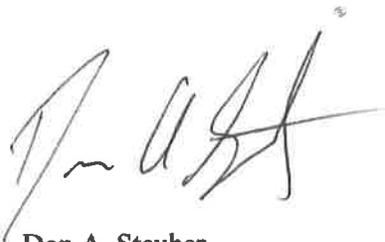
On 4/28/2019, I, Don Steuber, applied for the City of Spokane Safety Coordinator position, Job Number 050-2019. I submitted my application prior to the closing date/time, answered all questions, and included all required documentation. This memorandum shall serve as my official notice of appeal to the findings of the City of Spokane Civil Service Department: "it was determined that you do not meet the minimum requirements acceptable for this position, which were posted on the job announcement." The notification was sent to my e-mail account at 9:35am on April 30<sup>th</sup> 2019.

While the e-mail does not state which requirements I do not meet, I appeal the finding, on the basis that I am more than qualified for this position in all areas. While I do not currently have a Bachelors or Associates degree, I do have 85 semester credits toward a Bachelor of Science Degree from Embry Riddle Aeronautical University, of which 18 semester credits are in Safety. This is more than enough credits to satisfy the requirement for an Associates of Science degree, and I respectfully request that my credits be considered as fulfillment of the educational requirement for this position. I also have roughly 54 semester credits from the Community College of the Air Force in Aircraft Maintenance Technology. Moreover I have earned my Occupational Safety and Health Technician Certification, (a nationally accredited certification) from the OSHA Training Institute, which consisted of nine different safety classes (roughly 30 continuing education units, CEUs).

I have eight years of extensive safety experience, working as a Safety Specialist II, Safety Consultant, Safety Coordinator, and Safety Manager, in several different industrial settings across many different occupational safety disciplines. I have worked in the aviation industry, early childhood education, law enforcement/corrections, food production, and municipal government with the City of Spokane.

It is my contention, that my background and extensive experience, more than qualify me to be considered for the position of Safety Coordinator with the City of Spokane, and that my education and college credits more than meet the requirements outlined in the job listing/description. Thank you for your consideration in this matter.

Respectfully,



Don A. Steuber  
[DSteuber12001@yahoo.com](mailto:DSteuber12001@yahoo.com)  
(509) 279-4193

**From:** [Steuber, Don](#)  
**To:** [Richards, Amber](#)  
**Subject:** Appeal  
**Date:** Wednesday, June 5, 2019 10:39:39 AM  
**Attachments:** [Safety Coordinator Job Description and Listing for City of Spokane.pdf](#)  
[Application for Safety Coordinator City of Spokane.pdf](#)  
[Civil Service Deems Not Qualified.pdf](#)  
[Contesting Civil Service Findings.docx](#)  
[Embry Riddle Official Advising Report.pdf](#)  
[Embry Riddle Unofficial Transcript 2019.pdf](#)  
[Federal Safety Position with NASA Job Description.pdf](#)  
[Federal Safety Position with the FAA Job Description.pdf](#)  
[Job Posting L and I Spokane office.pdf](#)  
[Job Posting L and I Tacoma office.pdf](#)  
[City of Seattle Senior Safety Specialist Job Description and Listing.pdf](#)  
[Risk Management Job Description City of Renton.pdf](#)  
[Litehouse Sandpoint Job Description.pdf](#)  
[Nestle Job Posting.pdf](#)  
[Jubilent Hollister Job Posting.pdf](#)

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Good Morning Amber,

I have attached all of the supporting documentation for my appeal, I realize this is a large amount of paperwork, but I feel it is all relevant to my case. I included recent job listings for federal, state, and municipal governments, as well as three private sector jobs. The reason I have included these is to show industrial consensus for safety educational requirements. Please direct the commissions attention to the Education Requirements section for each listing. Additionally please keep the documentation in the order which it is in this e-mail, because I will be presenting in order. I will read a prepared statement, then present my supporting documentation.

Thanks for all of your help

Don Steuber  
City of Spokane  
Safety Specialist  
(509) 625-6575



**CITY OF SPOKANE**  
invites applications for the position of:

## **Safety Coordinator**

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**SALARY:** \$64,226.88 - \$86,297.04 Annually

**OPENING DATE:** 04/08/19

**CLOSING DATE:** 04/28/19 11:59 PM

**DESCRIPTION:**

Performs responsible professional administrative work and training in coordinating and carrying out the City's safety and loss control programs and policies in accordance with Federal/State laws and City requirements.

**EXAMPLES OF WORK:**

- Consults, advises, and conducts training on loss control, safety, and environmental programs to prevent or minimize losses associated with accidents, injuries, work stoppages, fines or penalties for noncompliance from State and Federal organizations, and to minimize losses associated with unauthorized access, natural disasters or other incidents.
- Assists operating departments in establishing safety rules and regulations and interpreting state law with respect to safety.
- Recommends loss control activities based upon State and Federal requirements as well as internal loss information.
- Manages safety promotions.
- Coordinates industrial hygiene programs for a variety of occupational exposures.
- Conducts and/or coordinates field sampling and investigation to accurately assess employee exposure.
- Consults on compliance with recommended exposure levels to both physical and airborne contaminants.
- Inspects heavy and light machinery and industrial processes and consults on compliance with safety engineering codes and regulations.
- Inspects facilities and activities of City departments to minimize losses and ensure compliance with City requirements including Risk Management Programs, and Federal/State laws.
- Provides accident investigation for Workers Compensation liability incidents and claims under the City's Self-Insured/Self-Administered programs.
- Assists City departments with inspections from the Department of Labor and Industries and self-insurance audits for the City's program.
- Assists with administrative appeals of Department of Labor and Industries citations.
- Maintains safety manual and records pertaining to employee safety training and testing.
- Assists in returning employees back to work in a safe manner.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Open Entry Requirements:**

(Open-entry applicants must meet all requirements in one of the following paths at the time of application.)

*Bachelor's Degree Path:*

- *Education:* Graduation from an accredited four-year college or university with major course work in a field of study related to safety engineering, safety administration, industrial hygiene, or occupational health.
- *Experience:* Two years of professional experience in safety planning, programming, coordination or administration.
- *Licenses:* Valid driver's license or otherwise demonstrated ability to get to and from multiple work locations as required.

*Associate's Degree Path:*

- *Education:* Graduation from an accredited two-year college or university with major course work in a field of study related to safety engineering, safety administration, industrial hygiene, or occupational health.
- *Experience:* Five years of professional experience in safety planning, programming, coordination or administration.
- *Licenses:* Valid driver's license or otherwise demonstrated ability to get to and from multiple work locations as required.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. The examination will consist of a training and experience evaluation (T&E) weighted at 100%.

**T&E EVALUATION DETAILS**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "**QUESTIONS**" on the job announcement page. The T&E must be submitted online at the time of application. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the closing date.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

Qualified applicants are encouraged to apply immediately.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://my.spokanecity.org>

Position #050-2019  
 SAFETY COORDINATOR  
 KP

808 W. Spokane Falls Blvd.  
 City Hall, 4th Floor  
 Spokane, WA 99201  
 509.625.6160

[civilservice@spokanecity.org](mailto:civilservice@spokanecity.org)

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## Safety Coordinator Supplemental Questionnaire

- \* 1. Which of the following best describes your level of education with major course work in a field of study related to safety engineering, safety administration, industrial hygiene, or occupational health?
  - Some college, but no degree
  - Associate's Degree
  - Bachelor's Degree
  - Advanced Degree
  - None of the above
- \* 2. I have attached college transcripts to my online application. (If you answer no, your application is incomplete and will not be considered in the hiring process.)
  - Yes
  - No
- \* 3. How much experience do you have in safety planning, programming, coordination, or administration?
  - 1 - 12 months
  - 13 - 24 months
  - 25 - 36 months
  - 37 - 48 months
  - 49 - 60 months
  - 60+ months
- \* 4. Do you possess a valid driver's license?
  - Yes
  - No
- \* 5. Enter your driver's license number and expiration date.
- \* 6. Describe in detail your experience working with OSHA or DOSH/WISHA and any other regulatory agencies. If you were inspected by the agency, include the type of inspection, citations issued and actions taken to resolve the citations.
- \* 7. Describe in detail the safety and health compliance programs that you have developed and those that you have administered. For each program, please indicate whether you developed and/or administered the program and specifically which OSHA/DOSH occupational safety and health standards you worked with.
- \* 8. Describe in detail the safety and health training topics that you developed and/or presented. For each topic, please indicate whether you developed and/or presented the training. If you presented the training, please indicate how often you provided the training, how many people you trained, and the training method you used.
- \* 9. Describe in detail your experience with identifying and correcting health and safety liability exposures.
- \* 10.

Describe in detail your experience working with health and safety related programs in an industrial setting.

- \* 11. Describe in detail an industrial incident you investigated, including the causes identified and steps taken to prevent future occurrences. Please indicate an approximate number of investigations conducted.
  
- \* 12. Describe in detail your experience in coordinating, conducting and/or overseeing occupational health and safety inspection and audits. Please indicate an approximate number of inspections and audits performed, the type of activity being audited and whether your role was coordinating, conducting or overseeing the inspections.
  
- \* 13. Describe in detail your experience with safety committees. Indicate your role in the committee, frequency of committee meetings and effectiveness of the committee.
  
- \* 14. Describe in detail your experience with ergonomic programs. Please indicate your role in the ergonomic program: develop the program, administer the program, conduct ergonomic assessments, etc. Please list the quantity and types of ergonomic assessments you have performed, the challenges you faced and the solutions you reached.
  
- \* 15. Describe in detail your experience with identifying and correcting health and safety liability exposures caused by outside contractors.
  
  
- \* Required Question

EMPLOYMENT APPLICATION		
	<b>City of Spokane</b> 808 W. Spokane Falls Blvd. City Hall, 4th Floor Spokane, Washington - 99201 <a href="http://my.spokanecity.org">http://my.spokanecity.org</a> ( <a href="http://my.spokanecity.org">http://my.spokanecity.org</a> ) <b>Steuber, Don A</b> <b>Safety Coordinator</b>	<b>Received: 04/28/2019</b> 03:56 PM <b>For Official Use Only:</b> QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____

PERSONAL INFORMATION			
<b>POSITION TITLE:</b> Safety Coordinator		<b>Job Number:</b> 050-2019	
<b>NAME:</b> (Last, First, Middle) Steuber, Don A		<b>SOCIAL SECURITY NUMBER:</b>	
<b>Former Last Name:</b>		<b>Date And Month Of Birth:</b> 14-November	
<b>ADDRESS:</b> (Street, City, State, Zip Code) [REDACTED]			
<b>HOME PHONE:</b> [REDACTED]	<b>ALTERNATE PHONE:</b>	<b>EMAIL ADDRESS:</b> [REDACTED]	
<b>DRIVER'S LICENSE:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DRIVER'S LICENSE:</b> <b>State:</b> Washington <b>Number:</b> *****[REDACTED]	<b>DRIVER'S LICENSE:</b> <b>Class:</b> R	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION		
<b>SCHOOL NAME:</b> Embry Riddle Aeronautical University	<b>SCHOOL TYPE:</b> College	<b>DATES:</b> From November/2009 To Present
<b>LOCATION:</b> (City, State) Daytona Beach , Florida	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>DEGREE RECEIVED:</b> No Degree
<b>MAJOR:</b> Professional Aeronautics/Safety		<b>UNITS COMPLETED:</b> 86
<b>WEBSITE:</b> <a href="http://www.erau.edu">www.erau.edu</a>		<b>UNIT TYPE:</b> Semester
<b>SCHOOL NAME:</b> Community College of the Air Force	<b>SCHOOL TYPE:</b> College	<b>DATES:</b> From January/2000

<b>LOCATION:</b> (City, State) Montgomery , Alabama	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Associate's
<b>MAJOR:</b> Aircraft Maintenance Technology		<b>UNITS COMPLETED:</b> 57
<b>WEBSITE:</b> www.au.af.mil/au/barnes/ccaf/		<b>UNIT TYPE:</b> Semester

WORK EXPERIENCE		
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<b>DATES:</b> From July/2018 To January/2019	<b>EMPLOYER:</b> City of Spokane	<b>POSITION TITLE:</b> Safety Coordinator
<b>ADDRESS:</b> (Street , City , State , Zip Code) [REDACTED] [REDACTED]		<b>COMPANY URL:</b> <a href="https://my.spokanecity.org/">https://my.spokanecity.org/</a>
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> [REDACTED] [REDACTED]	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 0	

**DUTIES:**  
I am currently a Safety Coordinator for the City of Spokane, overseeing the Occupational Safety and training for approximately 400 employees across several different agencies. Including the following departments: Police, Fire, Parks and Recreation, Public Defenders Office, Court Administration, and the Library system. I implement objectives, policies, and goals with the defined purpose of reducing injury rates, lost work time, and loss or damage of city property. I am responsible for coordinating staff to address key safety and workers' compensation issues throughout my assigned departments within the City of Spokane. I develop safety action plans for individual departments to provide clear procedures to achieve a reduction in injuries and costs to the department and the city. I direct work plans to resolve any safety, or claim management issues or concerns. I conduct scheduled and unscheduled safety audits to determine the effectiveness of the city, and departmental safety policies, and identify areas that need improvement, and conduct an annual review of safety compliance programs and updates as new standards or changes are needed, and give formal post audit briefings to management, and hourly employees. I am solely responsible for all ergonomics assessments across all city agencies. I conduct workplace ergonomics assessments to improve workplace effectiveness by reducing pain and strain caused by repetitive motion, sedentary work positions, awkward body positioning, an ineffective desk set up. I also make recommendations for ergonomic office furniture and equipment as required.

**REASON FOR LEAVING:**  
I am currently a temporary project employee for the city and my term expires at the end of January 2019.

<b>DATES:</b> From May/2017 To May/2018	<b>EMPLOYER:</b> Archer Daniels Midland	<b>POSITION TITLE:</b> Safety Manager
--------------------------------------------	--------------------------------------------	------------------------------------------

<b>ADDRESS:</b> (Street , City , State , Zip Code) 601 1st Street Cheney , Washington , US - 99004		<b>COMPANY URL:</b> www.adm.com
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> [REDACTED]	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 0	
<b>DUTIES:</b> As the Safety Manager at the ADM Flour Mill (food production facility) in Cheney WA, I was responsible for promoting and enforcing the ADM Plant Safety Program in accordance with company policy, local, state and federal regulations, including DOSH, OSHA, and the EPA. My duties included managing the Process Safety Management Program (PSM) in a facility, which used and stored roughly 2300 lbs. of highly toxic chlorine gas in pressurized cylinders. I was responsible for overseeing and managing the Respiratory Protection Program, Hazardous Communication (HAZCOM), Weekly Safety Audits, Plant Sanitation, and Combustible Dust Mitigation. I also ensured that the Fire Protection System, fire extinguishers, first aid kits, AED, and eyewash stations were inspected and maintained as required. I managed the comprehensive training program, which included training all plant employees, new hires, contractors, and temporary agency employees. Additionally, I planned, coordinated and taught all monthly-required training classes, and maintained the training compliance database. Furthermore, I maintained the plant safety incident/accident database; I conducted a thorough investigation of all plant safety incidents, injuries, and near misses, and determined a root cause(s), direct cause(s), and corrective action(s) for each. I also chaired the plant safety committee, organizing and conducting a monthly meeting, which had equal participation between management and hourly employees to collaboratively identify and track unsafe conditions in the plant.		
<b>REASON FOR LEAVING:</b> I was laid off due to a large corporate restructuring.		
<b>DATES:</b> From September/2015 To May/2017	<b>EMPLOYER:</b> Wyoming Department of Corrections	<b>POSITION TITLE:</b> Safety Manager
<b>ADDRESS:</b> (Street , City , State , Zip Code) [REDACTED] [REDACTED]		<b>COMPANY URL:</b> http://corrections.wyo.gov/
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> [REDACTED]	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 0	

**DUTIES:**

As the Safety Manager at the Wyoming State Penitentiary, a Maximum Security Prison, I was responsible for promulgating, implementing, and enforcing the Wyoming State Penitentiary comprehensive safety and health program. This included the management of the following programs: HAZCOM, respiratory protection, OSHA compliance, weekly and monthly safety audits, blood borne pathogen, vehicle safety, office ergonomic assessments, accident investigation and tracking, as well as monthly first aid kit, fire extinguisher, and Automated External Defibrillator inspections. I was responsible for the research and acquisition of all safety related items, including PPE, and safety equipment. Additionally I was accountable for the health and safety of approximately 350 state employees, and roughly 175 inmate workers. I communicated daily, with all levels of management, and employees within the institution.

Conducted monthly, annual, and new hire Safety training on a variety of topics. Additionally I created five new required training programs to provide the most up to date safety information to employees. Created and maintained a safety training database to track the training status of all assigned personnel.

**REASON FOR LEAVING:**

I resigned my position to pursue other opportunities, career enhancement.

<b>DATES:</b> From October/2014 To October/2015	<b>EMPLOYER:</b> Danya International	<b>POSITION TITLE:</b> Safety Consultant
<b>ADDRESS:</b> (Street , City , State , Zip Code) [REDACTED] [REDACTED]		<b>COMPANY URL:</b> <a href="http://www.danya.com/">http://www.danya.com/</a>
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> [REDACTED]	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b>	

**DUTIES:**

As an Environmental Health & Safety Consultant Reviewer, I was responsible for conducting health and safety reviews/inspections of early childhood centers and facilities across the country in support of the Office of Head Start's (OHS) monitoring program. I was required to travel independently for review events lasting approximately one week. I inspected numerous facilities, collected evidence, took photos, and interviewed staff. All data was collected using an automated, standardized software program. I inspected facilities, including, but not limited to: classrooms, playgrounds, kitchens, administrative areas, and other environments to determine if they were safe for children, families, and staff, in accordance with OSHA, NFPA, USDA and HHS regulations.

**REASON FOR LEAVING:**

To pursue full time employment, this was a consulting job with no benefits.

<b>DATES:</b> From July/2011 To August/2014	<b>EMPLOYER:</b> Sierra Nevada Corporation	<b>POSITION TITLE:</b> Safety Specialist II
------------------------------------------------	-----------------------------------------------	------------------------------------------------

<b>ADDRESS:</b> (Street , City , State , Zip Code) [REDACTED] [REDACTED]		<b>COMPANY URL:</b> www.snc.com
<b>PHONE NUMBER:</b> [REDACTED]	<b>SUPERVISOR:</b> [REDACTED], Safety Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b># OF EMPLOYEES SUPERVISED:</b> 0	
<b>DUTIES:</b> As an Aviation Ground Safety Specialist II, I reviewed, evaluated, and inspected work environments, workplace hazards and designed programs and procedures to control, minimize, or eliminate hazards, which can cause disease, injury, or illness caused by chemical, physical, and biological agents, as well as workplace ergonomic factors. I conducted weekly facility safety audits, and inspections to ensure that SNC facilities and employees complied with OSHA, EPA, DOT, state and local laws, as well as company safety and health rules. I inspected Safety and health equipment such as fire extinguishers, all 11 SNC facilities to ensure the serviceability and presence of fire prevention equipment, safety equipment, and first-aid supplies. I investigated health-related complaints and workplace accidents in an attempt to identify the root cause and to determine how similar accidents could be prevented in the future.		
<b>REASON FOR LEAVING:</b> Laid off.		

CERTIFICATES AND LICENSES	
<b>TYPE:</b> Single Engine, Land, Private Pilots license w/Instrument Rating	
<b>LICENSE NUMBER:</b> 3057795	<b>ISSUING AGENCY:</b> Federal Aviation Administration

SKILLS
<b>OFFICE SKILLS:</b> Typing: 40 Data Entry: 0
<b>OTHER SKILLS:</b> Writer - Skilled - 60 month; Residential Construction and Home Improvement - Skilled - 120 month;
<b>LANGUAGE(S):</b> Nothing Entered For This Section

SUPPLEMENTAL INFORMATION
<b>TYPE:</b> Military Service

**DESCRIPTION:**

I retired from the Air Force Reserves on March 31, 2018. Prior to that I was an active duty infantryman in the Army for seven years. I have served in three different contingency operations: Operation Iraqi Freedom, Operation Enduring Freedom, and Operation Desert Storm, and have deployed to the Middle East on four separate occasions.

**TYPE:**

Publications

**DESCRIPTION:**

I wrote the following articles for the Ft. Bragg and Pope Air Force Base publication.  
[http://paraglideonline.net/112410\\_Flightline4.html](http://paraglideonline.net/112410_Flightline4.html)  
[http://paraglideonline.net/010611\\_Flightline4.html](http://paraglideonline.net/010611_Flightline4.html)

**TYPE:**

Military Service

**DESCRIPTION:**

-U.S. Army Primary Leadership Development School, graduated with honors, made the Commandants list, which is the top 10 percent of my graduating class of over 100 soldiers -US Air Force Meritorious Service Medal -US Air Force Commendation Medal -US Army Commendation Medals, 2 -US Air Force Expeditionary Medal

**REFERENCES****REFERENCE TYPE:**

Professional

**NAME:**

[REDACTED]

**POSITION:**

Dr

**ADDRESS:** (Street, City, State, Zip Code)

Colorado Springs , Colorado

**EMAIL ADDRESS:**

[REDACTED]

**PHONE NUMBER:**

[REDACTED]

**REFERENCE TYPE:**

Professional

**NAME:**

[REDACTED]

**POSITION:**

[REDACTED]

**ADDRESS:** (Street, City, State, Zip Code)

[REDACTED]

[REDACTED]

<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> [REDACTED]	<b>POSITION:</b> Plant Manager
<b>ADDRESS:</b> (Street, City, State, Zip Code) [REDACTED] [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> [REDACTED]	<b>POSITION:</b> Safety Manager
<b>ADDRESS:</b> (Street, City, State, Zip Code) [REDACTED] [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>PHONE NUMBER:</b> [REDACTED]

**Agency - Wide Questions**

1. Are you currently employed by the City of Spokane?  
Yes
2. If you are a current City of Spokane employee, please enter your job title and employment status (e.g. Classified, Temp/Seasonal, Exempt, Project, etc.).  
Project Employee in the Safety Department.
3. **VETERANS PREFERENCE** Veterans preference for competitive service is granted in accordance with WAC 357-16-110(1) and RCW 41.04.010. Preference shall be given to all veterans, as defined in RCW 41.04.007, by adding veterans scoring criteria status to the final passing score of competitive examinations. Preference in hiring for non-competitive service is granted in accordance with WAC 357-16-110(2) and RCW 73.16.010. Applicants claiming veterans preference must provide supporting documents to verify eligibility, such as a DD Form 214 (Member 4) or NGB Form 22, at the time of filing application. Are you eligible to claim veterans preference for competitive service?  
Yes
4. Have you previously been appointed to a position with a public/government agency through the use of veterans preference? If yes, you are not eligible to claim veterans preference pursuant to RCW 41.04.010(1)(2).  
No
5. Please identify your ethnic origin:  
White (not of Hispanic origin)
6. Please identify your gender:  
Male



- 7. Describe in detail the safety and health compliance programs that you have developed and those that you have administered. For each program, please indicate whether you developed and/or administered the program and specifically which OSHA/DOSH occupational safety and health standards you worked with.**

Over the course of my time as a Safety Specialist/Coordinator/Manager I have developed 4 Safety Programs, as well as the Policy, Procedure, and training that go along with them. While working for Sierra Nevada Corporation I developed and administered Respiratory Protection, and Fall Protection programs in accordance with OSHA CFR 29 1910.134 and CFR 29 1910.140 respectively. At the Department of Corrections I developed and administered an Infectious Linen Handling policy and training program which were part of the Blood Borne Protection Program. Additionally I trained roughly 250 Correctional Officers in the new procedure in accordance with OSHA CFR 29 1910.1030. At the City of Spokane I am currently developing the citywide Illegal Encampment Clean Up policy which will take effect in June for any city department tasked with cleaning up homeless encampments. This will fall under several standards most notably the Blood Borne Pathogen, and General Duty Clause of the CFR 29 1910 standard.

- 8. Describe in detail the safety and health training topics that you developed and/or presented. For each topic, please indicate whether you developed and/or presented the training. If you presented the training, please indicate how often you provided the training, how many people you trained, and the training method you used.**

I have developed nine different training programs from the ground up, and presented them to multiple groups. I have presented approximately 20 different training topics which were previously developed. I have taught/trained roughly 1500 people on various safety topics, using lecturing, PowerPoint, interactive, and DVDs to train, and many times a mixture of two or more of the techniques. • Table Saw safety training, self developed • Infectious Linen Laundering procedures, self developed • Oily Rag Hazards, self developed • General Safety Training for new employees, self developed • 15 passenger van, self developed • Ergonomics for the workplace, self developed • Industrial Paint booth, self developed • Aviation wing mounted suction cup, fall protection anchor points, self developed • Portable/moveable overhead aviation fall protection system, for outdoor use self developed • Blood Borne Pathogens • HAZCOM • Rail yard safety training • Hearing Conservation • Ladder Safety • Electrical Safety • Lockout Tag-out, LOTO • Fire Extinguishers • Fire Safety • Respiratory Protection • Process Safety Management, PSM • Management of Change, MOC • Combustible Dust • Grain Elevator • Chlorine Gas Awareness • Heat Stress • Cold Weather Injury • Winter Driving Safety • Hot work Safety (welding, cutting, brazing etc.) • Permit Required Confined Space • Asbestos awareness • Chromate awareness

**9. Describe in detail your experience with identifying and correcting health and safety liability exposures.**

I have extensive experience in my eight years as a Safety Professional in identifying and correcting health and safety liability exposures through the establishment, and implementation of regularly scheduled safety audits, maintaining proper safety documentation, conducting safety meetings/safety committee, maintaining a systematic approach to safety, and providing new hires an adequate initial orientation and safety training. Through rigorous and robust safety audit/inspection, and mitigation programs with the Department of Corrections, Archer Daniels Midland, and Sierra Nevada Corporation, I regularly identified workplace hazards and worked to ensure they were properly mitigated in the shortest possible time. I have completed and maintained all required documentation, including training records, OSHA 300 Logs, HAZCOM recording, maintaining a current SDS library, as well as maintaining archived SDS records, PSM Equipment inspections and documentation, workman's comp, as well as accident and incident investigation. While at ADM and WY DOC I led scheduled safety meetings, to include safety committee meetings, safety audit meetings, as well as post safety audit follow-up inspections, tool box talks, and post-incident safety reviews. I have always tried to approach safety from a systematic stand point, or an organized intentional goal setting, maintaining communication at all levels of the organization, building and maintaining a rigorous safety culture, and instilling safety awareness at all levels.

**10. Describe in detail your experience working with health and safety related programs in an industrial setting.**

I have extensive experience working with safety and health related programs in several different industrial settings across different occupational safety disciplines. I have worked in the aviation industry, early childhood education, law enforcement/corrections, food production, and municipal government with the City of Spokane. In the aviation industry, corrections and food production, I employed safety strategies in an environment that utilized large machinery in an industrial setting. I oversaw key safety programs such as Lock-out Tag-out, LOTO, Respiratory Protection, HAZCOM, Hazardous waste, boilers, blood borne pathogen, fire extinguishers, emergency action plans, fire prevention, ladder safety, hearing conservation, heat stress, accident prevention, and accident investigation.

- 11. Describe in detail an industrial incident you investigated, including the causes identified and steps taken to prevent future occurrences. Please indicate an approximate number of investigations conducted.**

While working as the Safety Manager for Archer Daniels Midland, in Cheney WA, the plant had a large chlorine gas release on the fourth floor of the flour mill which was caused by an unexpected equipment motor failure. Coincidentally, the blower system, which is responsible for evacuating, the chlorine gas to the outside of the building also failed, allowing chlorine gas to build up in the mill. The result was one employee was injured, and admitted to the hospital, with minor respiratory inflammation, she was not permanently injured, and was released the same day, and was back at work the next day. As a result of the equipment malfunction, the chlorine sensor configuration, and the employee injury, I made the decision to upgrade the chlorine alarm system placing a sensor on every floor in the mill, upgrading the existing sensors and control panel, and to replace the chlorine flow sensing unit. When the original chlorine alarm system was installed 17 years ago, sensors were only placed on the 1st floor of the mill, this is due to the fact that chlorine is heavier than air, and will sink to the lowest point. The consensus at the time, based on the chlorine gas location, and equipment configuration was that the first floor was the most likely place for a potential release, equipment failure on the upper floors was not taken into account.

- 12. Describe in detail your experience in coordinating, conducting and/or overseeing occupational health and safety inspection and audits. Please indicate an approximate number of inspections and audits performed, the type of activity being audited and whether your role was coordinating, conducting or overseeing the inspections.**

I have conducted weekly, monthly, annual, formal and unannounced inspections and safety audits in order to identify hazards in all my roles as a safety professional. While working as a safety consultant for Danya International that was the entirety of my role. I would perform weeklong formal safety audits of Head Start Regions, and within each region I would conduct anywhere from 1 to 10 onsite classroom, playground, facility, and administrative inspections per day, depending on the location, and size, of the facilities. I would conduct, schedule and oversee each inspection while on site, and also conduct a formal interview with the Program Director. Over the course of the year I conducted approximately 400 individual audits. While working for the Wyoming Department of Corrections I performed weekly informal safety audits of the entire prison complex and administrative facility, and once a month I conducted formal documented safety audits where the findings and corrective actions were monitored and tracked. I conducted approximately 88 informal audits, and 21 formal audits. Since I have been with the City of Spokane I have conducted numerous informal Park Safety audits, and 1 formal safety audit for the Vehicle Fleet Services Department. For both I coordinated and conducted the audits. At Archer Daniels Midland I conducted daily safety walkthroughs of the entire facility, and document formal monthly safety audits of the entire facility, during my time working for the company I conducted 12 formal audits of the entire facility.

**13. Describe in detail your experience with safety committees. Indicate your role in the committee, frequency of committee meetings and effectiveness of the committee.**

I have experience managing safety committees while at Archer Daniels Midland, Wyoming Department of Corrections, and while a Project Employee with the City of Spokane. At ADM, and with the Department of Corrections I was the Safety Committee Chair, and ran monthly meetings. At ADM I was also in charge of overseeing the election of the safety committee members. The monthly meetings were highly effective, because many plant safety hazards were identified and subsequently mitigated as a result of the input received from the plant workers. This was due in large part to the set-up of the committee, it was equal parts management, and hourly employees. This set up led to comprehensive Hazard identification through the cooperative nature of the meetings. I used the findings from the meetings to ensure all of the hazards were mitigated. All safety hazards were tracked using an excel spreadsheet. With the City of Spokane I have been involved in the Park Operations monthly Safety Committee meetings in an advisory capacity. The committee is run by the Park Ops Manager and other Supervisors. I attend to answer any technical safety related questions, and ensure the meetings stay focused on safety.

**14. Describe in detail your experience with ergonomic programs. Please indicate your role in the ergonomic program: develop the program, administer the program, conduct ergonomic assessments, etc. Please list the quantity and types of ergonomic assessments you have performed, the challenges you faced and the solutions you reached.**

I have taken a workplace Musculoskeletal Disorder/Ergonomics class through Red Rocks Community College, an OSHA Training Institute Satellite Campus. Additionally I performed workplace and office ergonomics assessments at Sierra Nevada Corporation, and for the City of Spokane. At SNC I performed approximately 15 ergo assessments in an industrial aircraft modification/overhaul facility, and in an office setting. Since working at the City of Spokane I have conducted approximately 25 ergonomics assessments: 2 police vehicle assessments, 1 truck assessment for Sewer Maintenance, and 23 office assessments for Police, Fire, Courts, 311, Finance, Neighborhood, and Parks Departments. However I am currently responsible for the ergonomics needs for all city agencies. When I arrived there was no criterion for vehicle ergonomics assessments so I conducted some research and identified industry best practices for vehicle, and more specifically law enforcement ergonomics considerations. I then created a checklist that I use for these types of assessments. Each assessment is different and each presents its own unique challenges. That being said I make my recommendations to the supervisor based on: • Previous injuries or medical conditions. • Medical necessity • Ongoing pain and discomfort • If I am unable to correct the pain through adjusting or re configuring the work-space • Cost benefit analysis

**15. Describe in detail your experience with identifying and correcting health and safety liability exposures caused by outside contractors.**

I have experience with identifying and correcting health and safety liability exposures caused by outside contractors while working for Sierra Nevada Corporation, the Department of Corrections and Archer Daniels Midland. At each of those employers I would review the written employee Safety and Health Program for each contract company who was to perform onsite preventative maintenance, repair, overhaul, initial equipment installation, or inspection of facilities, equipment, aircraft, and vehicles. Additionally all contractors would receive a safety briefing covering the facility safety rules, emergency evacuation procedures, and muster points. Also prior to conducting any work contractors received company specific safety training.

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By clicking on the "Accept & Submit" button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I must produce documentation verifying my identity and employment eligibility in the United States. I understand that I may be required to verify any and all information given on this application. I understand the City of Spokane may contact prior employers and other references. I understand that I must notify the Civil Service Department of any changes in my name, address, or phone number.

This application was submitted by Steuber, Don A on 04/28/2019 03:56 PM

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Steuber, Don

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**From:** Don Steuber <dsteuber12001@yahoo.com>  
**Sent:** Thursday, May 30, 2019 3:30 PM  
**To:** Steuber, Don  
**Subject:** Fwd: Safety Coordinator

Sent from my iPhone

Begin forwarded message:

**From:** Ken Hoekema <[info@governmentjobs.com](mailto:info@governmentjobs.com)>  
**Date:** April 30, 2019 at 9:35:46 AM PDT  
**To:** [DSteuber12001@yahoo.com](mailto:DSteuber12001@yahoo.com)  
**Subject:** Safety Coordinator  
**Reply-To:** [khoekema@spokanecity.org](mailto:khoekema@spokanecity.org)

April 30, 2019

Don Steuber  
317 W Sierra Way  
Spokane, WA 99208-6030

Dear Don:

We have received your application for the position of Safety Coordinator.

Upon review of your application details, it was determined that you did not meet the minimum requirements acceptable for this position, which were posted on the job announcement.

Thank you for your interest in employment with the City of Spokane.

Sincerely,  
Civil Service Commission



If you do not want to receive emails please click on the following : [Unsubscribe from Emails](#)

School Official / Date: 11/30/2018	Marine Career Program	Army Career Program	NCPACE Program	NCP Dist. Lrn. Partnership	AU-ABC						
Installation:	SOC COAS T2	SOC COAS T3	SOC AD2	SOC AD4	SOC NAV2	SOC NAV4	SOC MAR2	SOC MAR4	OTHER	Sem [X]	Student Name : Don Steuber
SOC Network:	Primary MOS/NER:								Branch of Service:	Yrs. Of Service: 0.0	Rank:

COURSE NUMBER/TITLE	Hours	ERAU Hours	Transfer Hours	Service School Hours	MOS Rating Hours	CLEP Hours	DSST Hours	Excelsior Hours	CERT. EXAMS Hours	OTHER Hours	CRDS NEED	SOC Catalog	Comments
<b>Aviation Area of Concentration RQ 110</b>	18												
<b>Aviation Area of Concentration 18 hours RL 0020</b>	18												
HIST 130 History of Aviation in America			3										
AMNT 271 Airframe Systems & Application			3										
AMNT 280 Powerplant Theory & Appl			4										
AMNT 270 Airframe Structures & Appl			4										
SCTY 400 Airport Security			3										
SFTY 440 System Safety Management			1										
<b>General Education RQ 294</b>	36												
ENGL 123 (DB/PC Transfers may use COM 122 if taken after 7/1/2012) RL 0010			3										
ENGL 123 English Composition			3									EN202B	
<b>CT&amp;S Electives Choose courses in ENGL and SPCH RL 0020</b>	6												
XENGL LLTE English Elective				3									Pikes Peak Cmty Coll
XSPCH LLTE Communication Elective				3									Pikes Peak Cmty Coll
<b>HUMN 330 RL 0030</b>	3												
HUMN 330 Values and Ethics			3										
<b>Humanities Elective - Take any HUMN or ENGL 143 or ENGL 355 RL 0040</b>	3											3	
<b>Take 1 course ECON 210 or ECON 211 RL 0050</b>	3											3	
<b>ECON 210, ECON 211</b>													
<b>Social Science Elective - Take ECON, GOVT, HIST, PSYC, or SOCI RL 0060</b>	3												
SOCI 310 Personality Development			3										
<b>Physical &amp; Life Science RL 0070</b>	6											6	
PHYS 102, WEAX 201													
<b>Mathematics - Take MATH 111 &amp; MATH 112 RL 0080</b>	6											3	
MATH 111 College Math for Aviation I			3										
<b>MATH 112</b>													
<b>Computer Science - Take CSCI 109 RL 0090</b>	3											3	
<b>CSCI 109</b>													
<b>General Education Open Electives RL 0100</b>	0												
<b>Program Support RQ 128</b>	24												
Take STAT 211 RL 0010			3									3	
<b>STAT 211</b>													
<b>Program Support - Take ASCI 202 RL 0030</b>	3												
ASCI 202 Intro to Aeronautical Science			3										
<b>Program Support - Take ASCI 404 RI 0060</b>	3												
ASCI 405 Aviation Law			3										
<b>Program Support - Take ASCI 254, MGMT 201, MGMT 210, MGMT 221 &amp; RSCH 202 RL 0070</b>	15											9	
ASCI 254 Aviation Legislation			3										
MGMT 201 Principles of Management										3		MG101B	7SKLLVL
<b>MGMT 210, MGMT 221, RSCH 202</b>													
<b>Professional Development Core RQ 138</b>	12												
Take ASCI 309 RL 0020			3									3	
<b>ASCI 309</b>													
<b>Take ASCI 490, MGMT 420 SFTY 409 RL 0030</b>	9											6	
SFTY 409 Aviation Safety			3										
<b>ASCI 490, MGMT 420</b>													
<b>Professional Development Electives RQ 139</b>	21												
<b>Select from courses in any minor or related disciplines RL 0010</b>	21												
SFTY 350 Actl Crash & Emergency Mgmt			3										
SFTY 320 Human Factors in Avia Safety			3										
MGMT 317 Organizational Behavior			3										
SFTY 330 Actl Accident Investigation			3										
ASCI 357 Flight Physiology			3										
SFTY 335 Mech/Struc Factors Avia Safety			3										
SCTY 315 Studies in Intelligence I			3										
<b>Open Electives RQ 111</b>	9												
<b>Open Electives RL 0010</b>	9												
GOVT 340 American Foreign Policy			3										
SFTY 440 System Safety Management			2										
MATH 106 Basic Algebra & Trigonometry			3										
MGMT 314 Human Resource Management										1		MG201B	7SKLLVL
<b>TOTAL Requirement :</b>	120	71.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	81	Awarded	Bachelor of Science in
											39	Needed	Aeronautics RG 5273

18 semester hours in safety see highlighted courses above.

Students should check with their academic advisors before registering for courses to ensure that they are taking required coursework for graduation.

Skills Assessments

The purpose of the English and Mathematics Skills Assessments is to ensure that students are initially enrolled in English and Mathematics courses where they can successfully learn required concepts while simultaneously preparing for subsequent courses.

There is no pass or fail on these assessments; only proper placement in the appropriate English or Mathematics course. Additionally, completion of a skills assessment does not guarantee admission to the university. To be admitted, students must meet the full terms of admission which include submitting all required documentation needed to render an official decision.

ERAU Worldwide English and Mathematics Skills Assessment policies are as follows:

All undergraduate students seeking to register for Worldwide courses starting with any of the following prefixes will need to complete the indicated skills assessment prior to registering for those courses. Placement exams may be taken one time only; there will be no opportunity to retake an examination after the first time it is completed and scored.

ENGL courses require the English Skills Assessment.  
ENGL and ESCI courses require both the English Skills Assessment and the Mathematics Skills Assessment.  
PHYS 150/160/250/253 (Engineering Physics) and MATH courses require the Mathematics Skills Assessment.

English

1. For students who do not possess transfer credit equivalent to ENGL 106 or more advanced ENGL courses, the following placement criteria apply:  
a. Students who score at least 50% but less than 70% on the Skills Assessment must take ENGL 106.  
b. Students who score 70% or above on the Skills Assessment may enroll in ENGL 123.  
c. Students who score less than 50% on the Skills Assessment must take both GNEED 104 and ENGL 106.

2. Students who possess transfer credit equivalent to ENGL 106 or above and score less than 70% on the Skills Assessment should take ENGL 106. Likewise, students who score less than 50% on the Skills Assessment should take both GNEED 104 and ENGL 106.

3. ENGL 106 cannot be used to satisfy General Education Communication Theory and Skills requirements.

Mathematics

After completing the Mathematics Skills Assessment, the course(s) for which a student should register will be displayed in their Campus Solutions Student Center To-Do list.

1. Students who do not possess transfer credit equivalent to GNEED 103, MATH 106 or more advanced MATH courses are required to complete the recommended courses listed in the Student Center To-Do list.  
2. Students who place into GNEED 103, MATH 106 or above and yet possess transfer credit equivalent to GNEED 103, MATH 106 or above should take the recommended course(s) listed in the Student Center To-Do list.  
3. MATH 106 cannot be used to satisfy General Education Mathematics requirements.

MATH SERIES REQUIREMENT (Phased out in 2018)  
MATH 250, MATH 251  
MATH 252, MATH 253  
COURSE COMPLETED  
MATH 240 SERIES COURSES  
NEEDED TO COMPLETE REQUIREMENT  
If you took  
MATH 250  
MATH 250 & MATH 251  
MATH 250, MATH 251 & MATH 252  
MATH 250, MATH 251  
MATH 250 & MATH 251  
MATH 242 & MATH 243  
MATH 241, MATH 242 & MATH 243  
MATH 241, MATH 242 & MATH 243  
MATH 243  
MATH 251  
MATH 252  
MATH 250, MATH 251  
MATH 251  
MATH 252 & MATH 253  
NONE  
MATH 250  
MATH 251 & MATH 242  
MATH 241 & MATH 242

MATH 250 & 251  
NONE  
MATH 250  
MATH 251 & MATH 242  
MATH 241 & MATH 242

State of Nevada Requirement - All students who obtain their degree from an Embry-Riddle Worldwide Campus in the State of Nevada must complete a course that covers the United States and State Constitution. Students may satisfy this requirement by completing GOVT 320 American National Government, or through transfer credit of an equivalent course from another institution. This requirement does not apply to students taking courses through Worldwide Online outside of the State of Nevada.

Legend:

- ERAU - Embry-Riddle Aeronautical University
- Transfer - Accredited Degree-Granting Institutions
- Svc Sch - Service School
- Rating - Occupational Military Experience
- CLEP - College Level Examination Program
- DSSJ - DANES Subject Standardized Tests
- ECE - Excelsior College Examinations
- Cart - FAA Certificates/Licenses
- Other - Various College Level Credit
- LLTE - Lower level transfer equivalency
- ULTE - Upper level transfer equivalency
- LLAE - Lower level advanced standing equivalency
- ULAE - Upper level advanced standing equivalency

Courses initially awarded for AU-ABC students are subject to change pending results of placement exam. Total credits awarded will not change.

Privacy Act Statement: The home college is authorized to transmit a copy of this Agreement to Servicemembers Opportunity Colleges (SOC), and to transmit this and periodic academic progress reports to appropriate U.S. military voluntary education offices. Consistent with the requirements of the current Federal Privacy Act, the college will not release any information to outside parties without the written permission of the student. Disclosure of all personal information is voluntary. However, failure to do so may result in the applicant not being able to participate in this SOC Degree Network System program.

Before taking courses at another college, consult the SOC DNS-4 Handbook for guaranteed-transfer courses in DNS Course Categories.

Student: After completing courses at another college, have an official transcript sent to your home college.

Student Agreement remains in force for the length of time established by the home college. Breaks in attendance of one year or less will not invalidate the Student Agreement; attendance will not be exclusively defined by taking courses from the home college.

Refer to the appropriate catalog for degree requirements and the most current catalog for any updated information, rules and regulations. This advising report shows how credit was applied toward your selected degree program and should be followed unless you change degree programs, fail to enroll within one year of admission, or break continuing status. Students must enroll in a minimum of one course every year after their initial enrollment to remain in their current catalog.

The University reserves the right to change curricula and academic regulation and procedures without notice or obligation. Such changes are published in the addendum, or in the next catalog.

For further information regarding Servicemembers Opportunity College (SOC) please contact ERAU's SOC Official at [wwya@erau.edu](mailto:wwya@erau.edu). The campus solutions advising report is designed to help students make informed decisions regarding their academic progress. Students are strongly encouraged to meet with an advisor to obtain clarification of their degree requirements. The ERAU-Worldwide Registrar's office retains the final decision on the award of all credit. This advising report becomes a binding SOC Student Agreement ONLY when signed by the designated ERAU-Worldwide School Official.

University regulations will not be waived because a student pleads ignorance of established policies and procedures. This evaluation worksheet is not inclusive of all graduation requirements. Therefore, you must refer to the Worldwide volume of the University catalog. Only credit applicable to the degree program will be displayed.

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - WORLDWIDE  
2018-2019 UNDERGRADUATE PREREQUISITES  
July

Course	Prerequisite	Corequisite
AERO 309	ENGR 115 and ESCI 305	
ASCI 121 ASCI 121L ASCI 199, ASCI 299, ASCI 399, ASCI 499	Consent of instructor and approval of department and program chairs	ASCI 121L ASCI 121
ASCI 315, ASCI 316, ASCI 317, ASCI 318, ASCI 320, ASCI 322, ASCI 327, ASCI 357, ASCI 401, ASCI 404, ASCI 406, ASCI 410, ASCI 412, ASCI 416, ASCI 424, ASCI 429, ASCI 433, ASCI 490	RSCH 202	
ASCI 309	MATH 112 or MATH 142 or MATH 143 and PHYS 102 or PHYS 150 and RSCH 202	
ASCI 378, ASCI 388	ASCI 317 and RSCH 202 or FAA/military helicopter pilot certificate	
ASCI 428	ASCI 317 and ASCI 388 and RSCH 202 or FAA/military helicopter pilot certificate	
ASCI 438	ASCI 317 and ASCI 388 and ASCI 378 and RSCH 202	
AMNT 490	RSCH 202	
BSAB 410, BSAB 412, BSAB 416 BSAB 418, BSAB 425, BSAB 426 BSAB 450	RSCH 202	
BSAB 415 BSIS 473	MGMT 201 & RSCH 202 RSCH 202 or equivalent and completion of at least 88 hours in the degree program.	
BSSM 410, BSSM 490	RSCH 202	
CESC 220 CESC 222	Excludes BSTM-ES majors Excludes BSTM-ES majors	CESC 222 CESC 220
CHEM 139 CHEM 141		CHEM 141 CHFM 139
COMD 225, COMD 320, COMD 350, COMD 364	ENGL 221 or ENGL 222	
COMD 260, COMD 265, COMD 295 COMD 322 COMD 360 COMD 362, COMD 363, COMD 420 COMD 415 COMD 460	ENGL 123 ENGL 221 or ENGL 222 and COMD 265 COMD 265 SPCH 219 SPCH 219 and ENGL 221 or ENGL 222 ENGL 221 or ENGL 222 and COMD 360	
COMD 495 CSCI 299, CSCI 399, CSCI 499	Senior status Consent of the instructor and the department chair is required	
CYBR 255	Students in the MSSA Cybersecurity Administrator program must have either a current, valid Microsoft Technology Associate certification 98-367, Security Fundamentals; or a current valid CompTIA Security+ certification All other students: no prerequisite	
CYBR 335 CYBR 355 CYBR 365 CYBR 465 CYBR 474 CYBR 485	CYBR 235 CYBR 235 or CYBR 255 or approval of the Program Chair CYBR 335 or CYBR 355 CYBR 335, CYBR 355 and CYBR 365 CYBR 365 and CYBR 465 CYBR 465	
ECON 210, ECON 211	MATH 111 or MATH 140 or MATH 143 or MATH 241 and ENGL 123 or ENGL 143	
ECON 312, ECON 411 ECON 315	ECON 210, ECON 211 and RSCH 202 Junior Standing, ECON 210 and STAT 211 or STAT 222	
ECON 399, ECON 499	Consent of instructor and approval of the department chair	
ECON 420	ECON 210 and ECON 211	
ELEC 220	ENGL 221 & MATH 345 & PHYS 250 & PHYS 253	ELEC 221
ELEC 221 ELEC 230 ELEC 231	ELEC 220 & ELEC 221	ELEC 220 ELEC 231 ELEC 230
EMGY 310, EMGY 405 EMGY 400	RSCH 202 RSCH 202 and EMGY 310	
ENGL 106	Qualifying score on the ERAU English Skills Assessment or GNED 104	
ENGL 123	Qualifying score on the ERAU English	



Specialization.  
All other students: ISTA 332

ISTA 432	ISTA 430 or approval of the Program Chair	
Leadership: BSLD 285, BSLD 300, BSLD 304, BSLD 310, BSLD 315, BSLD 402, BSLD 407 BSLD 412	BSLD 275	
MATH 106	Qualifying score on the ERAU Mathematics Skills Assessment or GNED 103	
MATH 111, MATH 140	Qualifying score on the ERAU Mathematics Skills Assessment or MATH 106	
MATH 112	MATH 111 or MATH 140 or qualifying score on the ERAU Mathematics Skills Assessment	
MATH 142	MATH 111 or MATH 140 or qualifying score on the ERAU Mathematics Skills Assessment	
MATH 143	MATH 106 or MATH 111 or MATH 140 or qualifying score on the ERAU Mathematics Skills Assessment	
MATH 241	MATH 142 or MATH 143 or qualifying score on the ERAU Mathematics Skills Assessment	
MATH 242	MATH 241	
MATH 243	MATH 242	
MATH 345	MATH 243	
MECH 302	ENGL 221, ESCI 204, ELEC 230, ELEC 231, CESC 220 and CESC 222	MECH 303
MECH 303		MECH 302
MECH 313	ELEC 230, ELEC 231, CESC 220 CESC 222	MECH 314
MECH 314	ELEC 230, ELEC 231, CESC 220 CESC 222	MECH 313
MECH 404	ESCI 204, ELEC 230, ELEC 231, CESC 220 & CESC 222	MECH 404L
MECH 404L		MECH 404
MGMT 299, MGMT 399,	Consent of instructor and approval of the department chair	
MGMT 321, MGMT 385, MGMT 386, MGMT 392, MGMT 393, MGMT 394	MGMT 221	
MGMT 335, MGMT 371	MGMT 201	
MGMT 387, MGMT 388, MGMT 389	MGMT 386	
MGMT 401, MGMT 402,	MGMT 386 & RSCH 202	
MGMT 403, MGMT 404		
MGMT 408, MGMT 411,	RSCH 202	
MGMT 419, MGMT 420, MGMT 424, MGMT 427, MGMT 441,		
MGMT 444, MGMT 449, MGMT 452, MGMT 453, MGMT 454, MGMT 455,		
MGMT 456, MGMT 457, MGMT 458, MGMT 460, MGMT 482,		
MGMT 483		
MGMT 422, MGMT 428, MGMT 494	MGMT 221 and RSCH 202	
MGMT 436	HUMN 330, ECON 210, ECON 211, STAT 211 or STAT 222, MGMT 201, MGMT 221, MGMT 311, MGMT 312, MGMT 314, MGMT 332, MGMT 371, MGMT 390 and RSCH 202	
MGMT 440	MGMT 411 & RSCH 202	
MGMT 459	MGMT 391, MGMT 452, MGMT 453 and MGMT 454	
MGMT 461, MGMT 462, MGMT 492	MGMT 391 & RSCH 202	
MGMT 499	Consent of instructor and approval of the department chair and RSCH 202	
PHYS 102	MATH 106 or MATH 111 or MATH 140 or MATH 142 or MATH 143 or MATH 241	
PHYS 150	MATH 241	
PHYS 160	PHYS 150	MATH 242
PHYS 199, PHYS 299, PHYS 399, PHYS 499	Consent of instructor and approval of the department chair	
PHYS 250	PHYS 160 and MATH 242	PHYS 253 Excludes BSTM-ES students
PHYS 253		PHYS 250
PHYS 301, PHYS 304	RSCH 202	
PHYS 359	Consent of the instructor and the approval of the department chair	
PSYC 320	RSCH 202	



**EMBRY-RIDDLE AERONAUTICAL UNIVERSITY, WORLDWIDE**  
**Occupational Safety & Health Minor RG 57**

2018-2019 Catalog

School Official / Date: 11/30/2018	Marine Career Program	Army Career Program	NCPACE Program	NCP Dist. Lrn. Partnership	AU-ABC										
Installation:	SOC COAS T2	SOC COAS T3	SOC AD2	SOC AD4	SOC NAV2	SOC NAV4	SOC MAR2	SOC MAR4	OTHER	Sem [X]					Student Name :Don Steuber
SOC Network:	Primary MOS/NER:		Branch of Service:		Yrs. Of Service: 0.0					Rank:					
COURSE NUMBER/TITLE		ERAU Hours	Transfer Hours	Service School Hours	MOS Rating Hours	CLEP Hours	DSST Hours	Excelsior Hours	CERT. EXAMS Hours	OTHER Hours	CRDS NEED	SOC Catalog	Comments		
Occupational Safety & Health Minor RQ 284		18													
Occupational Safety and Health Minor Take all course in list below RL 0010		18									18				
SFTY 311, SFTY 321, SFTY 341, SFTY 355, SFTY 410, SFTY 470															
<b>TOTAL Requirement :</b>		18	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	Awarded	Occupational Safety & Health		
											18	Needed	Minor RG 57		

2018 - 2019 Occupational Safety & Health Minor July

Students should check with their academic advisors before registering for courses to ensure that they are taking required coursework for graduation.

Skills Assessments

The purpose of the English and Mathematics Skills Assessments is to ensure that students are initially enrolled in English and Mathematics courses where they can successfully learn required concepts while simultaneously preparing for subsequent courses.

There is no pass or fail on these assessments, only proper placement in the appropriate English or Mathematics course. Additionally, completion of a skills assessment does not guarantee admission to the university. To be admitted, students must meet the full terms of admission which include submitting all required documentation needed to render an official decision.

ERAU Worldwide English and Mathematics Skills Assessment policies are as follows:

All undergraduate students seeking to register for Worldwide courses starting with any of the following prefixes will need to complete the indicated skills assessment prior to registering for those courses. Placement exams may be taken one time only; there will be no opportunity to retake an examination after the first time it is completed and scored.

ENGL courses require the English Skills Assessment.  
ENGR and ESCE courses require both the English Skills Assessment and the Mathematics Skills Assessment.  
PHYS 150/160/250/253 (Engineering Physics) and MATH courses require the Mathematics Skills Assessment.

English

After completing the English Skills Assessment, the course(s) for which a student should register will be displayed in their Campus Solutions Student Center To-Do list.  
1. For students who do not possess transfer credit equivalent to ENGL 106 or more advanced ENGL courses, the following placement criteria apply:

- a. Students who score 70% or above on the Skills Assessment may enroll in ENGL 123.
- b. Students who score at least 50% but less than 70% on the Skills Assessment must take ENGL 106.
- c. Students who score less than 50% on the Skills Assessment must take both GNEED 104 and ENGL 106.

2. Students who possess transfer credit equivalent to ENGL 106 or above and score less than 70% on the Skills Assessment should take both GNEED 104 and ENGL 106.

3. ENGL 106 cannot be used to satisfy General Education Communication Theory and Skills requirements.

Mathematics

After completing the Mathematics Skills Assessment, the course(s) for which a student should register will be displayed in their Campus Solutions Student Center To-Do list.  
1. Students who do not possess transfer credit equivalent to GNEED 103, MATH 106 or more advanced MATH courses are required to complete the recommended courses listed in the Student Center To-Do list.

2. Students who place into GNEED 103, MATH 106 or above and yet possess transfer credit equivalent to GNEED 103, MATH 106 or above should take the recommended course(s) listed in the Student Center To-Do list.

3. MATH 106 cannot be used to satisfy General Education Mathematics requirements.

State of Nevada Requirement - All students who obtain their degree from an Embry-Field WorldWide Campus in the State of Nevada must complete a course that covers the United States and State Constitution. Students may satisfy this requirement by completing GOVT 320 American National Government, or through transfer credit of an equivalent course from another institution. This requirement does not apply to students taking courses through WorldWide Online outside of the State of Nevada.

Legend:

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Additional Degree Requirements:

English Placement: 65 2015-01-05, Math Placement: 60 2015-01-07.

Credit In Excess or Not Applicable:

Comments:

Please submit course syllabus for San Juan College for AVIA 266 (1999-2000) for possible direct equivalency.

End of Plan - WUWOSH

For further information regarding Servicemembers Opportunity College (SOC) please contact ERAU's SOC Official at [www@erau.edu](mailto:www@erau.edu). The campus solutions advising report is designed to help students make informed decisions regarding their academic progress. Students are strongly encouraged to meet with an advisor to obtain clarification of their degree requirements. The ERAU-Worldwide Registrar's office retains the final decision on the award of all credit. This advising report becomes a binding SOC Student Agreement ONLY when signed by the designated ERAU-Worldwide School Official.

Print Date: 4/17/2019

**Embry-Riddle Aeronautical University  
Worldwide Campus  
Unofficial Transcript**

**Name:** Don Steuber  
**Student ID:** 0885244

**Birthdate:** November 14

**Beginning of Undergraduate Record**

**January 2007**

Program: WW Undergraduate Degree  
Plan: Bachelor of Science in Professional Aeronautics Major  
Plan: Minor in Aviation Safety Minor

<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
SFTY 350	Acft Crash & Emergency Mgmt Class Dates: O 1/15/2007 - 4/8/2007 Online	3.000	3.000	A	12.000
SOCI 310	Personality Development Class Dates: O 1/15/2007 - 4/8/2007 Online	3.000	3.000	A	12.000

		<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	4.000	Term Totals	6.000	6.000	24.000
CUM GPA	4.000	Combined Totals	6.000	6.000	24.000

**February 2007**

Program: WW Undergraduate Degree  
Plan: Bachelor of Science in Professional Aeronautics Major  
Plan: Minor in Aviation Safety Minor

<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
SFTY 320	Human Factors in Avia Safety Class Dates: O 2/15/2007 - 5/9/2007 Online	3.000	3.000	A	12.000

		<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	4.000	Term Totals	3.000	3.000	12.000
CUM GPA	4.000	Combined Totals	9.000	9.000	36.000

**April 2007**

Program: WW Undergraduate Degree  
Plan: Bachelor of Science in Professional Aeronautics Major  
Plan: Minor in Aviation Safety Minor

<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
HIST 130	History of Aviation in America Class Dates: O 4/15/2007 - 7/7/2007 Online	3.000	3.000	A	12.000
MGMT 317	Organizational Behavior Class Dates: O 4/15/2007 - 7/7/2007 Online	3.000	3.000	C	6.000

		<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	3.000	Term Totals	6.000	6.000	18.000
CUM GPA	3.600	Combined Totals	15.000	15.000	54.000

Term Honor: Dean's List

**May 2007**

Program: WW Undergraduate Degree  
Plan: Bachelor of Science in Professional Aeronautics Major  
Plan: Minor in Aviation Safety Minor

<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
SFTY 330	Acft Accident Investigation Class Dates: O 5/15/2007 - 8/6/2007 Online	3.000	3.000	B	9.000

		<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	3.000	Term Totals	3.000	3.000	9.000
CUM GPA	3.500	Combined Totals	18.000	18.000	63.000

**July 2007**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Professional Aeronautics Major  
 Plan: Minor in Aviation Safety Minor

<u>Course</u>		<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
ASCI	357	Flight Physiology	3.000	3.000	A	12.000
		Class Dates: O 7/15/2007 - 10/6/2007 Online				
SFTY	409	Aviation Safety	3.000	3.000	A	12.000
		Class Dates: O 7/15/2007 - 10/6/2007 Online				
	Term GPA	4.000	Term Totals	6.000	6.000	24.000
	CUM GPA	3.625	Combined Totals	24.000	24.000	87.000

**September 2007**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Professional Aeronautics Major  
 Plan: Minor in Aviation Safety Minor

<u>Course</u>		<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
SFTY	335	Mech/Struc Factors Avia Safety	3.000	3.000	A	12.000
		Class Dates: O 9/15/2007 - 12/7/2007 Online				
	Term GPA	4.000	Term Totals	3.000	3.000	12.000
	CUM GPA	3.667	Combined Totals	27.000	27.000	99.000

Term Honor: Dean's List

**October 2007**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Professional Aeronautics Major  
 Plan: Minor in Aviation Safety Minor

<u>Course</u>		<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
ECON	210	Microeconomics	3.000	0.000	F	0.000
		Class Dates: O 10/15/2007 - 1/6/2008 Online				
SCTY	315	Studies in Intelligence I	3.000	3.000	C	6.000
		Class Dates: O 10/15/2007 - 1/6/2008 Online				
	Term GPA	1.000	Term Totals	6.000	6.000	6.000
	CUM GPA	3.182	Combined Totals	33.000	33.000	105.000

**January 2008**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Professional Aeronautics Major  
 Plan: Minor in Aviation Safety Minor

<u>Course</u>		<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
AMNT	271	Airframe Systems & Application	3.000	3.000	A	12.000
		Class Dates: O 1/15/2008 - 4/7/2008 Online				
AMNT	280	Powerplant Theory & Appl	4.000	4.000	A	16.000
		Class Dates: O 1/15/2008 - 4/7/2008 Online				
SFTY	375	Propulsion Plant Investigation	3.000	0.000	F	0.000
		Class Dates: O 1/15/2008 - 4/7/2008 Online				
	Term GPA	2.800	Term Totals	10.000	10.000	28.000
	CUM GPA	3.093	Combined Totals	43.000	43.000	133.000

**April 2008**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Professional Aeronautics Major  
 Plan: Minor in Aviation Safety Minor

Course	Description	Attempted	Earned	Grade	Points
AMNT 270	Airframe Structures & Appl Class Dates: O 4/15/2008 - 7/7/2008 Online	4.000	4.000	A	16.000
WEAX 201	Meteorology I Class Dates: O 4/15/2008 - 7/7/2008 Online	3.000	0.000	F	0.000
Term GPA	2.286	Term Totals	7.000	GPA Units	7.000
CUM GPA	2.980	Combined Totals	50.000	50.000	149.000

**February 2009**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Professional Aeronautics Major  
 Plan: Minor in Aviation Safety Minor

Course	Description	Attempted	Earned	Grade	Points
ASCI 254	Aviation Legislation Class Dates: O 2/15/2009 - 5/9/2009 Online	3.000	3.000	A	12.000
ENGL 123	English Composition Class Dates: O 2/15/2009 - 5/9/2009 Online <b>Repeated: Delete - GPA Recalculated</b>	3.000	0.000	F	0.000
HUMN 330	Values and Ethics Class Dates: O 2/15/2009 - 5/9/2009 Online	3.000	3.000	D	3.000
Term GPA	2.500	Term Totals	9.000	GPA Units	6.000
CUM GPA	2.929	Combined Totals	59.000	56.000	164.000

**October 2009**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Professional Aeronautics Major  
 Plan: Minor in Aviation Safety Minor

Course	Description	Attempted	Earned	Grade	Points
ASCI 405	Aviation Law Class Dates: O 10/15/2009 - 1/13/2010 Online <b>Repeated: Delete - GPA Recalculated</b>	3.000	0.000	F	0.000
GOVT 340	American Foreign Policy Class Dates: O 10/15/2009 - 1/13/2010 Online	3.000	3.000	B	9.000
SCTY 400	Airport Security Class Dates: O 10/15/2009 - 1/13/2010 Online	3.000	3.000	C	6.000
Term GPA	2.500	Term Totals	9.000	GPA Units	6.000
CUM GPA	2.887	Combined Totals	68.000	62.000	179.000

**May 2010**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Professional Aeronautics Major  
 Plan: Minor in Aviation Safety Minor

Course	Description	Attempted	Earned	Grade	Points
SFTY 440	System Safety Management Class Dates: EC 5/31/2010 - 8/1/2010 CO Springs	3.000	3.000	B	9.000
Term GPA	3.000	Term Totals	3.000	GPA Units	3.000
CUM GPA	2.892	Combined Totals	71.000	65.000	188.000

**June 2010**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Professional Aeronautics Major  
 Plan: Minor in Aviation Safety Minor

Course	Description	Attempted	Earned	Grade	Points
ASCI 405	Aviation Law Class Dates: O 6/15/2010 - 9/6/2010 Online <b>Repeated: Repeat</b>	3.000	3.000	A	12.000
ENGL 123	English Composition Class Dates: O 6/15/2010 - 9/6/2010 Online <b>Repeated: Repeat</b>	3.000	3.000	B	9.000
Term GPA	3.500	Term Totals	6.000	GPA Units	6.000
CUM GPA	2.944	Combined Totals	77.000	Earned	62.000
				Points	21.000
					209.000

**February 2015**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Aeronautics Major  
 Plan: Minor in Aviation Safety Minor

Course	Description	Attempted	Earned	Grade	Points
ASCI 202	Intro to Aeronautical Science Class Dates: O 2/16/2015 - 4/19/2015 Online	3.000	3.000	B	9.000
MATH 106	Basic Algebra & Trigonometry Class Dates: O 2/16/2015 - 4/19/2015 Online	3.000	3.000	B	9.000
MGMT 221	Intro to Mgmt Info Systems Class Dates: O 2/16/2015 - 4/19/2015 Online <b>Repeated: Delete - GPA Recalculated</b>	3.000	0.000	FX/F	0.000
Term GPA	3.000	Term Totals	9.000	GPA Units	6.000
CUM GPA	2.948	Combined Totals	86.000	Earned	68.000
				Points	18.000
					227.000

**May 2015**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Aeronautics Major  
 Plan: Minor in Aviation Safety Minor

Course	Description	Attempted	Earned	Grade	Points
CSCI 109	Intro Computers & Applications Class Dates: O 5/31/2015 - 8/1/2015 Online	3.000	0.000	F	0.000
MATH 111	College Math for Aviation I Class Dates: O 5/31/2015 - 8/1/2015 Online	3.000	3.000	A	12.000
MGMT 221	Intro to Mgmt Info Systems Class Dates: O 5/31/2015 - 8/1/2015 Online <b>Repeated: Repeat</b>	3.000	0.000	FX/F	0.000
Term GPA	1.333	Term Totals	9.000	GPA Units	9.000
CUM GPA	2.779	Combined Totals	95.000	Earned	71.000
				Points	12.000
					239.000

**Academic Standing : Academic Warning**

**November 2018**

Program: WW Undergraduate Degree  
 Plan: Bachelor of Science in Aeronautics Major  
 Plan: Minor in Occupational Safety and Health Minor

**Transfer Credit from Federal Aviation Administration**

Applied Toward WW Undergraduate Degree

Course	Description	Earned	Grade
XASCI LLAE	Aero Science Elective	3.000	X
Transfer Total:		3.000	

**Transfer Credit from United States Air Force**

Applied Toward WW Undergraduate Degree

Course	Description	Earned	Grade
MGMT 201	Principles of Management	3.000	X
MGMT 314	Human Resource Management	3.000	X
Transfer Total:		6.000	

**Transfer Credit from Pikes Peak Community College**

Applied Toward WW Undergraduate Degree

<u>Course</u>	<u>Description</u>	<u>Earned</u>	<u>Grade</u>
XENGL LLTE	English Elective	3.000	T
XSPCH LLTE	Communication Elective	3.000	T
Transfer Total:		6.000	

			<u>Attempted</u>	<u>Earned</u>	<u>GPA Units</u>	<u>Points</u>
Term GPA	0.000	Term Totals	0.000	0.000	0.000	0.000
CUM GPA	2.779	Combined Totals	95.000	86.000	86.000	239.000

All FAA flight certificates and Ratings recorded on the transcript were awarded as a result of Flight training received at Embry-Riddle Aeronautical University.

End of Unofficial Transcript

# Safety and Occupational Health Specialist

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Armstrong Flight Research Center

## Open & closing dates

 05/01/2019 to 05/15/2019

## Service

Competitive

## Pay scale & grade

GS 13

## Salary

\$100,820 to \$131,064 per year

## Appointment type

Permanent

## Work schedule

Full-Time

## Locations

1 vacancy in the following location:

### Edwards AFB, CA

1 vacancy

## Relocation expenses reimbursed

No

## Telework eligible

Yes as determined by agency policy

## This job is open to



### The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

## Announcement number

AF19D0016

## Control number

532159700

# Duties

## Summary

Serves as the Institutional Safety Program Manager/focal point and technical authority to assure implementation of industrial/occupational safety program requirements in areas involving risk to personnel/resources involving non-flight related ground operations of aircraft. Assures compliance with Occupational Safety and Health Act, NASA Safety Policies and Directives involving industrial/occupational and operational safety regulations.

## Responsibilities

- Provides consultative services, dealing with compliance, operations, design, and risk management problems involving safety.
- Manages the Center's institutional safety requirements. Providing program direction to formulate policy and establish objectives, assuring compliance, risk management, and accident prevention.
- Assures safety requirements and compliance are provided to design managers, planners, engineers, and other technical personnel. Maintains interface with supervisors to promote the safety program.
- Assures all regulatory files comply with applicable Federal, State, local and NASA requirements.
- Participates and provides assistance to safety boards and committees for the promotion of safety. Directs safety inspections conducted by committee members to identify/resolve problem areas.
- Task monitor for industrial/occupation/operational safety tasks performed by contractor, serves as Incident Commander for emergency response, assists Security agents in the management of package handling program.

## Travel Required

Occasional travel - Travel may be required for training or other work-related duties

## Supervisory status

No

## Promotion Potential

13

## Job family (Series)

### [0018 Safety and Occupational Health Management](https://www.usajobs.gov//Search/?j=0018)

<https://www.usajobs.gov//Search/?j=0018>

# Requirements

## Conditions Of Employment

- Position subject to pre-employment background investigation
- Successfully obtain and maintain a secret security clearance
- Must have the following: Certified Safety Professional, Licensed Safety Professional, or similar certifications
- This position is a drug testing designated position subject to pre-employment and random drug testing
- Subject to the medical monitoring program
- A one-year probationary period may be required

## Qualifications

Applicant must have one year of specialized experience equivalent to the next lower grade, which has equipped the applicant with the particular competencies needed to successfully perform the duties of the position described above.

To qualify for the GS-13 level, you must have one year of specialized experience at the GS-12 level. Examples of specialized experience at the GS-12 level would include: Work experience should include leading a team to include assigning and/or prioritizing tasks, monitoring/inspecting projects for safety compliance, providing hazard evaluations for institutional safety and ensuring sustainability of a proactive institutional safety program and safety culture. Strong working knowledge in auditing against National Quality Assurance (NQA) standards, to include development of Root Cause Analysis and Correction Action Plans.

Developing, maintaining and managing multidisciplinary and Institutional Safety Programs ensuring compliance with disciplines such as: Occupational Safety & Health Standards - accident investigation, record keeping; Voluntary Protection Program ISO; National Electric Code; National Fire Protection Association; Uniform Building Code; Life Safety Code and other applicable safety and fire protection standards; Emergency Management/Incident Command; Fall protection; Mishap Investigation; Construction Safety; Cryogenic Safety; and Hazard Identification and Abatement.

Must be able to obtain within 12 months and maintain a Certified Safety Professional (CSP) or Licensed Safety Professional (LSP). Must also be able to obtain AS9100 Aerospace Lead Auditor Training. Please provide on your resume any course and/or work experience you may have leading towards CSP/LSP and AS9100 certification.

Resumes will also be reviewed for the following competencies:

Emergency Management; Research, Development or Flight Facility Planning; Institutional Environmental Planning/NEPA; Institutional Environmental Remediation; Occupational and Environmental Health; Workplace Safety; Environmental Control and Life Support Systems; Policy Management.

## Education

There are no education requirements for this position.

## Additional information

Any applicant tentatively selected for this position may be required to undergo a pre-employment background investigation. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See 'How You Will Be Evaluated' for definition of well qualified. Federal employees seeking CTAP/ICTAP consideration must indicate their eligibility when applying for a position. The USAJOBS resume asks you to identify your ICTAP eligibility; the NASA Supplemental Information asks you to identify your CTAP eligibility. If you are selected for the position, you must be prepared to submit proof that you meet the requirements for CTAP/ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. In order to receive preference in hiring, you must clearly identify your claim for veterans preference on your resume.

NASA's [Applicant Guide](#)

([https://applyonline.nasa.gov/applicant\\_guide.html](https://applyonline.nasa.gov/applicant_guide.html))

provides the information needed to assist you in determining whether or not you can claim 5 or 10 point veterans preference. You should not submit documents to prove your eligibility for veterans preference at this time. However, you must be prepared to submit proof of veterans preference (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form) as requested by the Human Resources Office. Veterans preference will only be considered based on what is supported. For instance, if you claim 10-point preference, but are only able to document 5-point preference, you will be considered accordingly. If you fail to provide the required documents within the stated time period, we may withdraw a job offer and/or remove you from further consideration.

Your USAJOBS account asks you to assign a name to each of your resumes. When you apply to a NASA position, we will show you the text of the resume you have submitted, but we do not maintain the name you have assigned to that resume. If you wish to keep track of that information, we recommend you make note of it at the time you apply.

[Fair Employment Opportunities for Applicants](#)

([https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/Fair\\_Employment\\_Opportunities\\_for\\_Applicants.doc?rhid=1000&did=1983660&type=released](https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/Fair_Employment_Opportunities_for_Applicants.doc?rhid=1000&did=1983660&type=released))

## [NASA Credit for National Service](https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/NASA_Credit_for_National_Service.doc?rhid=1000&did=1983666&type=released)

([https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/NASA\\_Credit\\_for\\_National\\_Service.doc?rhid=1000&did=1983666&type=released](https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/NASA_Credit_for_National_Service.doc?rhid=1000&did=1983666&type=released))

The payment of relocation expenses is not authorized.

## How You Will Be Evaluated

NASA uses an automated system (Resumix) that matches the competencies extracted from your resume to the competencies identified by the selecting official for the position. Based on the competencies you match, you are placed in one of three categories identified as 90, 80, or 70 pt. quality categories, which are defined as:

90 pt. Category - Tentatively meets (until subsequent confirmation upon referral) the basic qualification requirements identified in the vacancy announcement and has experience in the same or similar job that has demonstrated superior proficiency in the primary requirements of the position.

80 pt. Category - Tentatively meets (until subsequent confirmation upon referral) the basic qualification requirements identified in the vacancy announcement and demonstrates satisfactory proficiency in the primary requirements of the position.

70 pt. Category - Fails to meet criteria described in the 80 pt. category.

Additional application guidance is available in NASA's [Applicant Guide](https://applyonline.nasa.gov/applicant_guide.html) ([https://applyonline.nasa.gov/applicant\\_guide.html](https://applyonline.nasa.gov/applicant_guide.html))

Information for Veterans: The Category Rating Process protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Preference eligibles who meet qualification requirements and have a compensable service-connected disability of at least 10 percent must be listed at the top of the highest quality category, except when the position being filled is scientific or professional at the GS-09 grade level or higher.

For the purpose of the Career Transition Assistance Program (CTAP) and the Interagency Career Transition Assistance Program (ICTAP), candidates rated in the top quality category are considered well-qualified

## Background checks and security clearance

### Security clearance

[Secret](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

### Drug test required

Yes

## Required Documents

To receive consideration, you must submit a resume and answer NASA-specific questions. The NASA questions appear after you submit your resume and are transferred to the NASA web site. If you successfully apply, USAJOBS will show your application status as 'Received'. If your status is 'Application Status Not Available', you have not successfully applied. Do not rely on a USAJOBS email to confirm successful application. Only an email from NASA confirms a successful application.

NASA's application process has been specifically developed to ensure that we only ask you for the information we absolutely need to evaluate your qualifications and eligibility. In order to apply for this position, you only need to submit your resume and answer the screening questions and supplemental information. No additional documentation is accepted at the time of application. (For example you need not submit narrative 'KSA' statements; they are not required and will not be evaluated.) In this way we allow you to focus on preparing a resume that best describes your background and abilities. For assistance in preparing your resume, consult the [Applicant Guide](https://applyonline.nasa.gov/applicant_guide.html) ([https://applyonline.nasa.gov/applicant\\_guide.html](https://applyonline.nasa.gov/applicant_guide.html))

. Nothing further is required until requested by the Human Resources Office. At that point, we may ask you to submit documentation to support statements made in your resume. For example, we may ask you to provide academic transcripts or proof of Federal employment status. If you are claiming veterans' preference, we may ask you to submit proof of veterans preference (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form). If you fail to provide the required documents within the stated time period, we may withdraw a job offer and/or remove you from further consideration.

### **If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## **Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)  
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)  
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)  
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

<https://www.nasa.gov/careers/benefits>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## **How to Apply**

Before you begin the application process, please read the vacancy announcement carefully and have all required information available. Failure to submit a resume that contains all of the required information may result in loss of consideration. Your application must be received no later than midnight Eastern Time on the closing date of the announcement. You may begin the process of submitting your resume by clicking on the 'Apply Online' link. In order to be considered, you must submit a resume completed on the USAJOBS site. When completing your USAJOBS resume, please remember that NASA limits resumes to approximately 32,000 characters including spaces. NASA does not accept uploaded resumes created outside of the USAJOBS resume builder process. Additionally, NASA does not accept documents attached through the USAJOBS' document attachment feature. Once you submit your resume to NASA, you will be transferred to a NASA website and asked to complete a short series of NASA-specific questions. Your answers will not be saved unless you finish the entire application. You may edit a previously-submitted application, if the announcement is still open. If you successfully apply, USAJOBS will show your application status as 'Received'. If your status is 'Unavailable', you have not successfully applied. Do not rely on a USAJOBS email to confirm successful application. Only an email from NASA confirms a successful application.

If you are unable to apply electronically for this position, submit your resume and supplemental questions to:

National Aeronautics and Space Administration (NASA)  
4200 Rideout Road

Resume Operations Center/Mailstop: HS50  
Marshall Space Flight Center, AL 35812

DO NOT submit your resume directly to the Center advertising this vacancy. Mailed resumes must be received by the close of business on the closing date of the announcement. Hard copy resumes requirements are provided at:[Hard Copy Resume Requirements](http://NASAjobs.NASA.gov/howtoapply/hardcopyresumes.htm)  
(<http://NASAjobs.NASA.gov/howtoapply/hardcopyresumes.htm>)

If you are a first time applicant, we recommend that you review NASA's [Applicant Guide](https://applyonline.nasa.gov/applicant_guide.html) ([https://applyonline.nasa.gov/applicant\\_guide.html](https://applyonline.nasa.gov/applicant_guide.html)) to ensure that you are providing a complete resume. Failure to submit the supplemental data and a resume that contains all of the required information may result in loss of consideration for positions.

All applications must be received no later than midnight Eastern Time on the closing date of the announcement.

## Agency contact information

 Linda Brunner

### Phone

(tel:)

### Email

[linda.a.brunner@nasa.gov](mailto:linda.a.brunner@nasa.gov)  
(<mailto:linda.a.brunner@nasa.gov>)

[Learn more about this agency](#)  
([#agency-modal-trigger](#))

### Address

NASA's Resume Operations Center  
4200 Rideout Road, Mailstop HS50  
Marshall Space Flight Center, AL 35812  
US

## Visit our careers page

Learn more about what it's like to work at Armstrong Flight Research Center, what the agency does, and about the types of careers this agency offers.

<https://www.nasa.gov/careers/>  
(<https://www.nasa.gov/careers/>)

## Next steps

Candidates for NASA positions are evaluated using our automated staffing and recruitment system, NASA STARS, which compares your skills and experience as described in your resume with the requirements of the position. If you are found to be a highly qualified candidate, you will be referred to the selecting official for further consideration. (In some cases, individuals with priority for special consideration must be considered and selected before other candidates.) Whether or not you are contacted for an interview depends upon the location of the position and the judgment of the selecting official.

At NASA, we pride ourselves on efficient and timely recruitment actions, and you can normally expect to learn the outcome of the selection process in a fairly short period of time. In addition, to ensure that you can measure progress for yourself, NASA provides you with regularly updated information on the status of the vacancy announcement.

# Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

## Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)  
([http://www.eeoc.gov/eeoc/internal\\_eeo/index.cfm](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm))

## Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)  
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

## Legal and regulatory guidance

### [Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

### [Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

### [Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

### [Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

### [Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

### [New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)

# Safety and Occupational Health Specialist

DEPARTMENT OF TRANSPORTATION

Federal Aviation Administration

ATO, CSC, Quality Control Group, Technical Evaluations Team, AJV-C120, Fort Worth, Texas

## Open & closing dates

🕒 05/01/2019 to 05/21/2019

## Pay scale & grade

FG 13

## Service

Excepted

## Salary

\$99,071 to \$153,588 per year

Salary includes locality pay 24.21%

## Appointment type

Permanent

## Work schedule

Full-Time

## Locations

1 vacancy in the following location:

**Fort Worth, TX**

## Relocation expenses reimbursed

No

## Telework eligible

Yes as determined by agency policy

## This job is open to



### Internal to an agency

Current federal employees of this agency.

## Clarification from the agency

FAA-WIDE

**Announcement number**

ASW-ATO-19-AJ181-61697

**Control number**

532265200

## Duties

**Summary**

Serves as an Occupational Safety and Health (OSH) Technical Program Manager for Air Traffic Organization (ATO) Quality Control Group, Technical Evaluations Team with overall authority and responsibility for compliance with Federal, State and local occupational safety and health regulations and national consensus standards.

**Responsibilities**

Serves as an OSH expert for the ATO EOSH implementation program. Coordinates and manages implementation and administration of OSH technical program elements focusing on fall protection, electrical safety, lockout/tagout, OSH training, policy development, accident investigation and reporting, and other OSH program elements.

Translates requirements into program implementation activities and projects. Identifies and prioritizes program initiatives based upon resource availability. Coordinates with the requirements specialists, program implementation managers, engineers, and field OSH Specialists on prioritizing and implementation strategy for key program elements.

Monitors and evaluates OSH programs and develops recommendations for improving compliance. Prepares reports and/or briefings on OSH program status and accomplishments.

Coordinates upward reporting for program compliance activities. Plans and coordinates EOSH training to District Office field personnel. Maintains an expert knowledge of EOSH program concepts, principles, practices and procedures, and regulations to develop and recommend critical program modification requirements.

Develops briefings on current status of OSH program implementation initiatives for directors, field manager meetings and other FAA groups. Develops scopes of work for contract resources required to implement specific aspects of OSH program implementation. Performs highly complex and sensitive tasks and must be familiar with all hazardous materials, environmental and safety regulations from Occupational Safety and Health Administration, consensus standards from National Fire Protection Association, American National Standards Institute, Executive Orders and applicable regulations.

Manages implementation of the ATO EOSH program, responds to emergencies, resolves issues, and acquires resources to administer the programs. Analyzes jobs, processes, products, or other systems to determine the risks to employees. Recommends modifications to workplaces to control or eliminate hazards. Inspects or surveys workplaces for compliance with established safety and occupational health policies or standards and to identify potential new hazards.

Develops training programs for specific hazards or programs. Review plans and specifications for facilities and equipment to ensure compliance with established OSH standards. Conducts occupational safety evaluation of hazardous conditions and develops recommendations for abatement. Maintains relationships with Headquarters EOSH Program Office, FAA districts, field personnel, and Federal, State and local regulatory agencies. Manages and executes projects using the corporate work plan and generally accepted practices of cost, budget and schedule.

**Travel Required**

50% or less - The job may require up to 50% travel.

## Supervisory status

No

## Promotion Potential

13

## Job family (Series)

### [0018 Safety and Occupational Health Management](#)

<https://www.usajobs.gov//Search/?j=0018>

## Requirements

### Conditions Of Employment

- US Citizenship is required.
- Selective Service Registration is required for males born after 12/31/1959.
- Must submit an SF50 (See Required Documents)
- A recent SF-50 is required (See Required Documents for requirements)
- This position requires 50% travel.
- Bargaining Unit: Yes

### Qualifications

To qualify for this position at the FG-13 level you must demonstrate in your application that you possess at least one year of specialized experience equivalent to FV-H, FG/GS-12, in the Federal Service.

Specialized experience is experience in or related to safety and occupational health that has equipped you with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

Specialized experience may include but not limited to: ***Skill in researching and applying occupational safety and health laws, regulations, principles and practices in order to resolve technical issues and questions related to the agency Occupational Safety and Health Program.***

Applicants **MUST** include examples of specialized experience in their work history and be specific when describing specialized experience.

Qualification requirements must be met by the closing date of this vacancy announcement.

As a part of the Federal-Wide Hiring Reform Initiative (streamlining the hiring process), the FAA is committed to eliminating the use of the Knowledge, Skills and Ability (KSA) narratives from the initial application in the hiring process for all announcements. Therefore, as an applicant for this announcement, you are NOT required to provide a narrative response in the text box listed below each KSA.

In lieu of providing a KSA narrative response in the text box listed below each KSA's, in your work history, please include information that provides specific examples of how you meet the response level or answer you chose for each KSA. Your work history examples should be specific and clearly reflect the highest level of ability. Your KSA answers will be evaluated further to validate whether the level that you selected is appropriate based on the work history and experience you provided. Your answers may be adjusted by a Human Resource Specialist as appropriate.

### Education

**Education may not be substituted for experience at this grade level.**

### Preview Job Questionnaire

<https://jobs.faa.gov/AVIATOR/Login/viewquestionnaire.aspx?vid=61697>

Make sure your Resume includes detailed information to support your qualifications and answers to the job questionnaire.

## Additional information

We may use this vacancy to fill other similar vacant positions.

Position may be subject to a background investigation.

A one-year probationary period may be required.

The person selected for this position may be required to file a financial disclosure statement within 30 days of entry on duty. FAA policy limits certain outside employment and financial investments in aviation-related companies.

### **APPLICANTS THAT DO NOT SUBMIT FORMS SF-50 WILL LOSE CONSIDERATION DUE TO AN INCOMPLETE BID PACKAGE.**

### **FORMS SF-50 SENT VIA EMAIL WILL NOT RECEIVE CONSIDERATION. FORMS SF-50 MUST BE SUBMITTED ON OR BEFORE THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT.**

Form(s) may be uploaded to your on-line application or submitted by mail or fax. If you choose to submit the form via fax, we cannot guarantee timely receipt or assume responsibility for the quality or legibility of the form. Illegible forms will result in loss of consideration. Mailed or faxed forms should be addressed to the agency point of contact listed in this vacancy announcement.

**Incomplete Applications:** Please follow all instructions carefully. Errors or omissions may affect your rating. Your application/resume MUST have your official title, grade and series on your work history.

**Interviews:** If the agency decides to interview any qualified applicants on the selection list, then some, all or none of the applicants will be interviewed.

**Requirement for Security Clearance:** Selection and placement are contingent upon waiver or completion of satisfactory security requirements. For Moderate Risk (Level 5), this position requires completion and favorable adjudication of a National Agency Check with Inquiry (NACI) background investigation prior to appointment, unless a waiver is obtained.

This is a bargaining unit position.

### **Links to Important Information:** [Locality Pay](#)

(<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>)

, [COLA](#)

(<https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/nonforeign-areas/#url=COLA-Rates>)

## How You Will Be Evaluated

**IMPORTANT:** Applicants may be rated on the extent and quality of experience, education, and training relevant to the duties of the position(s). All answers provided in the on-line process must be substantiated. Ensure that your application package/resume supports your responses.

## Background checks and security clearance

### Security clearance

[Other](#)

(<https://www.usajobs.gov//Help/faq/job-announcement/security-clearances/>)

### Drug test required

No

## Required Documents

SF-50 may be uploaded to your on-line application or submitted by mail or fax. If you choose to submit the forms via fax, we cannot guarantee timely receipt or assume responsibility for the quality or legibility of the form. Illegible forms will result in loss of consideration.

Mailed or faxed forms should be addressed to the Agency's point of contact listed in this vacancy announcement and include the Vacancy Announcement Number on each page.

Required documents sent via fax MUST be received no later than 11:59 PM EST on the closing date of the announcement. Your name and the vacancy announcement number must be on the documents. Documents received via email WILL NOT receive consideration.

If you are an FAA employee, you MUST provide a copy of your SF-50 (Notification of Personnel Action) containing information in Blocks 15, 17, 18, 19, 22, and 24 so it can be used to verify your position title, series, grade, tenure, and organization of record by the closing date of the announcement. You may fax your SF-50 or upload it into the on-line application. If faxing the SF-50, please ensure you include the vacancy announcement number on the faxed copy.

If you are an FAA employee, you can access and print your SF-50 from the eOPF system <https://eopf.opm.gov/dot/> (<https://eopf.opm.gov/dot/>)

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### **If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>)

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Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

[http://www.faa.gov/jobs/working\\_here/benefits/](http://www.faa.gov/jobs/working_here/benefits/)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

You must apply online to receive consideration. Your application must have a status of **"Received"** by 11:59 PM **Eastern Time** on the Close Date for it to be accepted. If you are applying for positions associated with FAA registers, your application must have a status of **"Received"** each time a referral list is created in order to receive consideration for positions associated with register.

**IN DESCRIBING YOUR WORK EXPERIENCE AND/OR EDUCATION, PLEASE BE CLEAR AND SPECIFIC REGARDING YOUR EXPERIENCE OR EDUCATION.**

**We strongly encourage applicants to utilize the USAJOBS resume builder in the creation of resumes.**

**Please ensure EACH work history includes ALL of the following information:**

- Job Title (include series and grade if Federal Job)
- Duties (be specific in describing your duties)
- Employer's name and address
- Supervisor name and phone number
- Start and end dates including month, day and year (e.g. June 18 2007 to April 05 2008)
- Full-time or part-time status (include hours worked per week)
- Salary

**Determining length of General or Specialized Experience is dependent on the above information and failure to provide ALL of this information may result in a finding of ineligible.**

You may upload completed documents to your USAJOBS Account. This will provide you the opportunity to utilize the uploaded information again when applying for future vacancies. Please see this guide, [Document Upload Guide](https://www.usajobs.gov/Help/how-to/account/documents/upload/) (<https://www.usajobs.gov/Help/how-to/account/documents/upload/>), for more information on uploading and re-using the documents in your applications.

### Agency contact information

 Alicia Jolly

#### Phone

[\(817\) 222-4705](tel:(817)222-4705)  
[\(tel:\(817\) 222-4705\)](tel:(817)222-4705)

#### Fax

(817) 222-5852

#### Email

[alicia.jolly@faa.gov](mailto:alicia.jolly@faa.gov)

#### Address

Federal Aviation Administration  
ASW Regional HR Services Division  
10101 Hillwood Parkway  
AHF-C300  
Fort Worth, TX 76177  
US

<mailto:alicia.jolly@faa.gov>

[Learn more about this agency](#)  
[\(#agency-modal-trigger\)](#)

The Department of Transportation (DOT) is ranked #4 in the 2017 best places to work in the Federal Government!

Thanks to the work of the Federal Aviation Administration (FAA), over the past 50 years, aviation has become central to the way we live and do business, linking people from coast to coast and connecting America to the world. In fact, FAA has created the safest, most reliable, most efficient, and most productive air transportation system in the world.

## Visit our careers page

Learn more about what it's like to work at Federal Aviation Administration, what the agency does, and about the types of careers this agency offers.

<http://www.faa.gov/jobs/>  
<http://www.faa.gov/jobs>

## Next steps

Candidates for FAA positions are evaluated using our Automated Vacancy Information Access Tool for Online Referral (AVIATOR) system. AVIATOR compares your skills and experience as described in your application with the requirements of the position. If you are found to be an eligible, highly-qualified candidate, you will be referred to the selecting official for further consideration. (In some cases, individuals with priority for special consideration must be considered and selected before other candidates.) Whether or not you are contacted for an interview depends upon the location of the position and the judgment of the selecting official.

**Important** - If you make any change to your application, you must resubmit it. If you change your application and do not resubmit it, your changes will not be considered part of your application package, and your previous application will be considered.

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis. Additional information on reasonable accommodations procedures or on EEO Programs is available on [Office of Civil Rights \(ACR\)](#)  
[http://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/](http://www.faa.gov/about/office_org/headquarters_offices/acr/)  
or by contacting the local FAA Civil Rights Office.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)  
[http://www.eeoc.gov/eeoc/internal\\_eeo/index.cfm](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

## Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov//Help/how-to/application/agency/contact/)  
(<https://www.usajobs.gov//Help/how-to/application/agency/contact/>)

## Legal and regulatory guidance

### [Financial suitability](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/>)

### [Social security number request](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/>)

### [Privacy Act](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/>)

### [Signature & False statements](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/>)

### [Selective Service](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/>)

### [New employee probationary period](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/>)

State of Washington  
Dept. of Labor & Industries  
invites applications for the position of:

**careers.wa.gov**  
Working for Washington State

## **L&I Safety & Health Specialist 3, In-Training, Spokane**

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**SALARY:** \$4,250.00 - \$6,003.00 Monthly  
\$51,000.00 - \$72,036.00 Annually

**OPENING DATE:** 04/25/19

**CLOSING DATE:** 05/02/19 11:59 PM

### **DESCRIPTION:**



Do you value worker safety to stop an unsafe act before it causes an injury? As a Safety and Health Specialist in our Spokane office, you will take personal responsibility to get hazards corrected before workers get hurt. You will also conduct investigations in fixed industry and on construction sites, identifying hazardous working conditions to ensure compliance with safety and health regulations. In addition, you will observe and document safety hazards, write reports of proposed violations and penalties and provide technical assistance to employers in order for them to abate hazards.

Gain job satisfaction by knowing that because of what you do, more people will go home to their families every day. Our mission is the heart of our organization and central to how we do business. Your passion for employee safety and health translates into action when you join our mission, "Keep Washington Safe and Working", to ensure all employees are provided a safe and healthy work environment. To learn more about L&I, the employer of choice [here](#).

**Please Note:** This position can be filled as a Safety & Health Specialist 3 or as an in-training opportunity to develop the required skills within this specialized field. If filled as a Safety & Health Specialist 3 in-training, you'll need to successfully complete a formal training plan. The plan is designed to provide classroom and on the job training to encourage qualified and enthusiastic individuals to exert their best effort to learn and enhance their skills. Upon successful completion of the in-training plan, you will progressively advance to the goal of Safety & Health Specialist 3.

### **DUTIES:**

#### **Some of what you'll do:**

- Travels to employers' place of business or work sites and perform routine and complex investigations of employee complaints, referrals, accidents and fatalities to determine compliance with WISHA standards in multiple high hazards industries.
- Lead other safety & health professionals in complex investigations (unless hired at the SHS2 level).
- Determine employer compliance with WISHA Safety & Health Standards and write reports documenting employee exposure, proposed citations, and monetary penalties as appropriate.
- Present verbal and written reports of your findings to employers and employee representatives.
- Take new Safety & Health Specialists on ride along inspections prior to and during their training; training new inspectors on how to do inspections, write reports and how to investigate accidents.

- Coach and mentor new Safety & Health Specialists during their on the job training. Assist in evaluating their skills and provide feedback to maximize their training opportunities.

**QUALIFICATIONS:**

**To qualify at the SHS 3 in-training level, the following is required:**

A Bachelor's degree from an ABET Accredited Program in Occupational Safety & Health Management.

**OR**

A Bachelor's degree in a related field **AND** two years of experience as a safety and health officer, consultant, inspector, or related experience;

**OR**

Four years of full-time journey level experience in one or more of the following industries: construction, manufacturing, agriculture, health/medical, service industry or related field, **AND** two years of experience as a safety and health officer, consultant, inspector, or related experience.

**To qualify at the SHS 3, the following is required:**

Three years as an L&I Safety and Health Specialist or Industrial Hygienist;

**OR**

A Bachelor's degree **AND** three years of experience as a safety and health officer, consultant, inspector, or related experience;

**OR**

Four years of full-time journey level experience in one or more of the following industries: construction, manufacturing, agriculture, health/medical, service industry or related field, **AND** three years of experience as a safety and health officer, consultant, inspector, or related experience.

*College-level education will substitute, year for year, for up to four years of non-safety and health experience. Additional safety and health qualifying experience will substitute year for year, for education. "Qualifying Experience" is experience in construction trades or industries that have a higher than average experience factor.*

**Here's what we're looking for:**

- A strong desire to ensure worker safety with a thorough understanding of safety and health rules and regulations and ability to identify safety related hazards in a variety of workplaces.
- Strong written, verbal and interpersonal communications skills with ability to write comprehensive and concise reports detailing identified hazards.
- Proactive, self-motivated, ability to working productively and independently with minimal supervision.
- Perform duties safely; model the behavior we expect to see.
- Computer skill with the ability to learn to operate proprietary computer programs and Microsoft Office Suite.
- Willing to work an unscheduled workweek of 40 hours with frequent travel within the region and other L&I locations to visit employer worksites and attend meetings. Days and hours may vary depending on workload, occasionally working outdoors and in varying weather conditions.
- Certified Safety Professional is desired.
- Bilingual persons of all languages are encouraged to apply. Spanish and Russian languages preferred. Bilingual jobs include a 5% salary increase for dual language responsibilities.

**SUPPLEMENTAL INFORMATION:**

***If you have any questions regarding this announcement, program, or the agency please contact Ashley Harris at haaw235@lni.wa.gov.***



**To apply, follow the "Apply" link above. Please attach a cover letter and resume as part of your application packet.**

- Your application materials will be used for deciding who will be selected for an interview.

**Other Information:**

- This job announcement may be used to fill multiple vacancies. Application review starts immediately and the hiring authority reserves the right to offer the job at any time. It's to your advantage to apply quickly.
- Within the Department of Labor and Industries, conditional to hazard exposure: Industrial Hygienists and Safety & Health Specialists are paid base salary plus four (4) ranges for each hour they are required to use personal protective equipment (excluding hard hat, boots, hearing and eye protection) to enter a hazardous workspace to inspect or investigate a fatality or serious incident that still has the hazard present and is unsecured.
- Prior to any new hire into L&I, a background check, including criminal record history, will be conducted.
- Employees driving on state business shall have a valid driver's license. If driving a privately owned vehicle on state business, must be insured.
- This position is represented by **the Washington Federation of State Employees (WFSE)**.

L&I strives to attract and retain a high-performing and diverse workforce in which our differences are respected and valued to better meet the needs of the diverse customers we serve. L&I fosters an inclusive environment that promotes safety, collaboration, flexibility and fairness so that all employees can participate and contribute to their full potential.

For more information about the Department of Labor & Industries visit: <http://www.lni.wa.gov/> or contact us at: [Jobs@Lni.wa.gov](mailto:Jobs@Lni.wa.gov)

*Persons with a disability, who need assistance in the application process, or those needing this announcement in an alternative format, may call (360) 902-5700. Applicants that are deaf or hard of hearing may call through the Washington Relay Service at 7-1-1.*

***The State of Washington is an Equal Opportunity Employer***

**L&I Safety & Health Specialist 3, In-Training, Spokane Supplemental Questionnaire**

- \* 1. Which response best describes your highest level of education?
  - Completion of an accredited vocational training program
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree or Higher
  - None of these Apply
- \* 2. Is your degree from an ABET Accredited Program in Occupational Safety & Health or Safety & Health Management?

- Yes
  - No
  - I do not have a degree
- \* 3. How many years of experience do you have as a safety & health officer, consultant, inspector or related experience?
- I do not have this type of experience.
  - I have less than 2 years of this type of experience.
  - I have 2 to 3 years of experience.
  - I have 4 or 5 years of experience.
  - I have 5 or 6 years of experience.
  - I have more than 6 years of experience.
- \* 4. Please briefly describe your safety & health officer, consultant, inspector or related/other qualifying experience. If you do not have any related experience, type N/A.
- \* 5. Do you have at least 4 years of full-time journey level experience in one or more of the following industries: construction, manufacturing, agriculture, health/medical, service industry or a related field?
- Yes
  - No
- \* 6. Do you have at least three years of experience as a Labor & Industries Safety & Health Specialist or Industrial Hygienist?
- Yes
  - No
- \* 7. Strong writing skills are a required competency for this position. If hired, you will write comprehensive and concise reports detailing identified hazards. Tell us about your writing skill. What types of work documents, reports, correspondence have you created; include your role and any other information that would be helpful in assessing your writing skills
- \* 8. Do you possess a valid driver's license?
- Yes
  - No
- \* 9. If hired for a bilingual position, are you willing to take an assessment?
- Yes
  - No
- \* 10. (A - L&I) How did you hear about this job opportunity?
- www.careers.wa.gov
  - WorkSource Center or Website (WorkSourceWA.com)
  - L&I Talent Management Consultant (Staffing Solutions)
  - L&I Employee
  - Professional/Personal Network
  - Monster
  - College/university website/career fair
  - LinkedIn
  - Facebook
  - VERG
  - Craigslist
  - Indeed
  - Twitter
  - Job Fair (Military)
  - Career Fair
  - Other

\* 11. (B - L&I) If you indicated "Other" please specify where you heard about this position.

\* 12. (C - L&I) 2. Will you now or in the future require sponsorship for an immigration-related employment benefit?

Yes  No

\* Required Question

State of Washington  
Dept. of Labor & Industries  
invites applications for the position of:

careers.wa.gov  
Working for Washington State

## L&I Safety & Health Specialist 3, In-Training, Tacoma

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**SALARY:** \$4,250.00 - \$6,003.00 Monthly  
\$51,000.00 - \$72,036.00 Annually

**OPENING DATE:** 04/25/19

**CLOSING DATE:** 05/09/19 11:59 PM

**DESCRIPTION:**



**Please Note: The closing date for this recruitment has been extended. Previous applicants do not need to reapply.**

Do you value worker safety to stop an unsafe act before it causes an injury? As a Safety and Health Specialist in our Tacoma office, you will take personal responsibility to get hazards corrected before workers get hurt. You will also conduct investigations in fixed industry and on construction sites, identifying hazardous working conditions to ensure compliance with safety and health regulations. In addition, you will observe and document safety hazards, write reports of proposed violations and penalties and provide technical assistance to employers in order for them to abate hazards.

Gain job satisfaction by knowing that because of what you do, more people will go home to their families every day. Our mission is the heart of our organization and central to how we do business. Your passion for employee safety and health translates into action when you join our mission, "Keep Washington Safe and Working", to ensure all employees are provided a safe and healthy work environment. To learn more about L&I, the employer of choice [here](#).

**Please Note:** This position can be filled as a Safety & Health Specialist 3 or as an in-training opportunity to develop the required skills within this specialized field. If filled as a Safety & Health Specialist 3 in-training, you'll need to successfully complete a formal training plan. The plan is designed to provide classroom and on the job training to encourage qualified and enthusiastic individuals to exert their best effort to learn and enhance their skills. Upon successful completion of the in-training plan, you will progressively advance to the goal of Safety & Health Specialist 3.

**DUTIES:**

**Some of what you'll do:**

- Travels to employers' place of business or work sites and perform routine and complex investigations of employee complaints, referrals, accidents and fatalities to determine compliance with WISHA standards in multiple high hazards industries.
- Lead other safety & health professionals in complex investigations (unless hired at the SHS2 level).
- Determine employer compliance with WISHA Safety & Health Standards and write reports documenting employee exposure, proposed citations, and monetary penalties as appropriate.
- Present verbal and written reports of your findings to employers and employee representatives.

- Take new Safety & Health Specialists on ride along inspections prior to and during their training; training new inspectors on how to do inspections, write reports and how to investigate accidents.
- Coach and mentor new Safety & Health Specialists during their on the job training. Assist in evaluating their skills and provide feedback to maximize their training opportunities.

**QUALIFICATIONS:**

**To qualify at the SHS 3 in-training level, the following is required:**

A Bachelor's degree from an ABET Accredited Program in Occupational Safety & Health Management.

**OR**

A Bachelor's degree in a related field **AND** two years of experience as a safety and health officer, consultant, inspector, or related experience;

**OR**

Four years of full-time journey level experience in one or more of the following industries: construction, manufacturing, agriculture, health/medical, service industry or related field, **AND** two years of experience as a safety and health officer, consultant, inspector, or related experience.

**To qualify at the SHS 3, the following is required:**

Three years as an L&I Safety and Health Specialist or Industrial Hygienist;

**OR**

A Bachelor's degree **AND** three years of experience as a safety and health officer, consultant, inspector, or related experience;

**OR**

Four years of full-time journey level experience in one or more of the following industries: construction, manufacturing, agriculture, health/medical, service industry or related field, **AND** three years of experience as a safety and health officer, consultant, inspector, or related experience.

*College-level education will substitute, year for year, for up to four years of non-safety and health experience. Additional safety and health qualifying experience will substitute year for year, for education. "Qualifying Experience" is experience in construction trades or industries that have a higher than average experience factor.*

**Here's what we're looking for:**

- A strong desire to ensure worker safety with a thorough understanding of safety and health rules and regulations and ability to identify safety related hazards in a variety of workplaces.
- Strong written, verbal and interpersonal communications skills with ability to write comprehensive and concise reports detailing identified hazards.
- Proactive, self-motivated, ability to working productively and independently with minimal supervision.
- Perform duties safely; model the behavior we expect to see.
- Computer skill with the ability to learn to operate proprietary computer programs and Microsoft Office Suite.
- Willing to work an unscheduled workweek of 40 hours with frequent travel within the region and other L&I locations to visit employer worksites and attend meetings. Days and hours may vary depending on workload, occasionally working outdoors and in varying weather conditions.

- Certified Safety Professional is desired.
- Bilingual persons of all languages are encouraged to apply. Spanish and Russian languages preferred. Bilingual jobs include a 5% salary increase for dual language responsibilities.

**SUPPLEMENTAL INFORMATION:**

***If you have any questions regarding this announcement, program, or the agency please contact Ashley Harris at haaw235@lni.wa.gov.***



**To apply, follow the "Apply" link above. Please attach a cover letter and resume as part of your application packet.**

- Your application materials will be used for deciding who will be selected for an interview.

**Other Information:**

- This job announcement may be used to fill multiple vacancies. Application review starts immediately and the hiring authority reserves the right to offer the job at any time. It's to your advantage to apply quickly.
- Within the Department of Labor and Industries, conditional to hazard exposure: Industrial Hygienists and Safety & Health Specialists are paid base salary plus four (4) ranges for each hour they are required to use personal protective equipment (excluding hard hat, boots, hearing and eye protection) to enter a hazardous workspace to inspect or investigate a fatality or serious incident that still has the hazard present and is unsecured.
- Prior to any new hire into L&I, a background check, including criminal record history, will be conducted.
- Employees driving on state business shall have a valid driver's license. If driving a privately owned vehicle on state business, must be insured.
- This position is represented by **the Washington Federation of State Employees (WFSE)**.

L&I strives to attract and retain a high-performing and diverse workforce in which our differences are respected and valued to better meet the needs of the diverse customers we serve. L&I fosters an inclusive environment that promotes safety, collaboration, flexibility and fairness so that all employees can participate and contribute to their full potential.

For more information about the Department of Labor & Industries visit: <http://www.lni.wa.gov/> or contact us at: [Jobs@Lni.wa.gov](mailto:Jobs@Lni.wa.gov)

*Persons with a disability, who need assistance in the application process, or those needing this announcement in an alternative format, may call (360) 902-5700. Applicants that are deaf or hard of hearing may call through the Washington Relay Service at 7-1-1.*

***The State of Washington is an Equal Opportunity Employer***

**L&I Safety & Health Specialist 3, In-Training, Tacoma Supplemental Questionnaire**

- \* 1. Which response best describes your highest level of education?
- Completion of an accredited vocational training program
  - Associate's Degree
  - Bachelor's Degree

- Master's Degree or Higher
- None of these Apply
- \* 2. Is your degree from an ABET Accredited Program in Occupational Safety & Health or Safety & Health Management?
  - Yes
  - No
  - I do not have a degree
- \* 3. How many years of experience do you have as a safety & health officer, consultant, inspector or related experience?
  - I do not have this type of experience.
  - I have less than 2 years of this type of experience.
  - I have 2 to 3 years of experience.
  - I have 4 or 5 years of experience.
  - I have 5 or 6 years of experience.
  - I have more than 6 years of experience.
- \* 4. Please briefly describe your safety & health officer, consultant, inspector or related/other qualifying experience. If you do not have any related experience, type N/A.
- \* 5. Do you have at least 4 years of full-time journey level experience in one or more of the following industries: construction, manufacturing, agriculture, health/medical, service industry or a related field?
  - Yes
  - No
- \* 6. Do you have at least three years of experience as a Labor & Industries Safety & Health Specialist or Industrial Hygienist?
  - Yes
  - No
- \* 7. Strong writing skills are a required competency for this position. If hired, you will write comprehensive and concise reports detailing identified hazards. Tell us about your writing skill. What types of work documents, reports, correspondence have you created; include your role and any other information that would be helpful in assessing your writing skills
- \* 8. Do you possess a valid driver's license?
  - Yes
  - No
- \* 9. If hired for a bilingual position, are you willing to take an assessment?
  - Yes
  - No
- \* 10. (A - L&I) How did you hear about this job opportunity?
  - www.careers.wa.gov
  - WorkSource Center or Website (WorkSourceWA.com)
  - L&I Talent Management Consultant (Staffing Solutions)
  - L&I Employee
  - Professional/Personal Network
  - Monster
  - College/university website/career fair
  - LinkedIn
  - Facebook
  - VERG
  - Craigslist

- Indeed
- Twitter
- Job Fair (Military)
- Career Fair
- Other

\* 11. (B - L&I) If you indicated "Other" please specify where you heard about this position.

\* 12. (C - L&I) 2. Will you now or in the future require sponsorship for an immigration-related employment benefit?

- Yes    No

\* Required Question



## CITY OF SEATTLE

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### Safety and Health Specialist, Senior

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<b>SALARY:</b>	\$40.48 - \$47.13 Hourly
<b>LOCATION:</b>	Skagit, 500 Newhalem St., Rockport, Washington
<b>JOB TYPE:</b>	Classified Civil Service, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Seattle City Light
<b>BARGAINING UNIT:</b>	Not represented
<b>CLOSING DATE</b>	02/12/19 04:00 PM Pacific Time

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#### POSITION DESCRIPTION:

Seattle City Light, a department of the City of Seattle, is one of the nation's largest municipally owned utilities in terms of the number of customers served. Over the years we have worked very hard to keep Seattle's electricity affordable, reliable, and environmentally sound. Today, City Light is a recognized national leader in energy efficiency and environmental stewardship.

We are looking for **TWO** seasoned safety professionals to join the utility as Senior Safety and Health Specialists:

- One position is assigned to the Skagit Hydroelectric Project in Newhalem. The Skagit based position may be assigned to support SCL operations in Seattle and the Cedar Falls and Boundary Hydroelectric projects, based on workload
- The other position will be located in Seattle.

Both positions will report to the Safety, Health, and Wellness Field Operations Manager.

#### JOB RESPONSIBILITIES:

- Provide Safety Support for assigned work units to include, but not limited to, High Voltage workgroups, construction, and Maintenance crews.
- Analyze specialized work practices and develop safety and health standards that ensure the utility's compliance with complex federal and state regulations;
- Provide direction and technical expertise to supervisors and managers to facilitate, coordinate and implement health and safety practices, programs, activities, and compliance;
- Ensure utility compliance with safety and health regulations through managers and line supervisors;
- Investigate, evaluate and analyze safety conditions, accidents and hazards;

- Work with management/employees to make the necessary improvements to ensure compliance safety standard/codes and employee protection;
- Plan, organize, coordinate and conduct training programs and teach, promote and reinforce safety practices and working conditions in varied situations for all employees;
- Act as a safety trainer for individual safety training classes;
- Ability to communicate effectively with all levels of the organization and outside agencies;
- Represent the department with external organizations and conduct front-line risk management actions;
- Use professional contacts with regulatory agencies to anticipate, research, and resolve potential compliance actions against the utility;
- Ability to work independently and use discretionary judgment;
- Participate in utility and citywide committees and on special projects.
- Travel will be required.
- Other duties as assigned.

## QUALIFICATIONS:

**Education:** Bachelor's Degree in Occupational Health, Safety, Toxicology, Industrial Hygiene, Biology, Engineering or a related field (or a combination of education, training and/or experience which provides an equivalent background required to perform the work of the class).

**Experience:** Requires three years of experience in safety or health-related field (or a combination of education, training and/or experience which provides an equivalent background required to perform the work of the class).

**Certification/License:** Current WA Driver's License

## Desired Qualifications:

- Knowledge of principles and practices of electric generation design, construction, maintenance, and operations.
- Extensive knowledge of high voltage safe work practices.
- Experience in conducting incident fact-finding and suggestions to provide detailed reports of findings to improve workplace safety.
- Experience in presenting information that promotes Safety Health and Wellness to large groups.
- Experience in networking with other utility safety organizations.
- Ability to communicate and work effectively as a team member, all levels of the organization.
- Ability to use discretionary judgment, work independently and be solutions oriented
- **Certifications:** Safety Professional Certification, Certified Utility Safety Professional, Certified Industrial Hygienist.

## ADDITIONAL INFORMATION:

Job offers are contingent on the verification of credentials and other information required by the employment process including the completion of a background check which includes criminal history and driving history review.

Want to know more about Seattle City Light? Check out our web page: <http://www.seattle.gov/light/>.

APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2018-01798

<http://www.seattle.gov/jobs>  
SAFETY AND HEALTH SPECIALIST, SENIOR  
KS

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5500  
Seattle, WA 98104





**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

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### Safety and Health Specialist, Senior Supplemental Questionnaire

\* 1. Please select the option that best describes your highest level of education.

- High School Diploma/GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Juris Doctorate
- Ph. D.

\* 2. If you have a Bachelor's Degree, what concentration is it in?

\* 3. Which of the following best describes your experience in safety or health-related field?

- Less than 3 years
- 3-4 years
- 4-5 years
- 5+ years

\* 4. Please describe your education and years of experience for how you meet the qualifications for this position.

\* 5. Do you currently hold a valid Washington State driver's license?

- Yes
- No, but I can obtain a valid Washington State driver's license by the date of hire
- No, and I will not be able to obtain a Washington State driver's license by the date of hire

\* 6. If you are selected to advance in this hiring process, you will be asked to obtain a Complete 5-Year Driving Record from the Department of Licensing. We will consider all traffic tickets and convictions that you have received within the past 5 years, and we will score them as follows: 0 Points: Parking Tickets 1 Point Each Violation: Any moving violation, collision, stop sign, defective equipment, speeding, seat belt, failure to signal, cell phone – any and all moving violations. 4 Points Each Violation: Suspended license, negligent driving, reckless driving, racing. 5 Points Each Violation: hit and run, vehicular assault, any DUI or alcohol related offense. If your total score is over 3 points, it is highly unlikely that the City of Seattle will hire you for a job that involves driving. If requested, can you submit a Complete 5-Year Driving Record with an acceptable driving history?

Yes

No

I am a "current" regular City of Seattle employee and a driving record is not required

\* 7. Are you aware that Skagit Hydroelectric Project is located approximately 125 miles northeast of Seattle, in Newhalem, WA, and are you willing to work there?

Yes  No

\* Required Question



**CITY OF RENTON**  
invites applications for the position of:  
**Risk Management Analyst**

An Equal Opportunity Employer

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**SALARY:** \$6,236.00 - \$7,601.00 Monthly  
\$74,832.00 - \$91,212.00 Annually

**OPENING DATE:** 05/02/19

**CLOSING DATE:** Continuous

**UNION AFFILIATION:** Non-Represented

**DEPARTMENT:** Human Resources Risk Management - Risk Management

**JOB DESCRIPTION:**

- In addition to the salary posted, the City contributes **4%** of the salary to a deferred compensation retirement savings plan.
- This position is Open Until Filled with a first review date of **May 16, 2019**.

**About the City of Renton:**

The City of Renton embraces a diverse and inclusive workforce and prides itself on promoting collaboration and teamwork in a positive environment while providing high quality services to the community.

Renton, with a population of 104,100 (2018), is located on the southeast shore of Lake Washington, just south of Seattle. Renton's strong economic base, diverse marketplace and favorable business climate have attracted the attention of nationally recognized companies that are providing employees and their families an outstanding quality of life. Renton is the home of Boeing, PACCAR, IKEA, and the Seattle Seahawks.

**JOB SUMMARY:**

Perform professional duties in the development, implementation and administration of policies, programs, and procedures in the areas of safety, risk management, and related programs to control and to help minimize the city's liability and loss exposure. Complete tasks according to established policies and procedures, work independently with limited supervision, and contribute through knowledge, skills, and good work habits.

This classification is part of a series as follows:

- Analyst Level
- Senior Level

**SUPERVISION:**

Reports To: Risk Manager

Supervises: None

**JOB DUTIES/RESPONSIBILITIES:**

Essential Functions:

- Coordinate and maintain the citywide employee Accident Prevention Program and all related safety programs and policies to assure compliance with applicable regulations.
- Organize, coordinate, and/or conduct safety training courses as well as citywide training programs; assist in the development of training content.
- Perform accident investigations and analysis to determine the root cause of an accident, injury, or near miss incident.
- Ensure city and departmental compliance with applicable safety laws, regulations, and other legal requirements.
- Responsible for implementation and maintenance of the Safety Data Sheet (SDS) software tracking and inventory in accordance with Chemical Hazard Communication Program standards.
- Manage the Hazard Reporting Program to include dispersing and educating on hazard report form use; collect, investigate, analyze and correct hazards as they arise.
- Provide assistance in the development, implementation, administration, and review of safety and risk management policies and procedures.
- Coordinate and serve as staff liaison to the citywide Central Safety Committee to assure compliance with regulations; prepare and distribute meeting minutes; lead discussion on current mitigation solutions for vehicle and personal injury claims; coordinate annual election of committee members.
- Oversee injury reporting system and reporting to Labor & Industries.
- Monitor and ensure compliance with Sharps Injury Log and OSHA 300 entries, tracking and reporting.
- Effectively promote safety awareness through safety programs and a wide variety of communication methods.
- Perform periodic scheduled and unscheduled safety inspections of City property and work sites in conjunction with City regulations.
- Coordinate and partner with Emergency Management to manage, prepare and protect personnel and assets before, during and after emergency events.
- Create and manage safety teams, establish and maintain evacuation plans for all facilities; appoint and train Emergency Team Leaders for preparation.
- Assure proper safety devices have been installed in all city properties; maintain and monitor devices; assure personal protective equipment is available.
- Develop and implement the Respirator Program for the City; perform Fit Tests on applicable city employees as required.
- Manage Hearing Conservation program including the annual audiogram testing process and environmental noise level testing throughout departments.
- Perform an annual check to confirm the status of drivers' licenses citywide for employees required to drive as part of their jobs. Provide review and analysis of drivers' abstracts submitted in consideration of employment
- Assist with administration of the City's purchased insurance programs such as liability, property, excess coverage, boiler and machinery, etc.
- Assist in the evaluation and administration of the city's self-insured programs such as liability, property, and automobile physical damage; act as a city's liaison with third party administrators to provide research and information.
- Assist with the determination of insurance requirements for special activities and make recommendations for compliance with legal codes, regulations, and insurer recommendations.
- Assist with the recovery of dollars owed to the city due to negligent acts that lead to damaged city vehicles and/or property; make court appearances as necessary. Oversee the administration and adjudication of all non-litigation claims; maintain claims and lawsuit files and summaries.
- Remain current with relevant technological advancements as it relates to the field.
- Maintain regular, reliable, and punctual attendance, work evening and/or weekend hours as assigned, and travel as required.

Standard Functions:

- Act as Risk Manager in the manager's absence, as assigned.
- Perform other duties as assigned.
- May be assigned to support critical city priorities during disasters or other emergencies.

**EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:**

- Bachelor's degree in Safety, Risk Management, Industrial Hygiene, or a related field, and
- Two years of safety or risk management experience in workplace safety, loss control, risk assessment, Property and Casualty self-insured programs administration, or other related experience;
- Or 6 years of relevant education and experience.
- Associate Safety Professional (ASP), or higher safety credentials, or its equivalent within two years of employment.
- Valid driver's license.
- Public sector experience is preferred.
- Successful passing of a required background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- 80% of work is performed in a typical office environment and the remaining 20% is performed outdoors in all weather conditions, and involves moving throughout the facility and community.
- Driving and field work required.
- Regular use of a computer and other office equipment.
- Frequent communication with City employees and customers.
- Lift or move items weighing up to 25 pounds regularly.
- Climb and work from ladders, climb stairs, and bending, stretching, and standing for extended periods.
- Noise level out in the field is moderately loud and noise level in the office is moderately quiet.
- Night meetings may be required.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

Please click [here](#) for a detailed job classification.

**SELECTION PROCEDURE:**

*The City of Renton is dedicated to building an inclusive, informed city with opportunities for all. In alignment with that goal, the City has adopted an anonymous application process that prevents hiring managers from seeing personal identifiers, including candidates' names, addresses, and other similar information. This eliminates the possibility of unintentional or implicit bias during the screening of applications. For that reason, you will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application.*

**Communication from the City of Renton:**

We primarily communicate via e-mail during the application process. E-mails from [rentonwa.gov](mailto:rentonwa.gov) and/or [governmentjobs.com](mailto:governmentjobs.com) should be placed on your safe domain list to ensure you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.rentonwa.gov/jobs>

Job #2019 HRRM RMA  
RISK MANAGEMENT ANALYST  
BS

OUR OFFICE IS LOCATED AT:  
1055 South Grady Way  
Renton, WA 98057  
425-430-7650  
[bsandler@rentonwa.gov](mailto:bsandler@rentonwa.gov)

An Equal Opportunity Employer

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## Risk Management Analyst Supplemental Questionnaire

- \* 1. Thank you for your interest in joining the team at the City of Renton. You will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application. When applying for this position, you must thoroughly complete the education and work experience sections of your application and provide a thorough response to each of the Supplemental Questions. Failure to do so may result in elimination from further consideration.

**Have you read and understood the information listed above?**

Yes    No

- \* 2. Please explain why you would like to work in this position with the City of Renton.
  
- \* 3. Do you have at least two years of safety or risk management experience in workplace safety, loss control, risk assessment, or Property & Casualty self-insured programs administration?  
 Yes    No
  
- \* 4. If you answered "Yes" to the above question, please explain your experience and provide examples. If you answered "No," type "NA."
  
- \* 5. Do you have experience with safety regulation compliance issues?  
 Yes    No
  
- \* 6. If you answered "Yes" to the above question, please explain your experience and provide examples. If you answered "No," type "NA."
  
- \* 7. Do you have experience in reviewing, updating, and/or writing employee policies and procedures?  
 Yes    No

- \* 8. If you answered "Yes" to the above question, please explain your experience and provide examples. If you answered "No," type "NA."
  
- \* 9. Do you have experience with conducting employee injury/accident investigations?  
 Yes    No
  
- \* 10. If you answered "Yes" to the above question, please explain your experience and provide examples. If you answered "No," type "NA."
  
- \* 11. Do you have experience with employee training?  
 Yes    No
  
- \* 12. If you answered "Yes" to the above question, please explain your experience and provide examples. If you answered "No," type "NA."
  
- \* Required Question

# Environmental, Health & Safety Manager

Litehouse, Inc. - Sandpoint, ID 83864

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## Litehouse, Inc.

92 reviews

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**Basic Purpose and Scope:** Responsibility for managing site environmental, health and safety programs to promote and achieve world-class workplace safety and regulatory compliance.

### Guiding Principles – Culture – Service:

1. Responsible for driving the Litehouse culture through company guiding principles
2. Accountable for outstanding Customer service to all internal and external Customers
3. Develop and maintain effective relationships through collaboration and consistent timely communication
4. Help uphold a “Team Member” environment supporting others with positive behavior

### Essential Job Functions – Duties and Responsibilities

1. Audit systems to ensure 100% regulatory compliance at all times.
2. Plant liaison with insurance and medical personnel, and HR as well as employees involved in workplace incidents. Including light duty program.
3. Develop, conduct, and direct safety training of all plant management and employees to ensure a thorough knowledge and understanding of safety rules, regulations, safety compliance and guidelines.
4. Manage and coordinate plant Safety Team and related programs in conjunction with location plant managers and functional leaders
5. Actively engage with plant management to get/keep them involved in all aspects of safety training, recognition and enforcement.
6. Develop, execute and maintain site strategic plan to eliminate workplace injuries.
7. Direct accident investigation programs, develop accident trends, develop programs for improving performance and provide analysis and recommendations to eliminate future accidents.
8. Maintain/verify employee training records and reports are current.
9. Develop / source safety programs and training materials as needed.
10. Manage and coordinate environmental initiatives, including environmental testing management, in conjunction with location plant managers and functional leaders.
11. Conducts risk reviews, compliance audits and internal assessment of facilities in coordination with third party EH&S and/or Insurance carrier assessments and any issue resolution coming from them.
12. Manage the mitigation of Workers Comp Claims & Costs
13. File and manage location first reports of injury and manage OSHA reporting.
14. Establish and maintain accurate record keeping of inspections, procedures, and JSA's.

15. Oversee company return-to-work programs, in coordination with Human Resources, for employees injured on the job.
16. Work to bring Litehouse EH&S performance to world class levels.
17. Provide a safe work environment at all times
18. Responsibility to adhere to Food Safety policies and report food safety and quality concerns to their supervisor.
19. Other activities and duties as assigned.

#### Supervisory Responsibilities

1. None

#### **Minimum Qualifications Required to Perform Work:**

- 1. Education:** Bachelor's Degree relating to EHS preferred or equivalent experience
- 2. Experience:** 3-5 years' experience in a EH&S role.
3. Active OSHA 30 and other Safety certifications preferred.
4. First Aid and CPR certified.
5. Experience in presenting and training in large groups, one-on-one, vendors and physicians.
6. Strict confidentiality required.
7. Solid computer skills with spreadsheets, presentations
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
9. Ability to write routine reports and correspondence.
10. Proven ability to remain calm and professional in a workplace injury.
11. Ability to compute basic mathematical calculations.
12. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
13. Flexible work schedule to be available many shifts in a 24/7 operation.
14. Must have strong verbal and written communications skills with ability to express ideas effectively and efficiently.
15. Must have excellent interpersonal and organizational skills
16. Ability to establish & maintain effective working relationships with all contacts inside and outside of the company.
17. Ability to meet attendance requirements

#### Travel Requirements

1. Travel up to 5 % of the time should be expected.
2. Travel may be required with little prior warning and/or for extended periods of time. Off-site deployment of up to 0 weeks could be expected.

#### Physical Demands

Sitting 33.33% Walking 33.33% Standing 33.33%

Near Acuity Speaking – Ordinary Speech Hearing – Ordinary Conversation

Manual Dexterity – Computer Keyboard Fingering

Regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms.

Frequently required to climb or balance, talk or hear, and taste or smell.

Occasionally required to walk and stoop, kneel, crouch, or crawl.  
Regularly lift and/or move up to 55 pounds.  
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.  
Occasionally must work in confined space.  
Work Environment

Normal Office Environment  
Wet and humid environment  
High noise level, loud  
Exposure to fluorescent light  
Litehouse, Inc. - 1 day ago - [report job](#) - [original job](#)

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### Other jobs you may like

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#### **Environmental, Health & Safety Manager**

Litehouse Foods, Inc. Sandpoint, ID

Litehouse Foods, Inc. - 2 days ago



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#### **Loss Control Consultant**

ASHTON TIFFANY, LLC Phoenix, AZ 85012

ASHTON TIFFANY, LLC - 4 months ago



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#### **Safety and Health Analytics Manager - Watkins, CO**

Orica Colorado

Orica - 30+ days ago



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#### **Senior System Safety Engineer (666290)**

Ball Aerospace Boulder, CO

Ball Corporation - 30+ days ago



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Environmental Health and Safety Officer jobs in Sandpoint, ID

Jobs at Litehouse in Sandpoint, ID

Environmental Health and Safety Officer salaries in Sandpoint, ID

# Safety, Health & Environmental Supervisor

Nestlé Waters North America - Denver, CO

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## Nestlé Waters North America

896 reviews

Read what people are saying about working here.



As the nation's leading bottled water company, Nestlé Waters North America is dedicated to providing customers with healthy hydration options. Alongside that, we're also committed to developing our people – enabling them to make the most of the many elements that help them to succeed.

Nestlé Waters consists of five business units: **Corporate, Commercial, Supply Chain, Technical & Production and ReadyRefresh by Nestlé**. Whichever one of these areas you choose to join, you'll find yourself collaborating with a highly talented team on work that's challenging, engaging and incredibly rewarding. You'll be an essential element of our success: trusted, empowered and supported to make a lasting impact on the very future of our business. It's a chance to use your knowledge, skills and experience to shine brightly and achieve your ambitions – all while delivering healthy hydration to millions of customers.

Choose a career in **Technical & Production** and you'll be part of our manufacturing backbone – and a crucial element of our success. Our factories are where our products start their journey to the customer. This area of Nestlé Waters offers you the chance to experience collaboration in its purest form as you work alongside a diverse range of highly motivated and passionate people in our Technical & Production factories spread across the nation. What you do will be fulfilling, impactful and meaningful – not least is you'll be helping to deliver healthy hydration to millions of thirsty customers. We'll make sure you have the strong leadership and clear direction you need to feel motivated and passionate about accomplishing great things. While you take a pride in delivering an excellent performance, you'll see your contributions are recognized and rewarded with an outstanding level of support, training and benefits – everything you need to grow and thrive in your career.

We are currently seeking a Safety, Health and Environmental Resource to be located in **Denver, CO**.

### Key responsibilities include but are not limited to the following:

- Assure the site Safety/Environmental programs are implemented and maintained in an appropriate manner and within budgetary limits.
- Assure SHE programs are implemented and maintained for the site with emphasis on core regulatory com

pliance elements assuring Nwana facility and operation operates within other applicable Nestlé and Nestlé Waters' policies and procedures. Including routine program validations of the facilities and equipment for SHE compliance.

- Assure technical training is executed to facility/ processing personnel in order to maintain SHE awareness and technical expertise required for operations that comply with Nestlé and Regulatory requirements.
- Development of management driven Safe Behavior Observation, LOTO, Machine Guarding, Powered industrial vehicle programs for the site.
- Provide the technical expertise and management guidance to investigate process failures that lead to workplace accidents and environmental impacts. Including investigation monitoring of accidents and incidents involving fire, hazardous materials, unsafe situations, security issues and/or non-compliance issues ensuring corrective action recommendations appropriately addresses procedural changes as necessary for the prevention of future incidents.
- Develops and leads the implementation on-site safety, environment, and/or emergency management programs designed to respond to individual situations and to improve overall safety conditions in the factory.
- Responsible for notification to Nwana Supply Chain Management on serious issues related to workplace safety, regulatory and issues which might result in media notification or litigation.
- Maintaining local knowledge of current and emerging issues and trends in area of regulatory compliance.
- Developing and maintaining site-specific manual, records of inspections, and incidents relating to Safety, Health, Security and Environment.
- Leading the development of the Safety/Environmental Committees at the plant locations.
- Prepare monthly reporting of Nwana SHE Key Performance Indicators (KPI).

**Key qualifications include:**

- Bachelor's degree in related field preferred
- 2 - 5 years of work experience in workplace Safety, Security, and Environmental program management. Professional certification in Safety preferred.
- Ability to demonstrate results of "buy-in" and employee ownership of safety, environmental, security programs.
- Candidates must have an entrepreneurial program-building mindset.
- Proficient in the use of personal computers and related software applications. (MS Office/MS Outlook/Web based systems.) Working knowledge of the beverage or food manufacturing industry preferred, with a knowledge of SHE regulations and factors related to food manufacturing facilities.
- Skilled in performing internal on-site safety and environmental inspections for self audit purposes.
- Ability to plan programs and initiatives at regional, multi-location level.

To our veterans and separated service members: you are at the forefront of our minds as we recruit top talent to join Nestlé. The skills that you have gained while serving our country, such as adaptability, agility, and leadership, are aligned with the skills that we look for when we think about what success looks like at Nestlé. We hope that you will consider sharing in our mission and purpose to enhance quality of life and contribute to a healthier future.

Nestlé Waters North America is the nation's leading bottled water company. Our water brands include Poland Spring, Arrowhead, Ozarka, Deer Park, Zephyrhills and Ice Mountain, Nestlé Pure Life, S. Pellegrino, Perrier and Acqua Panna. We're passionate about creating shared value for society in all kinds of ways: from providing careers and benefits to communities where we operate to environmental stewardship – most notably responsible water management, lightweight packaging and advancing recycling in America. As a valuable part of our team, you'll receive a competitive total rewards package – something that will provide you with the support you need to thrive both inside and outside of work. It's not just the work that you'll find fulfilling here though. As you build a career with us, you'll receive exactly the kind of benefits you'd expect from a leading name in healthy hydration. The only question is, what elements will help you succeed at Nestlé Waters?

**The Nestlé Companies are equal employment and affirmative action employers and looking for diversity in qualified candidates for employment.**

Nestlé Waters North America - 22 days ago - [report job](#) - [original job](#)

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#### **Environmental Health and Safety Specialist**

MKS Instruments, Inc. Boulder, CO 80301

MKS Instruments, Inc. - 20 days ago



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#### **HSE Coordinator**

Vestas Brighton, CO 80603

Vestas - 16 days ago



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#### **Environmental Health & Safety Technician (666158)**

Ball Aerospace Westminster, CO

Ball Corporation - 30+ days ago



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#### **EHS & Training Manager**

Prescient Co Arvada, CO

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3 days ago



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#### **Safety Health & Environmental Manager**

Nutrien Ag Solutions Greeley, CO

Nutrien Ag Solutions - 30+ days ago



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Safety Supervisor jobs in Denver, CO

Jobs at Nestle Waters North America in Denver, CO

Safety Supervisor salaries in Denver, CO

# Manager, Health, Environmental & Safety

Jubilant HollisterStier Spokane - Spokane, WA

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## Jubilant HollisterStier Spokane

154 reviews



Read what people are saying about working here.

**Jubilant HollisterStier LLC** provides a complete range of services to support the pharmaceutical and biopharmaceutical industries. The Allergy business is a worldwide leader in the manufacture of allergenic extracts, targeted primarily at treating allergies and asthma. Jubilant HollisterStier is also a nationally recognized contract manufacturer of sterile injectable vials, and lyophilized products. Jubilant HollisterStier is owned by Jubilant Life Sciences.

This position is responsible for building a safety process and culture by developing, implementing and continually improving the Jubilant Spokane facility's environmental, health, safety (HES), and sustainability programs in a manner that effectively controls HES exposures in the workplace and complies with all regulatory legislation to provide an environment that is safe and secure for employees, visitors, and contractors. This position serves as site specific compliance owner to interpret regulations and develop standards, procedures, and programs including, but not limited to, ergonomic, potent compounds, and industrial hygiene, amongst others. This position must ensure adherence to, and compliance with, local, state and federal regulatory agency regulations. Essential responsibilities include:

- Guide and promote employee health and safety performance by developing health and safety systems, policies and procedures, campaigns and programs to prevent occupational injuries and illnesses, and enhance the overall site safety culture resulting in management engagement, employee involvement and the reduction in unsafe conditions and behaviors.
- Develop and implement training for all personnel to assure understanding and compliance of EH&S programs and environmental permit conditions.
- Provide technical consultation that includes assessment and management of EH&S issues and risks arising from operations, to prevent incidents, protect company assets and business affairs. Inspect, assess, monitor, investigate and/or recommend corrective and preventative actions, conduct trend analysis, document compliance with standards, design programs and implement; accountable for incident handling and reporting of EH&S issues.
- Advances the EH&S objectives and achievement of results through the engagement of appropriate stakeholders throughout the organization including the management and direction of the site safety committees.
- Conduct assessments, inventories and inspections for various environmental and safety regulations. Including, Job Hazard Assessments, Accident Investigations, Hazard control and Prevention

- Reports, Tracking and verification of corrective actions and audits to the EH&S programs. Oversee all chemical and hazardous waste management, including transportation.
- Establish, maintain, and continually improve a process where employees can communicate EH&S related questions and concerns.
  - Manages the administration of Workers' Compensation programs, including lost time injuries resulting in a reduction of medical treatment, litigation and settlement cost.
  - Perform facility audits, surveys and inspections to identify environmental, security and occupational hazards and weaknesses, to promote effective practices and ensure compliance with applicable regulations and develop recommendations that provide solutions, remedies or process improvement.
  - Conduct Industrial Hygiene Assessments to determine that employees training and appropriate engineering controls are placed to ensure employee health and safety. In addition, manage medical surveillance for potent compounds, respiratory protection, hearing conservation programs and employee exposure monitoring, amongst others.
  - Assist and guide internal and external customer meetings, audits and consultation with regard to EH&S issues including special projects, new product introduction (NPI) and compliance or concerns when materials present safety, health & environmental issues.
  - Interact, report and provide company representation to regulatory bodies relating to particular aspects of EH&S affairs, compliance matters, enforcement actions, remedial activities and regulatory affairs. Interfacing with external professional services, customers, regulators, and industry.
  - Prepare, maintains and submit (as appropriate, by law) and document all requirements up to but not limited to Workman's Compensation Incidents / Accident, Monthly Reporting, Quarterly/Annual Assessments, for the Environmental Protection Agency (EPA), for Washington State Department of Labor and Industries (L&I), and/or Occupational Safety & Health Administration (OSHA) 300 log, Clean Air Act (CAA), Clean Water ACT (CWA), Resources Conservation and Recovery Association (RCRA), storm water / waste water, and Emergency Planning, National Fire Protection Association (NFPA), and Community Right – to – Know ACT (EPCRA) and any other EHS related regulatory permits or licenses applicable to the facility.
  - Manages Sustainability tracking and submits quarterly progress toward achieving facilities goals to corporate; partners with the engineering department on environmental related capital projects including establishing budgets; hiring consultants and contractors; managing all related planning, and interfacing with town and state agencies.
  - Promotes Sustainability awareness and projects to fulfill Jubilant requirements.

**Qualifications:**

- A Bachelor of Science Degree in a hard science or related technical discipline with at least 5 years related experience required OR at least 10 years' experience in lieu of a degree.
- Certified Safety Professional and Certified Industrial Hygienist desired.
- Prior supervisory experience desired.
- Prior Pharmaceutical and FDA regulated industry experience desired.
- Prior Industrial Hygiene experience desired
- Proficiency in the use of Microsoft Word, Excel and PowerPoint required.
- Physical Requirements: Ability to lift up to 65 lbs unassisted. Exposure to allergens, working in aseptic areas and confined spaces required. Prolong sitting and standing, pushing/pulling/twisting. Minimal travel required.

Jubilant HollisterStier is a great place to grow!

If you're up for a rewarding challenge, we invite you to take the first step and apply today!

<http://www.jublhs.com/careers/employment-opportunities>

*Jubilant HollisterStier is an EEO/AA Employer.*

*All qualified applicants will receive consideration for employment without regard to their protected veteran status and will not be discriminated against on the basis of disability.*

*If you require assistance applying for a position, please contact our HR Department at:*

*HRResources@jhs.jubl.com*

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### **EHS Manager**

Darigold, Inc. Spokane, WA 99208

Darigold, Inc. - 16 days ago



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### **Mental Health Program Manager and Clinical Supervisor**

Healing Lodge of The Seven Nations Spokane, WA 99201

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13 days ago



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### **IT Project Manager**

Northern Quest Resort & Casino Airway Heights, WA 99001

Northern Quest Resort & Casino - 14 days ago



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### **EHS Manager**

Collins Aerospace Troy, OH

UTC - 3 days ago



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### **Manager, Digital Care**

Comcast Liberty Lake, WA 99019

Comcast - 3 days ago



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**BRIAN SCHAEFFER**  
FIRE CHIEF

**To:** City of Spokane Civil Service Commission

**From:** David Stockdill, Fire Facilities and Logistics Division Chief; Joe Cavanaugh, President- Local 270

**Date:** May 21, 2019

**Subject: Request to Void Eligible List for Heavy Equipment Mechanic**

SFD and Local 270 are jointly submitting this request to void the current eligible list for Heavy Equipment Mechanic consistent with Civil Service Rule IV, Section 14 (b). The Eligible List is set to expire in November 2019, there are less than 10 eligible candidates on the list, and the candidates have already been interviewed and considered multiple times by the Fleet and Fire Departments. Civil Service recently completed testing for the Heavy Equipment Mechanic position and is able to certify a new list of eligible candidates in the event the current list is voided.

If you have any questions, please let us know.

Respectfully,

David Stockdill  
Fire Facilities and Logistics Division Chief

Joe Cavanaugh  
President, Local 270

cc: Amber Richards, Chief Examiner  
Kelsey Pearson, Office Manager- Civil Service  
Brian Schaeffer, Fire Chief  
Jay Atwood, Deputy Fire Chief- Support Services  
Chris Cavanaugh, Director- Human Resources  
Meghann Steinolfson, Labor Relations Manager



Civil Service

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BRIEFING PAPER: REQUEST TO VOID SUBORDINATE CLERK III ELIGIBILITY LIST

This item has been placed on the agenda at the request of Joe Cavanaugh, President of Local 270. Background will be provided during the Commission meeting. No additional documentation is available at this time.



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## RESOLUTION 2019-04 RULE CHANGE

### BACKGROUND

Civil Service identified a procedural gap based on lack of defined cause for removal of police candidates. Civil Service, Police Department, and Human Resources staff worked together to develop a list of agency disqualifiers that have been presented to the Civil Service Commission for adoption. This proposed change to the Rule IV, Section 16 Removals, is the final step needed to correct the process.

A few notes related to the below: The proposed language indicates the Chief Examiner shall remove instead of the Commission. This is to preserve the Commission's ability to serve its quasi-judicial function if and when appeals come forward.

The language in (c) (5) officially defines the disqualifiers as cause for removal with a caveat that anything egregious that may be discovered during the background that doesn't trigger a disqualifier could be brought forward but would need to be demonstrated and is also subject to appeal.

### PROPOSED CHANGE

Section 16. ~~REMOVALS~~**REMOVAL FROM ELIGIBILITY LIST**: The ~~Commission~~**Chief Examiner** shall remove the name of an eligible from the list if the eligible has:

(a) Been certified and passed over a total of three times, to include one time each by at least three different appointing authorities for appointment; however, in open entry classes confined to one department, the eligible shall be removed after the appointing authority has twice interviewed the eligible and hired a different eligible from the list.

(b) Failed to respond to a notice of interview or appointment; however, if satisfactory reasons are presented within thirty calendar days, for such failure to respond, the Commission may reinstate the name upon the eligible list.

(c) For cause as in Section 4 of this Rule or for any of the following reasons:

(1) Any failure to notify the Civil Service Commission of a change in name, address or telephone number.

(2) Any failure or refusal to accept appointment or promotion without notification to the Civil Service Commission of good cause for such failure or refusal.

(3) Any request to the Civil Service Commission to be removed from an eligible list.

(4) Any declination to interview.

(5) For police, eligible is determined to be disbarred from employment due to the existence of a police agency disqualifier as previously approved by the Commission or for other good cause shown by the appointing authority.

(d) Removal from the list for cause is subject to appeal pursuant to the provisions of Rule XI.

**Briefing Paper  
City of Spokane  
Civil Service  
Budget Allocation Request  
FY 2020**

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**Subject: Request for additional funding for Civil Service**

**Amount Requested: \$285,640**

The items below represent new, significant items identified as potential budget requests for this cycle. The amount listed for FTE's is the total cost, to include salary and benefits.

<b>AMOUNT</b>	<b>NEED/ITEM</b>	<b>DETAIL</b>
<b>\$89,999</b>	Program Professional	1 FTE
<b>\$60,641</b>	Clerk II	1 FTE
<b>\$75,000</b>	Consultant for Class Study	Public Safety, HR, CS, IT
<b>\$15,000</b>	Recruiting/Branding	Active recruiting, new platforms, event registration, associated travel, improved marketing documents, active outreach to internal and external customers
<b>\$30,000</b>	Computers	10 new machines for typing/clerical testing
<b>\$15,000</b>	Office reconfigure	Additional cubicle space
<b>\$285,640</b>	<b>TOTAL</b>	

**Background:**

A highly skilled workforce is critical to achieving the City's goals and serving the public. Delays and backlogs in the hiring process result in systemic staffing issues that negatively impact the entire organization. In order for Civil Service to provide these crucial personnel services to the organization in a timely and effectively manner, the department needs to be adequately staffed and funded.

When determining staffing and funding levels, it is an important to consider that the work of the department is directly tied to the organizational staffing needs as a whole, which is significantly impacted by changes in the workforce, the market, technology, and the nature of work itself. Demands placed on the department have increased tremendously which has resulted in operational triage.

Civil Service is a system, with uniquely intertwined components. It must be managed and maintained holistically. The department cannot afford to undercut foundational

processes. With this in mind, we are looking more strategically at our budget requests. These factors have been accounted for in the items requested below, while also keeping the department well below authorized budget allocation established by the Charter. With this additional funding, the Civil Service budget for 2020 would be at 0.82%, which is well within that 0.5-1.0 percent range. Specific justification for each item is provided below.

### **Impact if additional budget allocation not approved**

Program Professional FTE – This position is responsible for strategic recruiting, diversity, and outreach efforts, program management for Supported Employment, and shepherding the department’s continuous improvement initiative. The working title for the person in this position will be Customer Engagement Program Manager, which accurately captures the nature of work to be accomplished. We currently have a project employee in this role. At this time, it is evident that the work being performed is permanent in nature, and is directly tied to the strategic priority of the City and the Commission to create a 21<sup>st</sup> Century workforce. Having a dedicated FTE accomplishing this work will enable Civil Service to change our approach in these areas from purely passive to proactive engagement, making us more competitive in the market. This work will not be accomplished if the position goes unfunded. The department does not have the bandwidth to absorb the program management work associated with these crucial functions.

Clerk II FTE – Historically, Civil Service has had 3 admin positions. In 2018, one of those positions was reclassified to an analyst position. This was not in response to a reduction in workload for the admin team, but a temporary stopgap to adjust for work demands within the existing budget. The current 2-person admin team cannot keep pace with the demands. The loss of the third admin position has also resulted in inefficient processes, and increased soft costs because analysts have absorbed some administrative work. Having a dedicated FTE accomplishing additional work will enable the department to regain process efficiencies and perform work at the appropriate levels. This increases the capacity of both teams, which also helps to keep costs down. The long-term goal is ultimately to reclassify this position into a Clerk III so that the admin team will consist of one Office Manager and two Clerk III FTE’s who will perform all administrative functions within the department. If this position is not funded, the department will continue to triage critical, but non-emergent work, such as records maintenance, weekly required work of job recruitments, and essential Analyst support. Larger administrative projects such as payroll certification, project and temp/seasonal personnel tracking, digitizing the office, streamlining services and enhancing the customer experience, aligning administrative and analyst work appropriately and the continuation of training for clerical staff will not be achieved but further pushed out to the future.

Consultant for Classification Study – Civil Service seeks to engage a consultant to continue the classification work we began this year. The study would focus on IT, Police, Fire, Human Resources and Civil Service departments. Leveraging a consultant allows us to maximize our bandwidth while accomplishing this foundational work. There is a significant amount of risk associated with a partial and outdated classification plan. In addition, it can cause interference in furthering diversity initiatives, create inequity throughout the organization, and lead to ineffective testing mechanisms and candidates who lack the appropriate skills for positions. The department cannot accomplish the

comprehensive work necessary to create a class plan in a timely manner. We benefit from using a consultant in that regard, and we also get exposure to industry best practices which we are integrating into our own work. In particular, we believe it is important for a third party to review the classifications within Civil Service and Human Resources, thereby lending impartiality to the process. The long-term goal is to leverage a consultant to accomplish some of the more challenging or critical classification work while the Civil Service team conducts smaller studies until we get up-to-date and are able to re-integrate this ongoing work into our work plan. Engaging an outside consultant for another year allows us to achieve review of five key fields of work in addition to the six being evaluated this year. The consultant effectively achieves the work of an additional full-time analyst for less than the cost of adding one, plus they bring senior-level experience rather than entry level, and much exposure to other agencies, which is an incomparable gain. We are underway with a comprehensive review of all fields of work in the City, to be conducted over a five-year period (2019-2023). With two analysts plus a consultant engaged, this is an achievable time frame. Without this commitment, the process will stretch considerably, and an aligned approach for all study work will be more difficult to maintain.

Recruiting/Branding – The City and Civil Service are committed to developing a 21<sup>st</sup> Century workforce. That includes measures to increase diversity within the organization, and attract highly qualified candidates. This cannot be accomplished without investment in both recruiting and branding. Diversity and inclusion initiatives require considerable resource commitments in time, money, energy, and effort. These efforts need to be strategic and coordinated - branding efforts that focus on diversity can help to attract a more diverse workforce.<sup>1</sup> In addition, the current job market is incredibly competitive. In order for the organization to be able to attract high-quality candidates, we need to change our recruiting posture. This simply cannot be accomplished by reallocating current resources – funding or personnel. Development, execution, and maintenance of a strategic recruiting plan requires active, ongoing investment in both staff time and funding. If the FTE's are added, this funding request can be reduced to \$5,000 as I can roll budget savings from the Temp/Seasonal line to cover the majority of the requested amount. If FTE's are not added, this amount will need to increase significantly to account for outsourcing of the branding work.

Computers – This funding will be used to purchase 10 computers for the Civil Service testing room that can be kept updated and accessible to meet our already growing demand for typing tests, performance tests, and CritiCall. The current arrangement with the training room is problematic at best and the inconsistent availability and functionality has posed extreme difficulties at critical times when test takers are here and we cannot administer a scheduled exam. The consistency, convenience, and availability would greatly enhance our capacity to professionally administer our current battery of exams, and increases bandwidth. Additionally, these machines would be used to administer assessment centers, and will ultimately facilitate the initial transition to computer based testing.

Office reconfigure – The Civil Service office has plenty of space to accommodate personnel, operating equipment and supplies, but the space is very poorly utilized. We cannot reconfigure the space on our own, there are no additional cubicle walls that we can borrow to adjust the space, and the City will no longer provides staff to reconfigure

<sup>1</sup> SHRM

space. This funding would be used to adjust cubicle walls to provide a more functional workspace and better space utilization. There is no significant impact to the department or organization if this funding is not approved.

**Funding (if available): N/A**

	2016 Actuals Amount	2017 Actuals Amount	2018 Actuals Amount	2019 Actuals Amount	2019 Adopted Bud Amount	2019 Changes Amount	2020 Budget Amount
00020 CLERK II	29,896.37	39,464.03	35,779.49	10,203.27	35,402.00	-	40,092.00
00030 CLERK III	50,768.68	51,413.01	33,344.01	-	-	-	-
00060 CSOFFCOORD	47,840.00	57,295.42	13,617.64	-	-	-	-
00450 PERSANLST1	64,947.02	4,974.40	75,269.86	27,957.74	111,256.00	-	123,974.00
00460 EXM CLS II	141,740.38	79,440.46	60,811.20	-	-	-	-
00470 EX CLS III	162,445.65	312,888.80	286,419.96	108,886.04	362,261.00	-	381,619.00
00490 CHIEFEXAMR	114,359.78	117,338.79	80,308.41	33,180.00	112,672.00	-	123,569.00
00510 OFFICE MGR	-	-	25,416.36	20,217.24	68,382.00	-	74,170.00
08490 TEMP SEASN	2,674.75	2,759.25	10,372.83	4,010.50	13,400.00	(4,244.00)	13,400.00
08500 PROJCT EMP	-	-	-	2,144.00	-	-	-
51210 OVERTIME	-	-	-	-	-	-	-
51220 OUTFGRADE	1,902.72	648.68	6,407.07	1,722.40	2,500.00	-	2,500.00
51250 TERM SICK	-	-	12,761.03	-	3,107.00	-	3,107.00
51260 TERM VAC	-	-	26,206.15	636.79	5,000.00	-	5,000.00
51275 ANN LV PAY	1,568.40	1,626.40	2,982.00	-	-	-	-
51290 LONGEVITY	1,736.69	1,872.00	1,402.60	415.10	1,965.00	-	1,965.00
51640 DEF COMP	15,146.85	15,531.73	13,980.00	4,470.00	16,250.00	-	16,250.00
51991 CONTRA SAL	-	-	-	-	-	-	-
52110 FICA	47,133.31	50,957.13	50,791.32	16,113.97	56,046.00	-	60,134.00
52210 RETIREMENT	50,596.14	54,278.21	56,307.20	18,998.56	64,235.00	-	69,180.00
52310 MEDICAL	94,248.28	97,249.98	92,935.76	33,473.74	105,271.00	-	117,571.00
52320 DENTAL	12,859.00	13,848.00	12,819.00	4,371.00	13,380.00	-	13,380.00
52330 LIFE INSUR	2,460.38	2,637.25	2,812.03	1,008.67	3,195.00	-	3,307.00
52340 DISABILITY	1,355.75	1,440.49	1,371.83	532.20	2,030.00	-	2,180.00
52400 INDUS INSR	756.06	786.74	782.79	301.87	923.00	-	1,006.00
52600 PFML	-	-	-	325.85	20.00	-	20.00
53101 OFF SUPPLY	2,238.49	3,455.62	4,036.65	823.74	3,500.00	-	3,500.00
53102 PUBLICATNS	63.36	-	-	-	250.00	-	250.00
53103 POSTAGE	429.53	793.35	425.37	24.82	250.00	-	250.00
53104 SOFTWARE	241.74	4,244.97	910.51	166.66	1,000.00	-	1,000.00
53105 NT MEALS	80.00	1,143.15	359.16	887.86	1,000.00	-	1,000.00
53201 OPER SUPPY	2,229.87	664.06	2,737.98	258.33	2,300.00	-	2,300.00
53502 MINOREQUIP	261.17	-	-	555.84	2,500.00	-	2,500.00
53505 FURNITURE	30,205.19	-	1,036.54	1,037.47	1,000.00	1,038.00	1,000.00
53521 COMP EQUIP	2,065.29	7,102.79	29.68	-	2,500.00	-	2,500.00
54101 PROF SVCS	27,574.04	38,367.54	49,798.05	50,405.03	60,000.00	58,965.00	60,000.00
54124 OPM SVCS	-	-	-	-	2,118.00	-	-

	2016 Actuals Amount	2017 Actuals Amount	2018 Actuals Amount	2019 Actuals Amount	2019 Adopted Bud Amount	2019 Changes Amount	2020 Budget Amount
54125 FINANCL SVC	2,718.19	2,598.98	3,099.35	934.25	2,732.00	-	3,557.00
54127 CNTRL PURCH	-	-	159.40	79.00	79.00	-	91.00
54128 CNTRL ACCT	2,613.88	2,958.60	2,892.80	1,788.00	3,576.00	-	3,587.00
54131 RISK MGMT	2,207.00	1,991.00	2,007.00	760.50	1,521.00	-	1,484.00
54133 WKRS' COMP	580.00	847.00	962.00	602.50	1,205.00	-	1,225.00
54142 IF REPRO	6,429.26	3,346.63	2,399.31	646.81	6,109.00	-	6,109.00
54201 CONT SRVCS	1,963.13	20,911.26	24,085.62	1,539.00	-	-	-
54302 CELL PHONE	-	-	116.48	232.09	-	-	-
54321 IT EXPENSES	24,408.64	26,648.82	43,053.90	8,671.96	34,655.00	-	60,945.00
54322 PHONES	2,449.78	2,917.92	-	-	-	-	-
54324 IT REPLACE	5,780.04	6,399.84	8,063.04	2,172.75	8,691.00	-	9,278.00
54401 AIRFARE	4,548.04	4,839.49	4,312.07	940.00	5,000.00	-	5,000.00
54402 LOCAL MILE	-	-	-	-	500.00	-	500.00
54407 LODGING	6,908.84	7,003.53	5,926.28	-	5,000.00	-	5,000.00
54408 PER DIEM	3,372.15	1,681.00	896.00	-	3,500.00	-	3,500.00
54409 OTH TRAVEL	955.04	1,556.07	443.91	160.30	-	-	-
54451 ADVERTISING	2,533.47	5,257.40	2,078.41	1,865.71	5,000.00	-	5,000.00
54501 OPERN TLEAS	1,372.44	2,746.77	3,650.81	899.27	2,400.00	-	2,400.00
54602 RETINS BENE	44.00	2.00	-	-	200.00	-	200.00
54802 BLDG R/M	-	-	-	-	500.00	-	500.00
54803 EQUIP R/M	336.00	479.09	714.84	-	500.00	-	500.00
54842 FCLTY REPRS	-	-	-	-	500.00	-	500.00
54847 MOTOR POOL	-	-	18.89	113.07	-	-	-
54901 MISCSRV CHG	54.73	51.96	58.24	30.42	-	-	-
54902 REGISCHOOL	6,320.00	5,592.00	6,083.33	1,910.75	6,000.00	-	6,000.00
54904 DUESUBMEMB	2,452.07	2,244.40	2,775.95	533.00	3,500.00	-	3,500.00
54909 PRINTREPRO	70.00	-	528.40	-	1,000.00	-	1,000.00
54999 OTHMISCHGS	2,408.39	1,890.00	2,783.57	575.53	2,500.00	-	2,500.00
59951 RSV/BGT AJ	-	-	-	-	10,721.00	(10,721.00)	10,721.00
56409 COMPTMICRO	6,388.24	-	-	-	-	-	-
36910 SALESCPJNK	(28.80)	-	-	-	-	-	-
36999 OTHMISCREV	-	-	-	(50.00)	-	-	-
	996,709.42	1,064,186.01	1,079,342.08	367,533.60	1,159,102.00	45,038.00	1,259,821.00