



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 5061

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**SAFETY CONSULTANT SUPERVISOR  
WORKFORCE SAFETY & INSURANCE**

GRADE M

**SCOPE OF WORK:**

Work involves supervising staff conducting safety assessments and inspections of employers to ensure compliance with state and federal safety regulations.

**DUTIES PERFORMED:**

- Supervise staff, monitor and assign work, develop and implement work standards and performance improvement goals and strategies.
- Educate and train staff on best industry safety practices.
- Monitor and direct field office operations.
- Assist in the development of safety systems, programs, products, and services for employers and WSI.
- Provide technical and occupational safety advice to agency staff and management.
- Conduct employer safety consultations and inspections.
- Conduct accident investigations and report findings.
- Develop, coordinate, and conduct presentations on safety related issues.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in business or industrial/occupational safety and health and three years professional-level work experience in safety program administration.

Eff. Date: 09/09

Rev: 07/12 – Conversion to Hay System