



STATE OF ALASKA
invites applications for the position of:

**Occupational Safety &
Compliance Officer (PCN 07-
5892)**

Job Code: 31502

Job Title: Occupational Safety & Compliance
Officer (PCN 07-5892)

Open Date: 09/16/21

Closing Date: 10/18/21 05:00 PM

Position Open To: Alaska
Residents Only

Job Type: Full Time

Range: 49

Salary: \$29.47 Hourly

Department: Labor & Workforce
Development

Division: Labor Standards and Safety

Location: Anchorage

Bargaining Unit: Labor, Trades and Craft

JOB DESCRIPTION:

ATTENTION ALASKA RESIDENTS!

The Department of Labor and Workforce Development, Division of Labor Standards and Safety, is recruiting for an Occupational Safety & Compliance Officer located in Anchorage!

The position is in the Labor, Trades & Crafts Unit (LL) at a range 49.



What you will be doing:

The consultant's primary duty is to observe and analyze employer worksites to determine if hazards are present and communicate findings to employers and workers. The consultant writes long, detailed reports and maintain electronic records using the computer and various database program.

Our organization, mission, and culture:

The mission of Labor Standards and Safety is to ensure safe and legal working conditions. This mission is accomplished through occupational safety and health law enforcement, training, and consultation. Alaska Occupational Safety and Health aims to protect Alaska workers from industrial accidents and job-related illness through the enforcement of state and federal standards, and by training employers and employees to follow safe and healthful work practices.

The working conditions you can expect:

Flexible work hours; Opportunity to Travel; Variety of Tasks, Great team environment, training

opportunities paid by State of Alaska, Opportunity to work independently upon completion of probationary period. This position is located in the Consultation and Training Section of Alaska Occupational Safety and Health. Working with the State of Alaska offers great health benefits, generous paid leave accrual, and a retirement plan. There are many opportunities for cross training as well as potential for career advancement within the State of Alaska.

Who we are looking for:

To be successful in the position a candidate will need the following core competencies:

Writing: Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Speaking: Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Self-Management: Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Interpersonal Skills: Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Accountability: Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient, and cost-effective manner.

If this sounds like your skill set, please submit your complete application through Workplace Alaska!

A cover letter IS required for this position. Your complete application, including supplemental questions, will be used to determine which applicants will advance to the interview phase of the recruitment and selection process.

MINIMUM QUALIFICATIONS:

Five years general work experience, preferably in any of the following industries: petroleum; construction; manufacturing (especially timber products and food processing); transportation; communications; electric; gas; wholesale and retail trade; and sanitary services.

Substitution:

College level training and/or experience in industrial health, safety engineering, occupational safety and health, or closely related field may be substituted for up to three years of the general work experience.

ADDITIONAL REQUIRED INFORMATION:

****PLEASE READ THE FOLLOWING INSTRUCTIONS & INFORMATION CAREFULLY****

THIS RECRUITMENT IS FOR ALASKA RESIDENTS ONLY

This recruitment is open to Alaska Residents only. Applicants **must** meet [Alaska Residency Requirements](#) in order to be considered for employment at this time.

SUPPLEMENTAL QUESTIONS

Applicants must demonstrate their skill and/or experience in their responses to the supplemental questions. Please make sure to answer the supplemental questions as thoroughly as possible.

Your responses must be supported by your application. Please see the "QUESTIONS" tab at the top of this bulletin to preview the supplemental questions.

COVER LETTER

In addition to answering the supplemental question regarding how you meet the minimum qualifications for this position, applicants are ALSO required to attach a cover letter to be considered for this position. Applicants who do not attach the required cover letter will not advance to the interview phase of this recruitment. The cover letter may be used as a writing sample. Applicants are advised to pay particular attention to spelling, punctuation, and grammar.

Your cover letter must provide the following information:

- The cover letter must describe how you possess the core competencies required for this position as they pertain to the bulleted points in the job description above. Give specific examples to demonstrate your experience.
- The cover letter must describe how you meet the minimum qualifications for the position.
- The cover letter must be in standard business format.

Please attach the cover letter to your application before submitting it online or, if unable to attach to your application, email it to the contact provided in the job posting (if email is not an option, please call the contact person to obtain a fax number). Your cover letter will be used to help determine which applicants will advance to the interview phase of the recruitment and selection process.

DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW

- A list of three (3) professional references, one of which should be your most recent supervisor, including name, job title, employer, and current phone number(s).
- A copy of your last three (3) performance evaluations, or two (2) letters of reference if evaluations are unavailable.
- An updated Resume.

APPLICATION NOTICE

You can ONLY apply for this position through Workplace Alaska website or via hardcopy (paper) application. If you accessed this recruitment bulletin through a job search portal such as ALEXsys or any other database, you MUST use a Workplace Alaska online or hardcopy application to successfully apply. Instructions on how to apply with Workplace Alaska may be found on the Workplace Alaska "[How to Apply](#)" page.

Omission of any required documentation listed will result in an incomplete application and you will not receive further consideration. If you're experiencing problems attaching to your application, or if you simply had forgotten, you may email it to the contact provided below before 5:00 pm of the closing date. Any documents submitted after the posting has closed will not be considered.

EDUCATION

If post-secondary education is required to meet the minimum qualifications, you must fill in the Education section of the application. If you have not obtained a degree, please indicate the number of units completed. Copies of transcripts are required to verify educational credentials if used to meet the minimum qualifications for a position. **Transcripts must be attached at the time of application or submitted to the contact information below prior to the close of recruitment.** If you're unable to attach to your application, email it to the contact provided in the job posting. If email is not an option, please call the contact person to obtain a fax number.

SPECIAL INSTRUCTIONS FOR FOREIGN EDUCATION

Education completed in foreign colleges or universities may be used to meet the above requirements, if applicable. If utilizing this education you must show that the education credentials have been submitted to a private organization that specializes in interpretation of foreign educational credentials and that such education has been deemed to be at least equivalent to that gained in conventional U.S. education programs; or an accredited U.S. state university reports the other institution as one whose transcript is given full value, or full value is given in subject areas applicable to the curricula at the state university. **It is your responsibility to provide such evidence when applying.**

WORK EXPERIENCE

If using work experience not already documented in your application, also provide the employer name, your job title, dates of employment, and whether full-or part-time. Applications will be reviewed to determine if the responses are supported and minimum qualifications are clearly met. If they are not, the applicant may not advance to the interview and selection phase of the recruitment.

Note: Attaching a resume is not an alternative to filling out the application in its entirety. Noting, "see resume" or any similar response on any portion of your application may lead to a determination that your application is incomplete and removal from consideration for this job posting.

BARGAINING UNIT

If you are a **current state employee**, please mark the union you are a member of at the time of application. If you are **not a current state employee**, you **MUST** mark that it does not apply to you.

MULTIPLE VACANCIES

This recruitment may be used for more than one (1) vacancy. The applicant pool acquired during this recruitment may be used for future vacancies for up to ninety (90) days after this recruitment closes. Interested applicants are encouraged to apply to each recruitment notice to ensure consideration for all vacancies.

NOTICE

Questions regarding the application process can be directed to the Workplace Alaska hotline at 800-587-0430 (toll free) or (907) 465- 4095. If you choose to be contacted by email, please ensure your email address is correct on your application and that the spam filter will permit email from the 'governmentjobs.com' domains. For information on allowing emails from the 'governmentjobs.com' domains, visit the Lost Password Help page located at <https://www.governmentjobs.com/OnlineApplication/User/ResetPassword>

EEO STATEMENT

The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please call 1-800-587-0430 or (907) 465-4095 in Juneau or TTY: Alaska Relay 711 or 1-800-770-8973 or correspond with the Division of Personnel & Labor Relations at: P.O. Box 110201, Juneau, AK 99811-0201. The State of Alaska is an equal opportunity employer.

WORKPLACE ALASKA APPLICATION QUESTIONS & ASSISTANCE

Questions regarding application submission or system operation errors should be directed to the Workplace Alaska hotline at 1-800-587-0430 (toll free) or (907) 465-4095 if you are located in the Juneau area. Requests for information may also be emailed to: recruitment.services@alaska.gov

For applicant password assistance please visit:

https://www.governmentjobs.com/js_lostpswd.cfm?&topheader=alaska

CONTACT INFORMATION:

For specific information in reference to the position please contact the hiring manager:

Elaine Banda

Chief of Consultation and Training

(907) 269-4935

elaine.banda@alaska.gov

Occupational Safety & Compliance Officer (PCN 07-5892) Supplemental Questionnaire

- * 1. To complete your application for this position a cover letter is required. Have you attached a professionally written cover letter that highlights your knowledge, skills, abilities and experience as they pertain to the competencies listed in the job description?
 Yes No

- * 2. Supplemental Questions are considered part of your official application. Any misrepresentation or failure to respond to questions may result in removal of your application from consideration.
 I have read and acknowledge the above statements.

- * 3. Have you carefully read the minimum qualifications for this position, and are you certifying you possess the required education and/or experience to meet the minimum qualifications as stated? If yes, briefly highlight your education and/or experience to demonstrate how you meet the minimum qualifications.

- * 4. If you will be utilizing education (degree obtained or semester hours/credits) to meet the minimum qualifications, a copy of your transcripts is required. If applicable, have you attached a copy of your transcripts?
 Yes. I am utilizing my education to meet the minimum qualifications for this position and my transcripts are attached.
 Not applicable. I am utilizing my experience to meet the minimum qualifications.

- * 5. I acknowledge I understand the education and/or experience being used to meet the minimum qualifications for this position must be adequately documented in this application in order to be considered. Attaching a resume is not an alternative to filling out the application in its entirety. Failure to submit a complete application may lead to a determination your application is incomplete and removal from consideration for this job opening.
 I acknowledge I understand this requirement

- * Required Question