

Reclamation Manual

Directives and Standards

Appendix SPD-002. Safety and Occupational Health Manager, GS-0018, Standard Position Description

1. Standard Position Descriptions (SPD) established to cover all nonsupervisory positions within Reclamation for Safety and Occupational Health Managers, GS-0018, at the covered grade levels.
2. For implementation, follow policy as outlined in HRM 15-02, Section 6. *Reclamation Standard Position Descriptions*, specifically Paragraph 6.C.
3. The Program Manager for the SPDs is Reclamation's Chief Safety and Occupational Health Manager.

4.	Title, Pay Plan, Series, Grade	SPD Number
	Safety and Occupational Health Manager, GS-0018-12	RSF0100

5. Official position title codes for FPPS data entry are below. These are the only title codes to be used for the 0018 occupational series.

Official OPM Title	FPPS Position Title Code
Safety and Occupational Health Manager	5,8,11,AA
Safety and Occupational Health Specialist	4,12,AA
Supervisory Safety and Occupational Health Specialist	7,AA

6. Key points to consider for this specific SPD:

A. Application of this SPD:

- i. The title SOH Manager may be used at any organizational level within the Department of the Interior. This includes, but is not limited to, SOH positions located at Area Offices/Field Offices /Powerplants (USBR).
- ii. All 0018 positions at the GS-11 or GS-12 grade level, who are the only 0018 positions assigned to support the offices/locations identified above, are responsible for planning, organizing, directing, operating, and evaluating their local SOH programs will be assigned to this SPD and therefore be titled SOH Managers on their official position descriptions.

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- iii. SOH personnel who are independently supporting the locations identified above are also responsible for inspecting, investigating, recording, analyzing, and reporting SOH events for their local units.