

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Model Job Description for District Chief, Office of Safety and Occupational Health

1. The enclosed model job description consists of five major duties and ten additives which are to be combined with the first four duties as appropriate to create a final job description which accurately describes the local position. The fifth major duty describes the supervisory responsibilities of the position. It should not be used unless the position supervises subordinate employees. If these supervisory duties occupy less than 25% of the time, they will have no impact on the evaluation of the position. However, if they occupy 25% or more of the time, the position will have to be evaluated by the Supervisory Grade Evaluation Guide as well as the GS-018 standard, with the grade and Factor Level descriptions determined by the standard which produces the highest grade.
2. It is requested that you apply this model job to the Chief of Safety and Occupational Health at each of your districts within six months and provide a copy of the resultant job descriptions to this headquarters ATTN: CEHR-E. They may be sent by E-mail to Monroe A. Major, who is the headquarters point of contact for this action.

FOR THE COMMANDER:

/s/

Encl

OTIS WILLIAMS  
Colonel, Corps of Engineers  
Chief of Staff