

## OSH Compliance Bureau Policy

### Delegation of Supervisory Duties and Responsibility of Acting Supervisors

**Purpose:** This policy establishes requirements for the delegation of supervisory duties and the performance expectations for individual in acting supervisor roles.

**Policy:** To ensure continuity of day-to-day operations, each district supervisor shall delegate their supervisory duties to another supervisor and/or CSHO II in their absence. CSHO II's should be assigned the supervisory duties identified in their work plans, to assist the supervisor with day-to-day operations within their district. These duties may only be delegated to another supervisor or CSHO II. All employees in the district and the appropriate bureau chief shall be notified of the delegation, prior to a supervisor's planned absence. The CSHO II designated as acting district supervisor will be given authority to make certain district decisions in the absence of the district supervisor. This authority includes, but is not limited to: fielding employer questions, conducting case file reviews, signing/issuing citations, reviewing incoming complaints, assigning CSHO inspection/investigation activity, scheduling and conducting informal conferences, and negotiating and signing settlement agreements as an OSH management representative (in adherence with APN 16, as applicable).

CSHO II's who conduct supervisory duties will be held accountable for their job performance in accordance with their work plans, and will be credited for performing supervisory duties. Any personnel related problems that arise in the absence of the district supervisor must be brought to the immediate attention of the appropriate bureau chief or the assistant director. In addition, if an issue arises that the acting supervisor is not sure how to handle, they should seek guidance from other supervisors, the appropriate bureau chief and/or the assistant director.

When considering delegation of supervisory duties, the supervisor shall consider equitable distribution of these duties so that all CSHO II's are afforded the same opportunities in scope and quantity. In addition, the work performance and workload of the CSHO II will be considered prior to the delegation of supervisory duties. If a CSHO II is not meeting performance expectations in multiple elements of any Key Responsibilities and Results (KRR) or Dimension, they shall not be considered for supervisory duties. The appropriate notation will be made on the performance evaluation for supervisory duties. For evaluation and consistency purposes, it is recommended that the district supervisor keep a record of all supervisory duties assigned to each CSHO II.

**Effective Date:** This policy is effective on the date of signature and will remain in effect until canceled by the director or assistant director.

Signed on Original  
Kevin Beauregard  
Assistant Director

6/04/2014  
Date of Signature