

Class Concept

This is professional, administrative, and supervisory work in directing Safety and Health Compliance in the Occupational Safety and Health Division of the North Carolina Department of Labor. The position is responsible for planning, coordinating, and evaluating a statewide program ensuring the enforcement and implementation of the provisions of the North Carolina Occupational Safety and Health Act, the Migrant Housing Act and related statutes and for informing both employers and employees on their provisions. Work includes assisting with management of all Bureaus within the OSH Division, overseeing development of standards, policies and procedures and serving as the final program level authority in reviewing the most complex cases, developing strategies for litigation, and ensuring consistency in enforcement of rules and regulations across organizational lines and issuance of citations and penalties throughout the State. Position acts as liaison between upper level management of Department of Labor, the Division's bureaus and district offices, and the U.S. Department of Labor OSHA. Work is performed under the general supervision of a Deputy Commissioner and evaluated through periodic conferences and reports for the effectiveness of the statewide occupational health and safety program.

The Assistant Deputy Commissioner establishes the Bureaus' long and short-term goals and objectives which include consideration of the nature, degree and extent to which changes to the act affect resources available for enforcement, legal patterns in the field and other variables. Resource needs are projected based on trend analysis, staffing and financial considerations. The position assures that reporting relationships and work are structured for optimum effectiveness and utilization of manpower. Position justifies and submits expansion budget needs based on prior experience, anticipated needs, monitoring expenditures and by balancing funding sources. The Position oversees development and maintenance of operations manuals relative to program strategies and general policies and procedures. Responsibilities include revising work methods and initiating and proposing changes in the administrative rules and legislation enforced by the agency. The position sets standards to assure consistent interpretation and application of the Acts in controversial cases consistent with legislative intent.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the Federal and State Occupational Safety and Health standards, and the provisions, policies and requirements promulgated under the OSH Act of 1970 and NC Occupational Safety and Health Act of 1973 and amendments.
- Considerable knowledge of the technical operations and safety practices of North Carolina industries. Ability to understand and interpret laws, standards, and regulations applicable to diverse workplaces. Ability to establish and maintain effective working relationships with management, Federal and State officials, and the general public.
- Ability to formulate, present and defend an operational budget for compliance. Ability to communicate effectively in written and oral form.
- Ability to direct and manage a diverse workforce with job assignments as trainers, standards officers, industrial hygiene and safety consultants and inspectors in the field and office staff.

Minimum Education and Experience

Bachelor's degree in occupational safety and health, industrial management, industrial arts, industrial engineering, engineering operations, industrial hygiene, biology, chemistry, physics, mechanical engineering, chemical engineering, or a closely related curriculum from an appropriately accredited institution and seven years of progressive experience in occupational and safety and health programs, including at least three years of supervisory, administrative and/or managerial experience; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.