

### Class Concept

This is professional, administrative, and supervisory work in directing a major bureau within the Occupational Safety and Health Division of the North Carolina Department of Labor. The Bureau Chief 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. Work includes overseeing development of standards, rules, policies and procedures. The Bureau Chief supervises and directs other supervisory, professional and support staff in one of the major OSHA program areas. Position acts as liaison between the Division's upper level management and program area or district offices. Work is performed under the general supervision of the Assistant Deputy Commissioner or Deputy Commissioner.

Position establishes the Bureau's long and short-term goals and objectives, including consideration of the nature, degree and extent to which changes in workforce accident statistics, growth of new industries and new technology affect the Bureau's resources available in the field. Resource needs are projected based on trend analysis, staffing and financial considerations. The Bureau Chief oversees the development of work plans and training needs for all staff. The Bureau Chief evaluates policies and objectives for the effective administration of the act and for improvement of relations among personnel, employers, employees, other government agencies, and the general public.

The Bureau Chief manages the Bureau budget and monitors expenses, recommends changes, and prepares information for the annual grant applications. The Bureau Chief oversees development and maintenance of operations manuals to provide instructions for Bureau staff relative to program strategies and general policies and procedures. Position reviews all aspects of the Bureau's work assuring conformance with the organization's goals and mission. The Bureau Chief, in consultation with the Assistant Deputy Commissioner or Deputy Commissioner, recommends the Bureau's hiring selection for vacancies, disciplinary actions, dismissals, re-assignments and salary adjustments for employees. Position conducts annual performance evaluations for direct report positions. Position provides general oversight for orientation and training programs developed for all staff. Position is responsible for maintaining and improving effective safety and health efforts across the State.

### 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. Thorough knowledge of principles and theories of education and training.
- 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.
- Ability to communicate effectively in written and oral form and make public presentations. Ability to direct and manage a diverse workforce.

#### Minimum Education and Experience

Bachelor's degree with a major in chemistry, physics, biology, industrial hygiene, mechanical engineering, chemical engineering, industrial management, industrial arts, industrial engineering, engineering operations or a closely related curriculum from an appropriately accredited institution and six years of progressive experience in occupational and safety and health or industrial hygiene inspections, including at least two years in supervisory, administrative and/or managerial capacity; 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.