

## ASSISTANT DEPUTY COMMISSIONER FOR OSHA

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 Assistant Deputy Commissioner 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, policies and procedures. The Assistant Deputy Commissioner directly supervises two Compliance Bureau Chiefs (Eastern and Western). Duties include 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. Employee 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 the Deputy Commissioner for OSHA and evaluated through periodic conferences and reports for the effectiveness of the statewide occupational health and safety program.

### SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning – The Assistant Deputy Commissioner is responsible for overseeing development of a program strategy for enforcing the North Carolina Occupational Safety and Health Act and the Migrant Housing Act and for informing both employers and employees on their provisions. Employee 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 the Eastern and Western Bureaus' 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 Assistant Deputy Commissioner oversees the development of individual work plans and training needs for professional, administrative and office staff both directly and through Bureau Chiefs.

Organizing and Directing – The Assistant Deputy Commissioner evaluates Bureau 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. Employee meets with the Deputy Commissioner on a regular basis to monitor accomplishment of goals and objectives and to communicate information from Department of Labor management. The Assistant Deputy Commissioner is responsible for assuring that the Bureaus are organized to assure optimum effectiveness and utilization of manpower. Operating methods and procedures are changed in order to expedite processing of Bureau business and to meet division goals.

Budgeting – The Assistant Deputy Commissioner submits the expansion budget and subsequently justifies needs to the Deputy Commissioner. The Assistant Deputy Commissioner recommends to higher level management budget needs for the Bureaus based on prior experience, anticipated needs, monitoring expenditures, input from Bureau Chiefs and by balancing funding sources. Employee evaluates personnel requirements and recommends the employment, transfer or reduction of employees in order to meet workload fluctuations. Operating methods and procedures are changed in order to expedite processing of the Bureaus' business to insure goals are met.

Training – The Assistant Deputy Commissioner provides general oversight for the orientation and training programs developed for field staff. Work involves identifying training opportunities and resources outside of the Department that would benefit subordinates.

Setting Work Standards – The Assistant Deputy Commissioner oversees development and maintenance of operations manuals to provide instructions for Eastern and Western Bureau staff relative to program strategies and general policies and procedures.

Work involves revising work methods and initiating and proposing changes in the administrative rules and legislation enforced by the Bureaus. The Assistant Deputy Commissioner sets standards to assure Bureau staff is interpreting and applying the Acts in controversial cases in a manner consistent with legislative intent. In conjunction with the two compliance Bureau Chiefs, employee develops quality and quantity work standards for support staff and field staff.

Reviewing Work – The Assistant Deputy Commissioner reviews all aspects of the Bureaus' work assuring conformance with the organization's goals and mission. Work includes reviewing inspection methods and reports to assure quality, quantity and timeliness of work meets Bureaus work standards.

Counseling and Disciplining – The Assistant Deputy Commissioner is involved in the most serious disciplinary actions for field staff and directly responsible for administrative and office support personnel. The Deputy Commissioner and the Human Resources Division approve recommendations for termination. The Assistant Deputy Commissioner consults with the Bureau Chiefs and Human Resources to ensure that action taken is in conformance to department policies and regulations.

Performing Other Personnel Functions – The Assistant Deputy Commissioner approves the Bureaus' hiring selection for vacancies, promotions, disciplinary actions, dismissals, re-assignments and salary adjustments for employees. Employee conducts annual performance evaluations for employees under his/her direct supervision and makes recommendations regarding salary adjustments and increases and ensures that Bureau Chiefs fulfill these functions with field personnel.

#### SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employee is responsible for maintaining and improving effective occupational safety and health efforts across the State. This includes identifying emerging trends for accident statistics, growth of new industries, and hazards related to emerging new technologies and materials. Work is periodically impacted by court decisions that may provide new precedents and interpretations, administrative positions taken by the Department and alterations in internal work methods and procedures.

Variety of Work Supervised – The Assistant Deputy Commissioner is directly and ultimately responsible for administratively and technically supervising all staff and operations of Eastern and Western Compliance Bureaus. As Assistant Deputy Commissioner, the employee may be called on to provide the same supervision in all sections of the State's OSHA Program.

Number of Employees Responsible For - Employee directly supervises two Bureau Chiefs and a staff industrial hygienist over the Laboratory and Complaint Desk. The Bureau Chiefs manage regional compliance through area or district supervisors responsible for 150 employees, Industrial Hygiene Inspectors and Safety Officers, located in area offices throughout the State. The Agricultural Safety and Health Supervisor reports to the Bureau Chief over the Eastern region.

III. EXTENT OF SUPERVISION RECEIVED: Work is performed independently under the general direction of the Deputy Commissioner and is evaluated through periodic conferences and review of written reports.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

#### V. 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 Training and Experience Requirements - Graduation from a four-year college or university preferably with a degree in industrial management, industrial arts, industrial engineering, engineering operations, industrial hygiene, or a closely related curriculum 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 training and experience.

Special Note - This is a generalized representation of positions in this classification and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this classification, but may not be applicable to all positions.