

## AGENCY SAFETY PROGRAM DIRECTOR II

This is administrative and managerial work in planning, directing, implementing and evaluating a comprehensive statewide safety and health program for all of the various divisions and institutions of a large and diverse agency.

Safety programs at this level are distinguished from those recognized in lower level classes by the usual presence of full-time division level safety officers, a wider variety of health and safety hazards because of the diversity of technical work found in the agencies, the overall magnitude of safety and health hazards, and the presence of unique and unusual safety and health problems. Employees are responsible for establishing program policies, determining long-range goals and objectives and for providing training for safety officers and designees throughout the departments. Employees consult, coordinate with and serve as liaison to various safety and health agencies and organizations to ensure compliance to laws and regulations governing workplace safety and health, and review completed inspection reports from designees for accuracy and acceptability. Work is usually performed under the general direction of the department secretary or personnel officer and may include other duties as assigned.

### I. DIFFICULTY OF WORK:

Variety and Scope - Work involves establishing long-range programs and goals for the department, developing operational plans for divisions, and developing policies and procedures to ensure compliance with the North Carolina Occupational Safety and Health Act; as well as the North Carolina WorkPlace Requirements Program for Safety and Health. Employees determine implementation procedures for many diverse programs with a wide variety of safety problems to reduce the number and cost of workers' compensation accidents and claims. Employees analyze accident reports and conduct facility inspections.

Intricacy - Due to the nature and variety of hazards present in multi-purpose, statewide departments, employees must perform at an advanced technical level in identifying compliance needs and determining effective solutions to intricate safety problems involving diverse occupational groups. Employees must assess the relative familiarity of different level personnel with safety and determine the most effective training methodology. Work requires the collection and in-depth analysis of statistical data and injury reports in order to determine specific projects needed.

Subject Matter Complexity - Work requires a thorough understanding of safety principles and practices. Employees must be knowledgeable of methods and procedures for analyzing, evaluating and documenting information gathered for a wide variety of complex safety problems covering all aspects of safety including problems pertaining to fire safety, industrial hygiene and chemical safety, as well as physical safety. Employees must have considerable knowledge of federal and state regulations governing safety.

Guidelines - Procedures for identifying and reducing safety hazards are not available for all complex or unusual safety and health hazards. When working with loss control problems, precedents may be non-existent.

### II. RESPONSIBILITY:

Nature of Instructions - Employees receive general instructions on organizational objectives and activities from a higher level supervisor and are expected to function with considerable independence.

Nature of Review - Most projects are initiated, undertaken and completed free of technical review. Final results are reviewed for their reasonableness.

Scope of Decisions - Decisions could impact upon agency employees and clients served.

Consequence of Decisions - Errors in the collection and analysis of data could result in incorrect study conclusions. These, in turn, could delay the correction of potential hazards and lead to injury or to the inappropriate expenditure of state funds.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires continuous contact with facility or division safety officers and personnel managers, and includes contact with employees statewide in a variety of types of work at all levels.

Nature and Purpose - Primary nature of contacts is to gather and discuss information, to interpret and explain regulations and policies, and to persuade management personnel to correct safety and health hazards.

### IV. OTHER WORK DEMANDS:

Work Conditions - Most work is conducted in an office setting, however while conducting inspections or investigations, employees may be exposed to potentially hazardous substances.

Hazards - Inspections of facilities and programs could lead to exposure to hazardous chemicals, potentially dangerous patients, and moving machinery.

### V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of state and federal safety and health standards. Thorough understanding of safe work habits. Ability to recognize unsafe conditions or acts and to determine corrective actions necessary. Ability to convince management and division heads of the need for a safety program and to convince them of the importance of establishing and maintaining a safe environment for both employees and the public. Ability to perform in-depth analysis of statistical information. Ability to develop and present training programs on a wide variety of safety topics. Ability to plan and direct a statewide comprehensive safety program.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a major in safety management, occupational safety, industrial technology or one of the physical sciences and a minimum of four years progressive occupational safety and health experience; or an equivalent combination of training and directly related experience.