

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV35356
Job Class Code:	740	Salary Schedule:	ASRROCSFT
EEO Category:	01	Grade:	25
Workers Comp Code:	9410		

Job Code Established:	07/01/89	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Regulation of Occupational Health & Safety Standards Series

JOB CODE TITLE: OCCUPATIONAL SAFETY AND HEALTH DIRECTOR

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WORK DESCRIPTION: Administers the State's Occupational Safety and Health Program. Supervises and directs the Division of Occupational Safety and Health. Assures that the State's Occupational Safety and Health Program, and the State's Boiler and Elevator Inspection Programs satisfy the Federal Occupational Safety and Health requirements and all pertinent industrial codes and standards.

WORK ACTIVITIES: Directs, Instructs And Counsels Subordinate Personnel Who Are Supervisors, Section Managers Or Highly Skilled Technicians Carrying Out Tasks Requiring Considerable Judgment Or Creative Effort. Writes Policy And Operating Procedures For Arizona Division Of Occupational Safety And Health Subject To Guidelines And Regulations Set Forth By The Director And By Laws And Regulations. Represents The State On Occupational Safety And Health Issues. Resolves Problems and Questions Presented By Subordinate Staff Regarding Work Processes, Policies, Organization and Methods. Establishes And Maintains Work Standards, Procedures, Methods And Rules For A Large Unit Or Division Of The Work System. Responds To Public Inquiries Regarding Occupational Safety And Health Issues, Environmental Issues, Public And Private Safety, Makes Referrals And Provides Recommendations. Testifies In Court Or In Formal Hearings As An Expert Witness. Composes Rules And Regulations For Program Administration, Pursuant To Enactment Legislation And Guidelines Established By The Director. Develops, Reviews And Makes Adjustments In Long-Range Plans For Major Program Goals. Composes Correspondence Dealing With Subject Matter In Ways That Call For Considerable Discretion, Judgment And Authority, Replying To Inquiries, Presenting Or Requesting Information. Confers With Director, Who Is At Level Of Department Head, Concerning Work Of Adosh; Gives Information And Advice; Receives Instruction And Guidance. Confers With Agency Officials, Staff Members And Representatives Of Other Agencies To Acquire Information Needed For Immediate Determinations Or Decisions. Gives And Receives Information Requiring Considerable Judgment And Authority Regarding Current And Specific Business Of Adosh, By Telephone Or Direct Contact. Confers With Local Government, Private Industry Or Public Officials And Staff To Inform Them Of Services Provided By The Agency.

WORK CONDITIONS: Occasional statewide travel and overnight stays away from home; significant involvement in conflict resolution.

SUPERVISION: Works under direction of the Director of the Industrial Commission, exercising considerable discretionary judgment within the parameters of the State Occupational Safety and Health program.

WORK RESULTS/PRODUCTS: State Occupational Safety and Health Program; informed public; safety and health conscious employers and employees; completed case files.

RESPONSIBILITY: For the management of the State's Occupational Safety and Health, Boiler Inspection, and Elevator Inspection programs. Assures that the State's Occupational Safety and Health program satisfies the requirements of the Federal Occupational Safety and Health program.

AUTHORITY: To issue citations and assess up to \$100 per citation against violators; to delete or amend citations or delete or reduce penalties assessed against employers; to approve or reject settlements recommended by the Industrial Commission Legal Counsel with respect to contested citations and penalties.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Knowledge of Federal and State laws and statutes pertaining to occupational safety and health and industrial hygiene programs. Extensive knowledge of the policies, procedures and administrative rules of the Industrial Commission of Arizona and the Division of Occupational Safety and Health. Knowledge of Federal and State funding rules and regulations. Knowledge of fundamentals of budget development and expenditure control. Knowledge of the principles and practices of management and their application to safety and health.

Skill/Ability to: Skill in work management and work leadership in a large, diversified staff engaged in meeting goals and objectives of the Arizona Division of Occupational Safety and Health (ADOSH). Skill in oral and written communication. Skill in programmatic and statistical data analysis, evaluation and interpretation. Skill in problem identification and conflict resolution. Skill in interpersonal relations, as applied to contacts with State and Federal agency representatives, employers, employees, labor organizations and other interested parties on ADOSH-related matters.

SPECIAL SELECTION FACTORS: Requires professional registration or certification in safety, health, construction safety, agricultural safety or industrial safety by a State occupational safety and health agency, the American Society of Safety Engineers, or the American Board of Industrial Hygiene. Ten years of experience in the safety or health field and currently engaged in the field of safety, health, construction