

**CLASS TITLE: ASSISTANT ADMINSTRATOR,
DIVISION OF
OCCUPATIONAL SAFETY
(DLT)**

Class Code: 02532700

Pay Grade: 32A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the administration of the Division of Occupational Safety; to plan, organize, coordinate, supervise and review the work of a staff engaged in ensuring the implementation of, and compliance with, the Hazardous Substance Right-to-Know Act as it relates to employers within the public and private sector throughout the state; to be responsible for the implementation and administration of the community Right-to-Know Act which provides requested information for the general public regarding hazardous substances in the workplace; to be responsible for the implementation of the Federal Superfund Amendment and Reauthorization Act as delegated to the Department of Labor ; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Administrator, Division of Occupational Safety with considerable latitude to exercise independent judgement and initiative; work is subject to review to ensure conformance with laws, rules, regulations and established policies.

SUPERVISION EXERCISED: Plans, organizes, coordinates, monitors and reviews the work of technical and clerical personnel engaged in performing hazardous substance inspections.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To manage and direct a subordinate technical staff engaged in performing hazardous substance inspections and conducting employee complaint investigations regarding hazardous substances in the workplace.

To be responsible for the implementation and administration of the community Right-to-Know Act which provides residents of the state with all available information on employers and hazardous substance material safety data sheets and lists; to ensure that such data is accessible upon request.

To be responsible for the implementation of, and compliance with, the Federal Super-fund Amendment and Reauthorization Act of 1986—SARA Title III as delegated to the Department of Labor.

To review requests for extension of time, exemption from hazardous substance laws, and modification of abatement; to recommend approval or rejection.

To be responsible for the inspection of facilities in the public and private sector dealing with occupational safety hazardous substances; to review all inspection reports submitted by subordinate personnel.

To provide an ongoing training program for technical personnel in the methods and techniques of inspecting public and private employee workplaces.

To serve as liaison with various state departments, local environmental and safety officials, and private and public employers in coordinating and implementing relevant acts.

To maintain an awareness of existing and proposed state legislation as it applies to the hazardous substance programs; to recommend amendments of such statutes for the purpose of improving program effectiveness.

To compile technical and statistical data to prepare reports relative to programs activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of the state hazardous substance statutes, regulations and standards as they relate to the inspection of the workplace; a thorough knowledge of standard methods, principles, practices and techniques of hazardous substance health inspections of the work place; a working knowledge of the acute and chronic effects predicted by exposure to environmental toxins; the ability to review laboratory reports based on submitted samples; the ability to plan, organize, establish and maintain effective working relationships with representatives of state departments, private and public employers and the public; the ability to prepare written reports containing findings, conclusions, and recommendations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing supplemented by courses in chemistry, physics, and mathematics; and

Experience: Such as may have been gained through: considerable employment as an inspector in the field of occupational safety and compliance with some experience in a supervisory capacity responsible for planning, organizing, coordinating and reviewing the work of a staff engaged in conducting inspections for the determination of industrial health hazardous.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

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