

**CLASS TITLE: ASSISTANT DIRECTOR DEPARTMENT OF LABOR
AND TRAINING (WORKFORCE REGULATION AND SAFETY)**

**Class Code: 02530800
Pay Grade: 40A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration and oversight of the Division of Workforce Regulation and Safety and those professional and technical staff engaged in the enforcement and compliance of the state's safety compliance, trade licensing, labor and prevailing wage laws; to be responsible for the overall administration, planning and implementation of the division's policies, regulations and budget required for effective and efficient program operations; to serve as a liaison with various state and federal departments, local municipalities and with the division's boards and trade organizations and to act on behalf of the department as the director's representative; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Labor and Training with wide latitude for the exercise of initiative and independent judgment in developing and executing agency programs and services; work is reviewed through written reports and conferences for proficiency and conformance to departmental policies, rules, regulations, provisions of law and professional standards.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews, professional, technical and other staff engaged in program activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration and oversight of the Division of Workforce Regulation and Safety and those professional and technical staff engaged in the enforcement and compliance of the state's safety compliance, trade licensing, labor and prevailing wage laws.

To be responsible for the overall administration, planning and implementation of the division's policies, regulations and budget required for effective and efficient program operations.

To serve as a liaison with various state and federal departments, local municipalities and with the division's boards and trade organizations and to act on behalf of the department as the director's representative.

To have the assigned responsibility for assisting in the overall administration of the planning, development and implementation of operational functions; or to have the assigned responsibility for assisting in the overall administration of a department program of substantially comparable complexity.

To be responsible for directing and administering the service delivery of labor standards, prevailing wage and professional regulations involving the enforcing and interpreting of labor laws relating to professional regulation, labor standards, weights and

measures, and occupational safety within the Division of Workforce Regulation and Safety.

To serve as an effective member of the department, agency and program leadership team.

To apply innovative and emerging methods, technologies and management practices to the operation of the organization and/or program.

To direct analyses of programs, services, resources and costs and benefits to increase the efficiency and effectiveness of the program.

To be responsible for the development of short and long-term goals and objectives, management plans and operating plans and to oversee their implementation and evaluation.

To be responsible for fiscal integrity and accountability within the program area.

To develop operating and capital budget plans, proposals and requests, as required.

To encourage professional and staff development activities within the program or services area.

To assure the programs and services of the division conform with federal and state laws and other regulations and requirements, and within the overall mission and goals of the department.

To periodically consult or confer with organized labor, civic groups and intra and interagency representatives to assess and recommend changes in programs, services, goals and objectives, as required.

To assure the programs and services conform with federal, state and other regulations and requirements, and with the overall mission and goals of the department.

To provide expert opinion, consultation and advice, as required.

To provide effective and informative reports; to prepare communications and communicate regularly with departmental and program staff, and with others as required.

To represent the department in a variety of roles and settings, as required.

To develop and maintain appropriate and adequate information systems and to produce reports as needed.

To provide recommendations, consultation and advice and to represent the director, as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the operations of the program or service area and the ability to utilize this knowledge in promoting effective and efficient programs and services; a working knowledge of the methods and techniques of administering and enforcing regulatory statutes; a working knowledge of trends and best practices in public administration; the ability to plan, organize and direct the activities of a staff in the interpretation, administration and enforcement of regulatory statutes; the ability to communicate effectively, both orally and in writing; the ability to establish and maintain effective working relationships with the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Business Administration, Business Management, Public Administration, or a closely related field with supplemental courses in business law or other law related courses; and

Experience: Such as may have been gained through: considerable employment in a supervisory capacity responsible for enforcing state and federal laws in a public or private organization.

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

Class Created: January 1, 2012