

CLASS TITLE: SUPERVISING ADMINISTRATOR DIVISION OF PROFESSIONAL REGULATION (DLT) **Class Code: 02599100**
Pay Grade: 30A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Chief Administrator, Division of Professional Regulation (DLT) in managing and directing the testing and licensing of applicants to practice trades; to advise and assist regulatory agencies, namely the Board of Electricians, Board of Hoisting Engineers, Board of Pipe Fitters and Refrigeration Technicians, Fire Protection Sprinkler Fitters, Building Contractors Registration Board, and Apprenticeship Council; to be responsible for supervising the preparation, integrity and security of the examination process; to supervise the daily operation of the division and the Building Contractors Registration section; and to do related work as required.

SUPERVISION RECEIVED: Works under general direction with considerable latitude to exercise independent judgement; work is subject to review through consultation and reports.

SUPERVISION EXERCISED: Plans, assigns, monitors and reviews the work of technical and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide oversight of the preparation and security of examinations for electricians, hoisting engineers, pipefitters, refrigeration technicians and fire protection sprinklerfitters.

To review mileage and other reports of the investigators.

To direct and monitor the maintenance of division records such as attendance, payroll, requests for leave, travel and vouchers.

To supervise the daily operation of the office staff within the division in the registration process of building contractors.

To coordinate the activities of the division with boards and their respective chairpersons.

To serve as liaison between the Department of Labor and the Office of the Building Commission and the Building Contractors Registration Board.

To manage and direct the implementation of the newly enacted law relating to the licensing of sprinklerfitters; to supervise the processing of applications; to ensure the composition and administration of examinations for sprinklerfitter contractors and journeymen.

To be responsible for setting the agendas for meetings of boards of examiners; to respond to inquiries pertaining to the boards, the division and the general public.

To compose general correspondence for the division.

To assist in gathering pertinent information relating to administrative procedures and detail.

To assist in the research, preparation and revision of rules and regulations.

To assist in the new legislation.

To assist in the preparation of the annual budget.

To explain, interpret and provide information to the general public concerning pertinent policies, laws, and regulations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of laws governing licensing procedures of the State Board of Examiners of Electricians, Bureau of Pipefitters and Refrigeration Technicians, Fire Protection Sprinklerfitters, Apprenticeship Council, Building Contractors Registration Board and the State Board of Hoisting Engineers; a working knowledge of the principles and practices of office management; the ability to prepare reports; the ability to plan and review the work of clerical personnel; the ability to establish and maintain effective relationships with boards of examiners and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a junior college of recognized standing, and

Experience: Such as may have been gained through: employment in a position with extensive administrative experience as a staff assistant to an administrative official requiring the supervision of technical and clerical staff.

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

Class Created: October 7, 1990

Editorial Review: 3/15/03