

Safety Division Director G62690

DESCRIPTION OF OCCUPATIONAL WORK

Under the direction of the Commissioner of Labor, plans, organizes, coordinates, and controls the safety and labor programs for the State of Nebraska; establishes policies and procedures to comply with state and federal laws and meet agency goals; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Not applicable.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, coordinates, and controls the safety division's programs to establish operational priorities; to coordinate the programs with other functions both inside and outside of the agency; and to ensure program objectives and standards are established, attained, and congruent with overall goals.

Presents information/testimony to news media representatives, governmental/agency officials, or interested citizens' groups to release information, educate, and elicit feedback on safety programs and to stimulate support of and participation in the agency goals and activities.

Develops and recommends new and revised statutes rules, policies, and procedures to respond to changes in operational and program needs, objectives, and priorities and to improve the effectiveness of the safety programs.

Determines and controls the budget to ensure adequate staff, material, and equipment resources for the operations of the programs managed and to ensure compliance with state, federal, and agency requirements.

Develops performance evaluation standards and procedures to provide information to subordinate staff on the expectations of individual work performance and to ensure complete and objective appraisal of a subordinate's performance.

Confers with the Commissioner and other administrators in both the governmental and private sectors to discuss and solve problems/issues that impair the effectiveness and efficiency of the safety and labor programs.

Develops and directs the implementation of operational plans pertinent to the safety and labor programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Confers with and advises subordinate staff to exchange information on and/or explain administrative objectives, policies, procedures, and standards and to identify the characteristics and impact of work problems and formulate solutions.

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Evaluates and/or reviews the performance of subordinates or evaluations prepared by subordinate supervisors and managers to authorize personnel actions including promotions, reassignments, status changes, training requirements, and appointments.

Monitors investigative reports of labor standards staff to advise the Commissioner of necessary actions.

Evaluates technical staff by accompanying them on their consultations, inspections, or investigations and reviewing completed technical reports to ensure standardization, accuracy, and compliance with directives.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: governmental budgeting and fiscal control processes; the principles and practices of public administration to include planning, organizing, staffing, and controlling; personnel management practices; the principles and techniques of public relations, data processing, and research methods; the Department of Labor's mission, goals, priorities, policies, rules, programs, and services; the purpose of specific federal and state laws pertinent to safety; the communications channels and the program interrelationships within the agency; the attitudes and specific policy positions of the Commissioner; source material and guidelines for resolving problems not covered by precedent or established agency policy.

Ability to: communicate effectively with individuals and groups to exchange information; interact with legislators, government officials, agency administrators, and the news media representatives; plan, organize, control, and evaluate the work of assigned staff; interpret and apply technical facts and identify the critical elements of an issue and develop supportable, workable solutions; organize and summarize data and opinions pertinent to administrative problems; apply the theories and methods of management to operations of the Safety Division; provide technical advice and guidance to program managers; deal with clients and news media with tact and discretion; interact with and gain the cooperation of supervisors, other employees, and clients to establish and maintain effective working relationships; implement objectives and performance goals.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree or five years' experience in policy, business administration, program evaluation, organization/management analysis, budgeting, and/or public administration.

SPECIAL NOTES:

Employees may be required to possess a valid driver's license or the ability to provide independent authorized transportation.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 06/84

Note: Classification specification is subject to change. Please refer to the Nebraska State Personnel website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Minimum Qualifications		9/20/21