



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>PROGRAM COORDINATOR - OCCUPATIONAL SAFETY AND HEALTH - DIR</b>	<b>40*</b>	<b>B</b>	<b>11.511</b>

Under administrative direction, Program Coordinators provide technical and administrative support to the Chief Administrative Officer (CAO) in the management, administration and operation of the Occupational Safety and Health program; coordinate program development and special statewide projects; evaluate District Offices' performance; and act on behalf of the CAO as requested.

Ensure compliance with the State's agreement with federal Occupational Safety and Health Act (OSHA); draft regulations and policy in collaboration with the regulated community and the public, other staff, and the legislature, to expand the State's program beyond federal requirements; participate in regulatory hearings; review changes in federal OSHA policy and procedures, and adopt or tailor to the State's program as appropriate; formulate enforcement or consultation policies and procedures to ensure uniform enforcement of new regulations; testify at legislative committee hearings on proposed statutory changes pertaining to occupational safety and health;

Develop agency biennial budget proposals for the Division of Industrial Relations Administrative Services Unit; participate in the development of federal OSHA grants; develop annual performance proposals; develop or assist in the development of the five-year strategic plan; ensure adequate funding for travel, operating expenses, equipment and training.

Audit District Offices' performance to ensure uniform implementation of established policies and procedures; review performance indicators to ensure compliance with federal program evaluation criteria; assist federal monitors in evaluating the State's program; develop action plans in response to recommendations from federal monitors.

Serve as a technical resource to State program personnel, officials of State agencies and political subdivisions, employers, trade and industrial organizations, safety and health consultants, architects, engineers and the general public; respond to inquiries on the State's occupational safety and health program and standards; research interpretation of standards and policies; coordinate activities with other State agencies.

Coordinate and monitor statewide programs and special projects, such as the pre-construction conference program, Voluntary Protection Programs (VPP), Safety and Health Achievement Recognition Program (SHARP), and the Asbestos Control Program, including overseeing license revocation proceedings; provide oversight for outreach efforts and market services available.

Train, supervise and evaluate the performance of technical and/or support staff.

Perform related duties as assigned.

**\*Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations.**

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MINIMUM QUALIFICATIONS

**SPECIAL REQUIREMENTS:**

- \* Some positions require a valid driver’s license at the time of appointment and as a condition of continuing employment.
- \* Travel to out-of-state locations for mandatory federal OSHA safety and health training is required.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health or industrial hygiene and two years of journey level experience in occupational safety and/or health which must have included advising management on workplace safety and health issues, interpreting related regulations, and writing policies and procedures or other technical documentation; **OR** an equivalent combination of education and experience; **OR** two years of experience as a journey-level Safety Specialist or Industrial Hygienist in enforcement or consultation in Nevada State service; (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** federal Occupational Safety and Health Act, regulations, standards, and directives as related to state enforcement or consultation activities; abatement strategies to correct violations of occupational safety and health standards in a wide range of disciplines; principles of personnel supervision. **Ability to:** comprehend technical data from a variety of disciplines affecting workplace safety; provide technical assistance to enforcement or consultation staff, the regulated industry, and the public on a variety of workplace safety and health issues; apply, research, and interpret regulations, laws, and industry codes and standards pertaining to occupational safety and health; maintain updated knowledge of changing standards, codes, rules and regulations; draft clear and concise technical correspondence and reports, including policies and regulations; make effective oral presentations of technical material.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** the Nevada Occupational Safety and Health Act, regulations, and directives; legal requirements pertaining to discrimination investigations under OSHA. **Ability to:** supervise subordinate personnel; represent the section to the public and to legislative committees; act on behalf of the CAO; evaluate program effectiveness and compliance through review of performance indicators.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.511

- ESTABLISHED: 1/1/75
- REVISED: 11/21/80-3
- REVISED: 9/27/84PC
- REVISED: 11/25/85
- REVISED: 1/30/87-3
- REVISED: 4/19/94R
- REVISED: 7/13/94UC
- REVISED: 7/1/97P
- REVISED: 9/19/96PC
- REVISED: 12/10/10PC
- REVISED: 07/01/13LG