



**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS**

OSHA WHISTLEBLOWER CHIEF INVESTIGATOR, NEVADA OSHA

Annual Salary: Up to \$ 81,584* (employee/employer paid retirement plan)

** NOTE: Per NV State Legislature, State of Nevada Classified/Unclassified employees are subject to a mandatory unpaid furlough requirement of 48 hours per year through June 30, 2015.*

The Nevada Division of Industrial Relations (DIR) is tasked to supervise and regulate all matters relating to the protection of the safety and health of employees in Nevada through its Nevada OSHA Section. Nevada OSHA is seeking qualified applicants for the position of OSHA Whistleblower Chief Investigator to oversee its Whistleblower Program. Under the direction of the District Manager, the Chief Investigator is charged with investigating complaints of discrimination filed by workers who voice safety concerns for which they believe they have been the subject of retaliation by their employers.

The Chief Investigator is responsible to review complaints to determine validity and jurisdiction pursuant to the statute; provides technical assistance to field investigators; reviews completed investigative reports for technical accuracy, thoroughness of investigation, quality, and adherence to policies, procedures, codes and statutes; provides recommendations of investigative findings to the District Manager; responds to phone calls and e-mail complaints and inquiries from complainants, employers and attorneys; screens and refers complaints to other agencies as needed, including Federal OSHA; and assists with training of field investigators, including development and presentation of technical training materials.

Specific duties encompass the following:

- Manage the Nevada OSHA Discrimination Program as outlined in the OSHA Act of 1970, Public Law 91-596, Section 11c and Nevada Revised Statute 618.445.
- Train Whistleblower staff on OSHA discrimination investigation policies and procedures, investigation techniques, and discrimination legal aspects.
- Implement case file documentation procedures and see that cases are documented for legal sufficiency.
- Supervise one full-time Whistleblower Investigator in the Henderson office and provide technical support to another in Reno, as well as part-time investigators in both offices.
- Conduct complex Whistleblower Investigations.
- Create and review reports generated from the computer system to monitor the Whistleblower Unit activities.
- Communicate with various stakeholders to ensure clear, concise understanding of regulatory requirements to promote Whistleblower protection in the State of Nevada.
- Review, monitor, and research bills submitted to the legislature impacting the work of the Whistleblower Unit.
- Ensure the administrative code is up to date and recommend any changes necessary.
- Represent the Whistleblower Unit at legislative hearings.
- Perform Public Hearings and Public Workshops as necessary.
- Promote rapid complaint resolution (file completion and settlement negotiation).

- Ensure statutory deadlines for processing cases are generally met and keep the District Manager aware of situations in which deadlines will not be met.
- Apply professional judgment in determining merits of complaints and arrange settlements.
- Present written material in a logical, concise and effective format.
- Use knowledge and experience to collect and analyze data and to draw reasonable interpretations of legal and other guidance.
- Finish assignments in an organized and cooperative manner, ensuring coordination of functions and appropriate utilization of time and resources.
- Forward merit cases that cannot be resolved to the Division of Industrial Relations Legal Unit for review and possible litigation in District Court.

Qualifications:

- Graduation from an accredited college of law is required.
- Demonstration of aptitude or potential for the performance of administrative assignments in a manner that indicates awareness of management problems and ability to solve them.
- Excellent oral/written communication and organizational skills.
- Ability to work well with stakeholders.
- Knowledge of personnel practices to promote attainment of the goals of Whistleblower Program.
- Excellent human relations skills with demonstrated ability to build effective working relationships inside and outside state government.
- Strong administrative skills which have demonstrated abilities of the candidate to perform the duties of the position.
- Ability to work with the media.
- Knowledge of software programs related to the functions of the Whistleblower Program.
- Understanding of the legislative and regulatory process.
- Experience in occupational safety and health desired, but not required.

Location:

The position will be located in Henderson, Nevada. This position is in the unclassified service and is appointed by and serves at the pleasure of the Division Administrator.

Benefits:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

To Apply:

Submit resume and cover letter to:
 Judi Waite, Administrative Assistant IV
 Nevada Division of Industrial Relations
 400 W. King Street, Suite 400
 Carson City, NV 89703
 jdwaite@business.nv.gov
 Fax: 775-687-6305

Resume must include a detailed description of employment history to include name and addresses of employers including reasons for leaving, scope of responsibility, salary history, and professional references.

Announcement Closes: when recruitment needs are satisfied.

The State of Nevada is an Equal Opportunity Employer.