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Governor

STATE OF NEVADA

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Administrator

TERRY REYNOLDS
Director



PERRY FAIGIN
Interim Deputy Administrator

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

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – June 2, 2021

DEPUTY DIVISION ADMINISTRATOR, NEVADA OSHA

The Nevada Division of Industrial Relations (DIR) is seeking qualified applicants for the position of Deputy Division Administrator to oversee its Nevada Occupational Safety and Health Administration (OSHA). This is an unclassified full-time position within Nevada State Government.

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This is a full-time position that is appointed by and serves at the pleasure of the Division Administrator.

AGENCY RESPONSIBILITIES:

Under the direction of the Division Administrator, the Deputy Division Administrator, Nevada OSHA (also called the Chief Administrative Officer), is charged with administration of statutory programs and policies relevant to the regulation of workplace safety and manages all facets of the occupational safety and health program for the State of Nevada Division of Industrial Relations. The position is responsible for effectively managing internal and external relationships with Nevada private and public employers and employees, within DIR, and with Federal OSHA. The position also manages the Nevada component of the annual Survey of Occupational Injuries and Illnesses (SOII) and the annual Census of Fatal Occupational Injuries (CFOI) for the federal Bureau of Labor Statistics (BLS). Responsibilities include management of a staff of up to 76 employees located in Las Vegas and Reno.

APPROXIMATE ANNUAL SALARY:

Up to \$98,809 plus benefits **Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.* *Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting January 1, 2021 through June 30, 2021. The salary listed above does not reflect the reduction from the required furlough.

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.

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Carson City, NV 89703
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Nevada Occupational Safety and Health Administration

POSITION DESCRIPTION:

- Manage all functions of the Nevada Occupational Safety and Health Administration (OSHA) program to enforce safety and health standards and regulations.
- Serve as a partner with the Safety Consultation and Training Section (SCATS) in servicing Nevada businesses to encourage employers and employees to reduce workplace hazards by implementing new programs or improving existing safety and health programs.
- Oversee Part 11C Federal Whistleblower Act for the Nevada State Plan through the conduct of investigations of employee discrimination complaints.
- Manage the Nevada component of the annual Survey of Occupational Injuries and Illnesses (SOII) and the annual Census of Fatal Occupational Injuries (CFOI) for the federal Bureau of Labor Statistics.
- Coordinate issuance of licenses for authorized asbestos abatement activities and photovoltaic installers.
- Work with employers, trade groups and union representatives to ensure clear, concise understanding of regulatory requirements.
- Use BLS data to target enforcement in industries with high injury and fatality rates.
- Represent Nevada OSHA at legislative hearings.
- Perform Public Hearings and Public Workshops as necessary.
- Initiate and conduct informal conferences and post contest conferences with employers and/or their legal representatives to resolve the disposition of proposed citations and penalties.
- Ensure timely presentation of cases to DIR Legal for presentation to the Nevada Occupational Safety and Health Review Board.
- Promote leadership for State of Nevada and local government safety and health program activities to encourage cooperative efforts.
- Work with representatives from Federal OSHA Region IX to promote occupational safety and health in the State of Nevada.
- Lead training efforts to ensure inspectors have the knowledge and resources needed to conduct inspections.
- Prepare and monitor the Nevada OSHA budget and direct section utilization.
- Build a positive staff culture with open communication to achieve high morale.
- Participate in DIR planning and provide recommendations to DIR administration on issues affecting the section.

TO QUALIFY:

- Knowledge of State and Federal OSHA standards and regulations and experience in enforcement or consultation of these standards and regulations.
- Excellent oral and written communication, management, and organizational skills.
- Knowledge of personnel practices to promote attainment of the goals of Nevada OSHA.
- Excellent human relations skills with demonstrated ability to build effective working relationships inside and outside state government.
- Strong skills in the administrative aspects of safety engineering, safety management or industrial hygiene or a combination of directly related functions or comparable work, which has demonstrated abilities of the candidate to perform the duties of the position.

- Ability to work with the media.
- Knowledge of software programs directly related to Nevada OSHA functions or services including all components of the Microsoft Office suite, Adobe Acrobat Professional, OSHA Information System (OIS), and web-based applications.
- Understanding of the legislative and regulatory process.
- Demonstrated ability to: design, develop, and implement concepts and programs to create and maintain safe and healthful workplaces; develop industry specific programs; and assess progress in implementation of services.
- Achievement or enrollment in professional safety and health designations such as CSP (Certified Safety Professional), CSHM (Certified Safety and Health Manager), and CIH (Certified Industrial Hygienist) is highly desirable.
- Completion of, or enrollment in, a bachelor's or master's degree program in a health, science or safety field is highly desirable.

POSITION LOCATION: The position will be located in Las Vegas, Nevada.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL June 23, 2021

All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process. 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.

To Apply:

Please submit a resume, letter of interest, and three professional references at:

<https://career-hcm20.ns2cloud.com/sfcareer/jobreqcareer?jobId=2094&company=SONHCM20>

The State of Nevada is an Equal Opportunity Employer.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.