

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Industrial Safety Administrator

SERIES NO.:

2445

MAJOR AGENCIES:

Bureau of Workers' Compensation, Commerce

EFFECTIVE DATE:

08/20/2006

SERIES PURPOSE:

The purpose of the industrial safety administrator occupation is to plan, direct & administer assigned inspection or job-related accident prevention services program.

CLASS TITLE

Industrial Safety Administrator

CLASS NUMBER

24453

PAY RANGE

15

EFFECTIVE

08/20/2006

CLASS CONCEPT:

The management level class works under administrative direction & requires extensive knowledge of general management & supervisory principles & techniques & state & federal standards & regulations pertaining to assigned program area in order to manage & direct state-wide inspection function & supervise lower-level professional & technical staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Industrial Safety Administrator	24453	EX	08/20/2006	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Department of Commerce, plans, directs & administers operation of statewide inspection program (e.g., inspection of explosive storage magazines & fireworks plans; enforcement of Ohio Building Code; administration of minor labor, minimum & prevailing wage laws) or in Bureau of Workers' Compensation, plans, directs & administers statewide job-related accident prevention services program (e.g., industrial safety services, construction safety services, engineering services;) & in addition to either option, supervises lower-level engineering, inspection & support staff.

Develops division policy & procedures; serves as advisor to director or other higher-level administrator; represents division in daily contact with administrators, union officials, school superintendents, local officials & legislators; makes periodic inspections statewide of field inspection activities to assure compliance with building codes & other regulations & standards.

Prepares & monitors budget expenditures, reviews & approves/disapproves expenditure requests for programs (e.g., health care, pest control, state safety congress); compiles information (e.g., posters, brochures) for public distribution & updates related information in files.

Acts as liaison with Board of Building Standards pertaining to construction methods & procedures; prepares & delivers speeches before specialized groups & general public; travels to district offices to implement & coordinate division occupational safety & health objectives.

MAJOR WORKER CHARACTERISTICS:

Knowledge of general management; supervisory principles/techniques; budgeting; speech & written composition principles & techniques; public relations; employee training & development; state & federal laws, rules & guidelines pertaining to assigned program area. Ability to interpret variety of technical information in books, journals & manuals; define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; deal with problems involving many variables in unfamiliar context; use research methods in gathering data; handle sensitive contacts with general public & government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration or management sciences; 12 mos. trg. or 12 mos. exp. in state or federal laws pertaining to occupational or industrial safety & health; 1 course or 3 mos. exp. in budgeting (i.e., preparing &/or monitoring operational budget of agency or firm); 1 course or 3 mos. exp. in oral communication; 1 course or 3 mos. exp. in technical writing; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in employee training & development; valid driver's license.

-Or 12 mos. exp. supervising staff, planning work activities & developing procedural guidelines; 12 mos. trg. or 12 mos. exp. in state or federal laws pertaining to occupational or industrial safety & health; 1 course or 3 mos. exp. in budgeting (i.e., preparing &/or monitoring operational budget of agency or firm); 1 course or 3 mos. exp. in oral communication; 1 course or 3 mos. exp. in technical writing; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in employee training & development; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.