

OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT  
TEAM DIRECTOR (OMT DIRECTOR)

KIND OF WORK

Managerial occupational safety and health program work.

NATURE AND PURPOSE

An employee in this class, under broad policy direction, is accountable to the OSHA Occupational Management Team (OMT) itself and accountable for the shared direction of staff and sub teams. This position reports by exception to the Assistant Commissioner. The employee in this class is one among several employees who are assigned to function as a team in the organizational structure of the Department of Labor and Industry. Employees are assigned division management and operations responsibilities with the additional charge to manage by consensus as a team via the OMT. Responsibilities extend to developing and implementing policy, developing statutory changes, representing MNOSHA before the legislature, determining, securing and allocating the human, financial and other resources needed to accomplish objectives, developing and maintaining the penalty system and abatement procedures and making decisions as a member of the OMT so that policies and goals of the division are effective and consistent.

Each manager is responsible for an individual technical program area. The employee in this class directs and OSHA activity of the Workplace Services Division by performing division supervisory and operations responsibilities (compliance, consultation and administration activities). Performs related work as required.

Appointment to this level requires top management responsibility and integration of a wider variety of program functions.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Manages through team collaboration budgetary resources to efficiently meet program needs by negotiating, developing, administering, justifying, maintaining, monitoring and evaluating the federal grant and state budget sections of the division unit's budget.

Represents the agency and programs to the legislature, public, other state and federal jurisdictions, organizations and injured workers or their next of kin to ensure accurate and prompt dissemination of information concerning OSHA programs and policies.

Makes speeches, testifies as an expert witness, writes communications and delegates and directs subordinate staff in such activities.

Manages legislative rule-making and litigation activities of the unit to ensure the effectiveness of those activities by developing legislative proposals and rules, responding to or initiating litigation, working with the Attorney General's Office and directing the work of staff in these activities.

Participates in OSHA management to achieve the unit and division's administrative goals through participation on the OSHA Management Team and by representing the Team at meetings of managers and directors.

Directs staff in the administration of unit operations to ensure effective operations by planning work initiatives, establishing policies, setting goals, monitoring work in progress and accomplishments and the resolution of daily problems, the hearing of contested citations and direct the training of staff.

Plans, develops, integrates and directs the administration of the Administration, Safety Inspection, Training and Outreach, Information Management and Compliance Analysis, Health Inspection and Consultation programs of Workplace Services Division in collaboration with other OMT members, by establishing goals and objectives, statutory changes and policies and procedures.

Establishes and maintains effective working relationships and roles with the team so that employee involvement is promoted and effective communication is established.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

Extensive knowledge of areas such as law enforcement, chemical, mechanical, electrical, industrial and civil engineering.

Extensive knowledge of Occupational Safety and Health statutes and processes, rules and regulations, federal general industry and construction standards, budgetary process, legislative involvement and media response.

Extensive knowledge of general industry, construction, toxic materials and biological agents' terminology, construction machinery and equipment, testing equipment, personal protective equipment and operation and design sufficient to ensure program staff are evaluating and detecting safe and unsafe businesses or working environments.

Considerable knowledge of the principles and current concepts of organization and program management and of business and financial administration.

Considerable knowledge of the Federal OSHA Grant, biennial budget, personnel management, development and maintenance of the penalty system, development and maintenance of the abatement procedures.

Considerable knowledge of long and short range needs and demand for OSHA resources.

Working knowledge of public communication and public informational concepts and practices.

Working knowledge of the legislative process.

Working knowledge of investigatory techniques including negotiation and mediation.

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Skill in:

Human relations reflecting internal and external communications strength (irate employers, the grieving public in fatality situations, the media, speaking engagements to groups and organizations).

Conflict resolution techniques.

Ability to:

Effectively reach consensus on a management team involving such issues as budgets, litigation, pursuits, motivation and legislation.

Correctly interpret statutory requirements and regulations and to adapt, apply and enforce them.

Plan, budget, organize, direct, supervise and coordinate programs and personnel, to delegate authority, fix accountability, measure progress, evaluate results and to initiate improvements.

Establish and maintain effective working relationships with the public and employees, especially with dealing with sensitive and political issues.

Est.: 12/4/92

Rev.:

T.C.:

Former Title(s):