

## **Labor Programs Manager**

### **Nature of Work**

Performs complex administrative and supervisory work with responsibility for a section of the Division of Labor. Includes responsibility for planning, organizing and supervising a specialty area of wage and hour compliance, occupational safety consultation, weights and measures inspection, manufactured housing compliance or safety and boiler testing. Involves considerable latitude for program and budget decisions; requires frequent contact with state and federal officials, business officials and public. Requires the ability to communicate policy and program matters to a wide variety of officials and interest groups. Performs related work as required.

### **Examples of Work**

- Supervises the planning, organizing, implementation and evaluation of all work in the areas of assignment.
- Directs the development and implementation of policies and procedures in the area of assignment.
- Supervises the monitoring of activities to determine compliance with state and federal regulations, policies and work standards.
- Assists in the preparation and execution of program budgets.
- Assists the Director with problem resolution through technical expertise, program and organization knowledge and management experience.
- Interacts with state and federal officials on the interpretation and application of state and federal regulations and policies.
- Supervises the preparation of regular and special reports on the status of agency programs.
- Assists in the development and advocacy of legislation related to state-wide labor and consumer protection programs.

### **Knowledge, Skills and Abilities**

- Knowledge of state and federal laws and regulations related to the Division of Labor.
- Knowledge of the principles and practices in management including planning, coordinating, budgeting, direction, organizing and supervision.
- Knowledge of state and federal legislative processes.
- Knowledge of mission, programs, and organization in the area of assignment.
- Ability to plan, organize, coordinate and evaluate program activities of a complex nature.
- Ability to effectively prepare and executive programs and administer budgets in the area of assignment.
- Ability to develop effective policies and procedures for the organization and programs.

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**Labor Programs Manager - cont'd.**

**Knowledge, Skills and Abilities cont'd.**

Ability to direct and supervise the work of others.

Ability to establish and maintain effective working relationships with government officials, private industry officials, professional personnel and others.

**Minimum Qualifications**

TRAINING Graduation from an accredited college or university.

SUBSTITUTION Experience as described below may substitute for the required training on a year-for-year basis.

EXPERIENCE Six years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment.

NOTE Specific positions may require that applicants have experience in specialized areas.

**AREAS OF ASSIGNMENT**

Wage and Hour Compliance

Occupational Safety Consultation

Weights and Measures Inspection

Manufactured Housing

Safety and Boiler Testing

Established: 9/16/93

Effective: 10/16/93