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.
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