

**LABOR PROGRAM SPECIALIST****Nature of Work**

Performs at the advanced level in a staff capacity in the planning, development and coordination of state-wide labor and consumer protection programs. Acts as a liaison to state and federal officials on regulatory and program matters; exercises considerable latitude in the application and interpretation of state and federal regulations and agency policies. May supervise the work of subordinate professional, technical and office support personnel. Performs related work as required.

**Examples of Work**

Analyzes laws and regulations governing program or technical area and applies them appropriately to resolve problems and assure compliance.

Interprets laws and regulations governing program or technical area for participants and staff.

Represents the program in the area of assignment with the agency and outside entities.

Monitors changes in laws and regulations and advises participants and other staff.

Drafts and researches issues for potential legislation.

Has contact with federal, state, local program representatives and participants, or technical area personnel.

Writes (drafts, pending discussion and approval) program manuals, clarifying the work and describing new procedures, accurately.

Completes related reports; may compile special and/or statistical reports, analyzing data and interpreting results.

May oversee the work of support staff or others in relation to the completion of specific assignments.

Assists in conducting field studies to identify occupational health hazards existing at places of employment; assists in the detection, evaluation and control of occupational health hazards.

Work may involve exposure to hazardous materials and work environments.

**Knowledge, Skills and Abilities**

Knowledge of the rules, regulations, policies, and procedures of the Division of Labor.

Knowledge of the federal and state regulations, laws, and statutes governing program or technical area.

Knowledge of the objectives of the program or technical area, its procedures, policies, and guidelines, and its relationship to the rest of the Division and other user entities.

Skill in the use of laboratory and instrument testing devices.

Ability to analyze situations, problems, and information and develop appropriate responses and resolutions.

Ability to communicate well, both orally and in writing.

Ability to represent area of assignment and to provide consultation on program or Division concerns.

Ability to synthesize information and provide interpretation.

**MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree from a regionally accredited four-year college or university.

**Substitution:** Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.

**Experience:** Four years of full-time or equivalent part-time paid experience in a technical or program area that is related to the area of assignment.

**\*NOTE: For the Industrial Hygiene area of assignment you must meet the following minimum requirements:**

**Training:** Graduation from an accredited four-year college or university with a degree in industrial hygiene, chemistry, biological science, industrial health, industrial safety, environmental health or occupational safety and health.

**OR**

National-level certification as a professional practitioner by the Board of Certified Safety Professionals or the American Board of Industrial Hygiene.

**Substitution:** A master's degree from an accredited college or university in one of the areas listed in the TRAINING requirement may substitute for the required training.

**\*\*NOTE: For the Metrology area of assignment you must meet the following minimum requirements:**

**Training:** Bachelor's degree from a regionally accredited four year college or university.

**Substitution:** Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.

**Experience:** One year of full-time or equivalent part-time paid experience in a program area that is related to the area of assignment.

**Special Requirement:** Within one year of employment, must attend the National Institute of Technology certification training. Must attend annual retraining to retain certification.

**\*\*\*For the Contractor License Code Official area of assignment you must meet the following special requirement:**

**Special Requirement for Contractor License Code Official area**

**of assignment:** Certification as a Building Inspector in the following categories: electrical, plumbing, building, mechanical.

## **AREAS OF ASSIGNMENT**

Boiler Safety

Consumer Product Safety

Contractor License Code Official\*\*\*

Elevator Safety

Industrial Hygiene\*

Labor Standards

Manufactured Housing

Metrology\*\*

Occupational Safety

Established: 9/16/93

Revised: 11/01/94, 5/5/95, 5/1/96, 8/25/04, 12/7/12

Effective: 12/7/12