

8700

DEPUTY COMMISSIONER, LABOR

Nature of Work: Under administrative direction, performs complex administrative work in assisting the Commissioner of Labor in planning, organizing, and directing the programs, functions and activities of the agency. Performs related work as required.

Examples of Work

Conducts administrative hearings and issues decisions.
Writes articles, brochures, newsletters, department publications, consumer and other informational materials.
Functions as liaison between the WV Contractor's Licensing Board and the Division of Labor; attends board meetings; carries out Board's directives regarding licensure.
Coordinates plans and programs among various Division sections with officials of other divisions, offices and activities of local, state, interstate, and federal government entities.

Knowledge, Skills and Abilities

Knowledge of federal and state laws, and regulations relating to the programs, missions and policies of the agency.
Knowledge of current developments and initiatives in the program and mission fields of the agency.
Knowledge of principles and techniques of management including organization, planning, staffing, training, controlling, budgeting, and reporting.
Skill in oral and written communication.
Ability to evaluate the efficiency and effectiveness of administrative programs; to oversee the development and implementation of program improvements.
Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, and the regulated community.

Minimum Qualifications

Training: Master's Degree from an accredited college or university in a related field.
Substitution: Graduation from an accredited college or university with a major in a related field, plus two years of full-time or equivalent part-time paid experience in a related field.
Experience: Six years of full-time or equivalent part-time paid experience in a related field, two years of which must have been in a supervisory or administrative capacity.

Established: 9/16/93
Effective: 10/16/93