

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Occ. Code 7874700

Assistant Director Division Occupational Safety & Health, M-5	7874700
Director Division Occupational Safety & Health, M-6	7883900

Brief Description of Class Series

These positions direct, plan, and coordinate all activities and programs of the Division of Occupational Safety & Health. They manage all aspects of the Division's activities and are the direct liaisons with the legislature, Department administrative offices and other agencies of the State, local and federal government. These positions are in the non-competitive class and are classified at the Department of Labor.

Distinguishing Characteristics

Assistant Director Division Occupational Safety & Health: non-competitive; assistant director; assists in the overall management of Division of Occupational Safety & Health.

Director Division Occupational Safety & Health: non-competitive; director; determines general operating policies, plans the work programs involving the safety and health of employees in the private and public sector and the rights and responsibilities of the employers.

Related Classes

Safety & Health Program Managers 1 and 2 plan, manage, and coordinate the enforcement and consultative operations of a bureau within the Division of Occupational Safety and Health.

Illustrative Tasks

Assistant Director Division Occupational Safety & Health: under the direction of the non-competitive Director Division Occupation Safety & Health, assists in the management and oversight of all aspects of the Division's activities; directly coordinates with administrative offices and other divisions within the Department, stakeholders, and State, local and federal government agencies; assists in directing, planning and coordinating all programs and activities of the Division of Occupational Safety & Health;

determines if program plans meet State and federal guidelines; assists the director in the interpretation of federal laws, regulations and administrative directives; supervises the development of agency and agreements with jurisdictions for occupational safety and health coverage; initiates or reviews proposals for changes or reassignment of staff; dispatches staff to emergencies and accidents and supervises their activities; reviews and evaluates proposed and pending legislation; works with other government agencies to assist in planning Division programs, staffing and funding; may respond to requests for information on behalf of the Division; and may serve as the Department's representative at State, regional, and national conventions on occupational safety and health.

Director Division Occupational Safety & Health: under the direction of an exempt Deputy Commissioner, NS, plans, directs, coordinates and evaluates all programs and activities of the Division of Occupational Safety and Health; determines general operating policies, plans and work programs involving the safety and health of employees in the private and public sector, including the rights and responsibilities of employers; directs occupational safety and health intergovernmental relations activities to ensure that negotiations, approved plans and services provided by other government agencies conform to federal and State criteria and that effective liaison is maintained with the United States Department of Labor; oversees the development and enforcement of occupational safety and health standards, mandates and objectives in areas of jurisdiction throughout the State; directs and reviews recommendations to legislative and governmental authorities for amendments, deletions or additions of applicable standards; directs all special assignments and studies from the legislature regarding areas of occupational safety and health that are exempt from inspection and compliance; analyzes programs to determine budgetary needs and directs the use of funds; evaluates Division policies, procedures and programs and recommends and initiates improvements for responsiveness to legislative, OSHA and other mandates; confers with and maintains relationships with local, State, and federal officials on matters affecting Division programs; maintains relationships with public employers, employees and employee organizations to facilitate understanding and compliance with Public Employee Safety and Health Program mandates and objectives; develops plans to meet needs for consultative services to employers, to ensure their understanding of safety and health measures and regulations, and provide assistance in compliance; and participates as a representative of the Department at State, regional, and national conventions on occupational safety and health.

Minimum Qualifications

Assistant Director Division Occupational Safety & Health

Non-Competitive: twelve years of specialized experience involving safety and health areas such as Office of Safety & Health Administration (OSHA) regulations, asbestos, mold, cranes, explosives, amusement rides, boilers and/or pyrotechnics. At least three

years of this experience must have been in a management capacity involving the planning and administration of programs within an organization.

Substitution: a bachelor's degree in industrial safety, industrial hygiene, industrial technology or a closely related field may substitute for four years of specialized experience. A master's degree in industrial safety, industrial hygiene, industrial technology or a closely related field may substitute for one additional year of the specialized experience. A Ph. D in industrial safety, industrial hygiene, industrial technology or a closely related field may substitute for two additional years of specialized experience.

Director Division Occupational Safety & Health

Non-Competitive: thirteen years of specialized experience involving safety and health areas such as Office of Safety & Health Administration (OSHA) regulations, asbestos, mold, cranes, explosives, amusement rides, boilers and/or pyrotechnics. At least four years of this experience must have been in a management capacity involving the planning and administration of programs within an organization.

Substitution: a bachelor's degree in industrial safety, industrial hygiene, industrial technology or a closely related field may substitute for four years of specialized experience. A master's degree in industrial safety, industrial hygiene, industrial technology or a closely related field may substitute for one additional year of the specialized experience. A Ph. D in industrial safety, industrial hygiene, industrial technology or a closely related field may substitute for two additional years of specialized experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

05/2021

LEM