

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. STDIVADMI04N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LEO-LABOR AND ECON OPPORTUNITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Occupational Safety and Health Administration (MIOSHA)
4. Civil Service Position Code Description State Division Administrator	10. Division Administration
5. Working Title (What the agency calls the position) MIOSHA Deputy Director	11. Section
6. Name and Position Code Description of Direct Supervisor PICKELMAN, BARTON G; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor EGAN, SEAN M; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 530 W. Allegan, Lansing, MI 48933 / Typically, 8:00 a.m. – 5:00 p.m., Monday - Friday

14. General Summary of Function/Purpose of Position
This position serves as the deputy director for the Michigan Occupational Safety and Health Administration. The position is responsible for administering the MIOSHA Enforcement programs, Consultation Education and Training programs, Technical Services programs, Appeals program, Standards and Freedom of Information Act (FIOA) programs, and administrative functions.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

In coordination with the MIOSHA Director, organizes and administers the general operation of the Michigan Occupational Safety and Health Administration (MIOSHA) in conformance with statutory requirements, federal OSHA regulations, and department policies and procedures. Directs the activities of professional and clerical staff engaged in MIOSHA enforcement, consultation, technical services, standards and FOIA, and appeals programs. Provides direction in program policy development and program organization. Provides program policy interpretation and direction.

Individual tasks related to the duty:

- Directs the programs and services of the Michigan Occupational Safety and Health Administration.
- Establishes program priorities and sets goals and priorities for achieving program mission and strategic plan goals.
- Directs staff in implementation of agency objectives.
- Determines operation policies within the context of statutory, federal OSHA, and department guidelines.
- Determines need for adjustments in deadlines or corrective action to ensure goals are met.
- Advises staff in the resolution of complex, sensitive or precedent-setting situations.
- Provides input in budget recommendations and agency priorities.
- Lead policy development through facilitation of work groups, management teams and other resources.
- Develop and maintain positive relationships with other department and state agencies, outside organizations, employers, and employee organizations, as appropriate.

Duty 2

General Summary:

Percentage: 40

Provide leadership and guidance to MIOSHA division directors, other management team staff, and department analysts.

Individual tasks related to the duty:

- Serve as coach and mentor to Division Directors and central staff.
- Promote environment of teamwork, integrity, inclusion, and excellence. Ensure adequate accountability.
- Demonstrate high standards of trust, honesty, openness and respect for the diversity of individuals.
- Exhibit adaptability, reflect a positive attitude toward change, and guide staff in adjusting to new work structures, processes, requirements and cultures.
- Ensure divisions comply with equal employment opportunity in hiring, promotion, and other employment practices.
- Ensure labor relations issues are appropriately addressed and good conditions of employment are maintained.
- Meet regularly with staff, keep staff informed of pertinent program information, and encourage two-way communication and interactions.
- Provide leadership to the MIOSHA Safety and Health Advisory Team to ensure a safe and healthful work environment for MIOSHA staff.

Duty 3**General Summary:****Percentage: 15**

Advise MIOSHA director of program status and progress toward objectives, as appropriate. Perform administrative and executive responsibilities as assigned.

Individual tasks related to the duty:

- Ensure director is informed of high profile, significant, or sensitive cases or issues.
- Monitor division performance and provide updates to director.
- Work with director and other staff to develop strategic plans for MIOSHA and integrate with department strategic plan.
- Represent director at departmental or other meetings as required.
- Represent MIOSHA before federal representatives, other state programs, public/private groups, and the legislature.
- Perform other related functions and act as agency director's designee in assigned program activities.

Duty 4**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

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16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Independent decisions are routinely made with respect to technical issues, budgets, purchases, program policies, media contacts, legislative contacts and personnel policies. Employer and employees through the state, as well as MIOSHA employees are affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

Decisions regarding certain departmental policies, high penalty/high profile, politically sensitive investigations and issues.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This is an executive position, which requires the ability to perform under stress, meet tight time deadlines, and be available during evening and weekend hours. In-state and out-of-state travel as required. This position functions primarily in an office environment with periodic visits to manufacturing, construction and other worksites.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
DEBOSE, KATRINA J	STATE ADMINISTRATIVE MANAGER-1 15	SWEENEY, AMBER C	DEPARTMENTAL MANAGER 14
DRYSDALE, CHARLA R	DEPARTMENTAL ANALYST-A 12	LEY, MARIA T	DEPARTMENTAL ANALYST-A 12
PERRI, DANIEL T	DEPARTMENTAL ANALYST-A 12	WILDER, CASEY M	EXECUTIVE SECRETARY E10

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |

Y Orally reprimand.

Y Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The deputy director serves the director by administering the enforcement, consultation, technical and administrative services of the agency by organizing, directing, controlling and evaluating each of these program areas on an ongoing basis.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No changes.

25. What is the function of the work area and how does this position fit into that function?

The MIOSHA program is responsible for administering the Michigan Occupational Safety and Health Act. This position serves as the overall program deputy director. Core functions of MIOSHA are to administer the state's worker safety and health enforcement program, provide comprehensive consultation education and training services, technical services such as completion of federal injury/illness survey, lab services, and standards development and promulgation.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

State Division Administrator 17

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

State Division Administrator 17

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

In depth knowledge of the MIOSHA program. Ability to work under pressure and make decisions under stress. Ability to communicate effectively verbally and in writing, and reach compromises where appropriate. Good managerial skills. Must be able to travel in-state and out-of-state.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

n/a

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date