

POSITION DESCRIPTION

DEPT ID/BUDGET CODE BWC600282

Class #: 99580

Title: Administrative Staff

PN:20068098

DIVISION
Safety & Hygiene

DEPARTMENT / WORK UNIT
Outreach Programs & Services

COUNTY OF EMPLOYMENT
Fairfield

New Position Update Reclassification (note previous class here)

Position [hyperlinked](#) to org tree?

WORKING TITLE OF POSITION
Director, Outreach Programs & Services

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
(see org tree)

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

FLSA status: OT Eligible OT Exempt
If OT Exempt, exemption type(s):
 Exec Admin Prof High Comp

Bargaining Unit: 99

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	<p>Works under the direct supervision of the Superintendent of the Division of Safety & Hygiene and manages the operations of the Outreach Programs & Services unit: Responsible through direct reports for the operations of the Safety Grants, Library Services, Safety Councils, Group Rating, and Ohio Safety Congress & Exposition programs; serves as key leader in policymaking for Safety & Hygiene; works with leadership team, supervisors & staff to develop statewide policies & procedures relating to Division services (e.g., grant application process, subsidy policy for reimbursing safety councils, implementing new publications or library services or additional meetings at Ohio Safety Congress & Expo); consults with & advises Superintendent on matters regarding statewide operation of DSH; provides technical advice to superiors to aid in decision making regarding long term strategic plans; recommends policy revisions as necessary; justifies overall fund usage for projects & explains governmental procedures required affecting policy changes & objectives; develops & implements usage of various evaluation tools and controls needed for effective program monitoring & management assessment; prepares proposed rules, procedures, & policy for the Grant programs (e.g., drafts rules based on the program using Ohio Revised Code if it is a mandated program such as the Safety Grant Program, or uses the program proposal if not mandated by law & sends to the BWC law dept. for review & revision); prepares procedures & policies by developing internally within the division & sends for final reviews to Internal Audit; develops policies in partnership with the Employer Services department; provides oversight to the Grant Program so that Ohio employers may reduce or eliminate workplace injuries & illnesses; makes recommendations to Division of Safety & Hygiene Superintendent and Grant Review Committee regarding changes to the program based on input including but not limited to industry trends, statewide initiatives, & legislative requirements; reviews and approves grants requisition payments through the State of Ohio Financial Application (OAKS); writes & develops program rules according to department & agency requirements; gathers grant research data (baseline & post implementation) & manages the development of reports in order to communicate results to program stakeholders concerning the effectiveness of the program; oversees & monitors maintenance of the grant database with research data gathered; evaluates effectiveness of the program through customer (i.e., Ohio employers, employees, & BWC Consultants) feedback & frequency/severity data from program participants; recommends program changes.</p>	<p>Knowledge of budgeting, management, labor relations, employee training & development, accounting, public relations, human relations, BWC policies & procedures*; Workers Compensation*; counseling, interviewing, business, public speaking, convention industry, printing industry, marketing, strategic planning, customer service, safety & hygiene practices*; safety equipment*. Skill in operating personal computer (e.g. Microsoft Office including Excel, Access, Powerpoint), good verbal & writing skills, innovative measures, creative & analytical thinking, high level communication, policy development & implementation. Ability to deal with many variables & determine specific action; present complex & sensitive information to large groups, portray positive image, gather critical data, adapt professionally to unexpected demands, copy records precisely without error, read simple sentences with common vocabulary, complete routine forms, maintain accurate records, originate routine business letters reflecting standard procedures, understand manuals & verbal instructions technical in nature, prepare meaningful, concise & accurate reports, proofread technical material, recognize errors & make corrections, use proper research methods in gathering data, prepare & deliver speeches before specialized audiences & general public, gather, collate & classify information about data, people or things, work alone on most task, handle sensitive inquiries from contracts with officials & general public, draft &/or edit administrative policies procedures, informational booklets &/or directives.</p> <p>(*) Developed after employment.</p>

15	Supports the field consultants in helping employers use the outreach programs and services: Creates & develops new programs for the purpose of providing Ohio employers with assistance in the reduction/elimination of workplace injuries & illnesses & establish consistency in safety programs offered by BWC in cooperation with all field service offices; maintains programs that require continuous business development input (e.g., safety grant interactive web page, etc.); determines new programs/projects based on Ohio industry statistics & trends, legislation, & customer needs; submits reports to superintendent; develops project plans for new programs; responsible for four budgets within department.	Same as above	
10	Performs activities directly related to the supervision of staff: conducts interviews; makes hiring decisions; prepares performance evaluations; administers discipline in conjunction with Labor Relations staff.	Same as above	
10	Attends meetings (e.g., leadership, business management teams) & provides advice to Safety & Hygiene leadership including the superintendent, senior managers & supervisors regarding strategic direction, goals/objectives, programs & processes; serves as liaison with public & private agencies (e.g., employers groups, State of Ohio employers) in order to represent the Safety & Hygiene division providing information on programs, including BWC program updates or new program information which may address the needs of specific groups (e.g., new programs or services Safety & Hygiene offers including the grant program, youth web page, best practices interactive web page, etc.); prepares &/or revises manuals (e.g., operation manuals for programs); supervises the Meetings & Conventions Manager who completely plans & puts together the Ohio Safety Congress & Expo; attends major conferences to gain latest information on occupational safety & health administration, management strategies & convention industry standards; attends S&H Expo & promotes DSH services (e.g., by speaking & distributing S&H materials); performs other unclassified/fiduciary/administrative duties as directed or as operationally required (e.g., speaks on behalf of the agency at public events); submits weekly or monthly reports to supervisor.	<p>Same as above</p> <p>Position is Overtime Exempt.</p> <p>THIS POSITION IS UNCLASSIFIED PURSUANT TO ORC 124.11(A) (9)</p> <p>POSITION REQUIRES TRAVEL. THEREFORE, PERSONS OCCUPYING THIS POSITION MUST BE ABLE TO PROVIDE THEIR OWN TRANSPORTATION, AND/OR LEGALLY OPERATE A STATE OWNED VEHICLE.</p> <p>THE FINAL APPLICANT FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO URINALYSIS PRIOR TO APPOINTMENT TO TEST FOR ILLEGAL DRUG USE. AN APPLICANT WITH A POSITIVE TEST WILL NOT BE OFFERED EMPLOYMENT.</p>	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE 06/12/2019

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An Equal Opportunity Employer