



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OSH FEDERAL/STATE COORDINATOR

Job Number: 20000840

Job Code: 33370V241016

Job Group: 3300 - HEALTH INSPECTION

Job Established: 06/16/1982

Job Revised: 10/16/2024

Grade: 17 Salary (MIN - MID):

\$30,082-\$45,123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$42,950 - Hourly

\$6,979.38 - 37.5 Hr. Monthly Salary

\$7,444.68 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises professional staff in the analysis and development of occupational safety and health standards. Provides statewide coordination of the Kentucky Occupational Safety and Health (KyOSH) Program to assure obligations to the federal government and the Kentucky General Assembly are fulfilled; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Five years of professional experience in occupational safety and health, safety training, or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional experience in one of the above fields or a related field will substitute for the education on a year-for-year basis. Current or prior military experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates the administration of the Kentucky Occupational Safety and Health Program to assure obligations to the federal government and the Kentucky General Assembly are fulfilled. Facilitates statewide communication between the OSH Program and U.S. Department of Labor (DOL), Occupational Safety and Health Administration (OSHA), and/or US DOL Bureau of Labor Statistics (BLS), and/or Kentucky General Assembly, local governments, professional associations, employees, and employers. Ensures KY OSH State Plan, strategic plan, annual performance plan, policies, and procedures are current and at least as effective as federal and/or state requirements. Attends professional meetings, hearings, and conferences and serves as Kentucky's representative to the US DOL OSHA and/or US DOL BLS and/or the Occupational Safety and Health State Plan Association and/or the Legislative Research Commission. Prepares and coordinates federal grant application submission and oversee administration of the aforementioned federal grants; must prepare request(s) for other additional federal funding for the OSH Program and oversee administration of the additional federal funding. Monitors and analyzes changes in federal policy and regulation and advises state program administrators of the effects of the changes. Coordinates the federal grant application and maintains the state Occupational Safety and Health Program. Represents the Kentucky Labor Cabinet at meetings with Federal OSHA officials and serves as Kentucky's delegate to the Occupational Safety and Health State Plan Association (OSHSPA). Advises and submits any state plan changes to federal authorities for review. Meets with state program authorities to discuss and evaluate issues affecting the state Occupational Safety and Health Program. Prepares responses to federal evaluations of the state Occupational Safety and Health Program. Supervises professional staff that provides technical assistance and support to employers, employees, and the general public related to occupational safety and health laws, regulations, and standards. Responds to inquiries regarding the state's Occupational Safety and Health Program. Surveys other state occupational safety and health program operations. Prepares records and reports. Attends professional meetings and conferences.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.