



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OSH PARTNERSHIP ADMINISTRATOR

Job Number: 20000868

Job Code: 33900V241016

Job Group: 3300 - HEALTH INSPECTION

Job Established: 03/16/1999

Job Revised: 10/16/2024

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$39.047 - Hourly

\$6,345.14 - 37.5 Hr. Monthly Salary

\$6,768.16 - 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.*

Administers the Voluntary Protection Partnership (VPP) of Kentucky, Construction Partnership Program (CPP) and/or Safety and Health Achievement Recognition Program (SHARP) & Safety Partnership Program (SPP). Provides oversight, coordination, promotion and implementation of program including strategies, policies, and procedures, training, and scheduling of personnel for onsite audits.; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree or an associate degree in occupational safety and health, industrial technology, loss prevention, industrial hygiene, environmental health, engineering technology or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

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

Substitute EDUCATION for EXPERIENCE:

Graduate study in occupational safety and health, completed occupational safety and health internship, safety, or health training, or a related field will substitute for the required experience on a year-for- year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in occupational safety and health, Voluntary Protection Partnership, Construction Partnership Programs, Safety and Health Achievement Recognition Programs, or Safety Partnership Program on- site interventions will substitute for the educational requirements on a year-for- year basis. Current or prior military experience will substitute for the required education on a year-for-year.

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 all aspects of VPP, CPP and/or SPP and services offered by the division. Serve as both project leader representing the Education and Training Director's Office and as team leader on VPP, CPP and/or SPP workplace interventions. Provides consultative, training, and technical services as necessary. Oversees the daily operation of program and works directly with OSH Program Managers when utilizing consultants and other staff members for special project assignments. Assists in formulation, implementation, and adherence to program policy and procedures. Reviews industrial safety and health operations involving highly complex technical and operational considerations where applicable and serves as team leader when other staff members are utilized in the project. Schedules work assignments for assigned employees. Writes detailed reports, action plans, and/or recommendations for project participation and corrective measures. Attends training seminars and programs. Researches technical publications, materials, and literature. Conducts and participates in training sessions, conferences, and seminars with labor, management, and/or staff. Develops training materials such as pamphlets, programs, and booklets. Provides technical and abatement assistance as necessary.

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.*

Working conditions vary based on the facilities where evaluations are performed. Travel is required to make physical inspections of business establishments.

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.