

**OCCUPATIONAL GROUP: Inspection and Safety**

**CLASS FAMILY: Inspection**

**CLASS FAMILY DESCRIPTION:**

This family of positions includes those whose purpose is to perform inspections on various entities in order to verify compliance with statutes, regulations, policies, procedures and guidelines. Performs related work as required.

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**CLASS TITLE: Racing Steward**

**DISTINGUISHING CHARACTERISTICS OF LEVELS:**

Under limited supervision, at the full-performance level, ensuring the integrity of horse racing in the State of West Virginia. To make sure races are run in accordance with Racing Commission Rules. Work involves directing the operation of the race track and supervising track personnel. Strictly responsible to the Racing Commission for the conduct of all races in every detail, directly or indirectly, pertaining to the laws and rules of the Racing Commission. Performs related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Views race with binoculars, looking for any riding infractions, reviewing video tapes following the race; entertains any objection made by a jockey or trainer and determines whether a change in order of finish is warranted.
- Accepts scratches of horses for the program; finalizes the naming of jockeys.
- Reviews any late scratches with the veterinarian.
- Receives the security and jockey reports.
- Approves license applications after checking all accurate information available under the NASRIS program.
- Administers the written trainers test and approves apprentice jockeys certificates; conducts informal or formal hearings resulting from possible rule violations; supervises the taking of entries.
- Views video tapes with the jockey, reviews careless or rough riding, and discusses if any action should be taken against any jockey.
- Makes prompt and accurate decisions for any emergency situations that might happen during the racing program.
- Closes bets and declares race an official finish.
- Coordinates the work of subordinates.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of laws of West Virginia horse racing and the Commission rules of racing.

- Knowledge of racing eligibility requirements.
- Knowledge of eligibility requirements for trainers and apprentice jockeys.
- Knowledge of the track's wagering system, rules and regulations.
- Knowledge of thoroughbred and thoroughbred racing.
- Ability to interpret and enforce rules and regulations.
- Ability to determine racing violations, conduct proper violation hearings and issue rulings.
- Ability to supervise and coordinate all pre-race activities.
- Ability to administer tests for trainers.
- Ability to complete, maintain and review reports.
- Ability to assign and supervise the work of both professional and clerical personnel.
- Ability to establish and maintain effective working relationships with officials, other employees and the general public.

**MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or the equivalent.

**Experience:** 4-5 years of full-time or equivalent part-time paid experience in thoroughbred or greyhound racing.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** N/A

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**CLASS TITLE: Racing Judge**

**DISTINGUISHING CHARACTERISTICS OF LEVELS:**

Under limited supervision, at the full-performance level, ensures greyhound racing is in compliance with the laws and regulations of racing in the State of West Virginia. Work involves directing the operation of the race track and supervising track personnel. Strictly responsible to the Racing Commission for the conduct of all races in every detail, directly or indirectly, pertaining to the laws and rules of the Racing Commission. Performs related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Judges each race performance; closes betting; orders and judges photo finishes and declares official finishes.
- Reports to the Racing Commission on the operation of the race track.
- Maintains ledgers of greyhounds regarding repetition of bad performances; releases greyhounds.
- Oversees the draw of the races for accuracy and fairness and placement of dogs in proper post positions.
- Checks program to see that all dogs are in the proper race and grade.
- Oversees the weighing-in of the greyhounds; checks scales for accuracy.

- Approves license applications submitted by permit holders.
- Administers and grades written trainer test and interviews applicants.
- Approves trainer changes.
- Conducts meetings with various Association Departments; Trainers and Kennel Owners; Racing Staff; occasional meetings when needed with Association's General Manager; schedules and conducts hearings on persons violating rules of racing.
- Prepares correspondence and memorandums.
- Discusses problems with race track staff.
- Coordinates the work of subordinates.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of laws of West Virginia greyhound racing and the Commission rules of racing.
- Knowledge of racing eligibility requirements.
- Knowledge of eligibility requirements for trainers.
- Knowledge of the track's wagering system, rules and regulations.
- Ability to interpret and enforce rules and regulations.
- Ability to determine racing violations, conduct proper violations hearings and issue rulings.
- Ability to supervise and coordinate all pre-race activities.
- Ability to administer tests for trainers.
- Ability to complete, maintain and review reports.
- Ability to assign and supervise the work of both professional and clerical personnel.
- Ability to establish and maintain effective working relationships with officials, other employees and the general public.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Graduation from a standard high school or equivalent.

**Experience:** 4-5 years of full-time or equivalent part-time paid experience.

**Education & Experience Substitution:** An Associate's degree from a regionally accredited college or university may be substituted for 2 year of experience.

**Certificates, Licenses, Registrations:** N/A

**CLASS TITLE: Racing Support Specialist**

#### **DISTINGUISHING CHARACTERISTICS OF LEVELS:**

Under general supervision, performs work at the full performance level by providing administrative oversight of and technical assistance with a particular component of a

program of the West Virginia Racing Commission. Assures compliance with regulations and laws governing the program or technical area. Uses independent judgment to determine appropriate action taken to achieve desired results. Work may be performed independently and/or in conjunction with other program or technical area staff. Performs related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Advises program participants and/or other staff on changes in operational and procedural policies, regulations, and guidelines, and answers questions regarding those changes.
- Determines compliance with regulations and/or acceptability of a program within context of applicable standards.
- Assists in development of regulations, standards and procedures appropriate to the area of technical functioning.
- Checks areas of the race track for unlicensed persons.
- Inspects various areas of the race track for placement of security guards.
- Monitors betting areas for minors.
- Reviews forms for completeness and compliance.
- Maintains records and files; prepare reports.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of or ability to learn rules, regulations, policies, and procedures of the West Virginia Racing Commission and Thoroughbred Development Fund.
- Knowledge of or ability to learn horse breeding and thoroughbred racing.
- Ability to collect and compile accurate information.
- Ability to determine how changes effect area of assignment.
- Ability to communicate well, both orally and in writing.
- Ability to analyze situations and use sound judgment in decisions related to functional area.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from a standard high school or the equivalent.

**Experience:** 2-4 years of full-time or equivalent part-time paid experience in para-professional or responsible clerical work.

**Education & Experience Substitution:** An Associate's degree from a regionally accredited college or university may be substituted for 2 year of experience.

**Certificates, Licenses, Registrations:** N/A

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**CLASS TITLE:** Inspection Associate

**DISTINGUISHING CHARACTERISTICS OF LEVELS:**

The individuals in these positions perform beginning level inspection and technical evaluations to determine compliance with State regulations. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assists in and performs onsite inspections of properties, facilities, equipment, operating procedures, and records.
- Gathers information to determine compliance with state and federal regulations.
- Prepares inspection reports and recommends corrective measures if necessary; reports violations and explains requirements and procedures to obtain compliance.
- Assists in the prosecution of violators and in testifying in court or before the regulating commission.
- Writes reports of inspections and investigations and maintains appropriate records.
- Ensures adequate security of all restricted areas where necessary; assists in coordination with security departments to review security needs and policies.
- Prepares and delivers presentations to students and other interested groups.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the facilities and operations of the assigned agency or field.
- Knowledge of the codes, laws and regulations of the assigned area/field.
- Ability to conduct inspections and investigations of properties, operations, and records.
- Ability to prepare written reports of inspections and investigations.
- Ability to maintain appropriate records.
- Ability to maintain effective relationships with officials, employees, and the public.
- Ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from a standard high school or the equivalent.

**Experience:** 1-2 years of full-time or equivalent part-time paid experience in a related field.

**Education & Experience Substitution:** An Associate's degree from a regionally accredited college or university may be substituted for 2 year of experience.

**Certificates, Licenses, Registrations:** N/A

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**CLASS TITLE: Inspection Specialist 1**

**DISTINGUISHING CHARACTERISTICS OF LEVELS:**

The individuals in these positions assist with or perform routine inspections and technical evaluations to determine compliance with State regulations. They do not have supervisory responsibilities and may have input into setting a budget. Performs related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts routine and special onsite inspections of properties, facilities, equipment, operating procedures, and records.

- Gathers information to determine compliance with state regulations; assists in taking action indicated by results of inspections, tests, and investigations.
- Makes recommendations concerning the proper application of laws, rules and regulations, and resolves violations.
- Maintains records pertaining to inspection schedules and results; prepares detailed and complex inspection reports and correspondence.
- Checks for requirements prescribed by law, such as proper licensing, record keeping, security, safety and sanitary conditions.
- May monitor inspection procedures to assure compliance to state and federal agreements and specifications and advise changes.
- Ensures adequate security of all restricted areas where necessary; assists in coordination with security departments to review security needs and policies.
- Confers with officials concerning problems related to inspection assignments.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the facilities and operations of the assigned agency or field.
- Knowledge of laws, rules and regulations of assigned agency or field.
- Knowledge of proper inspection techniques and procedures.
- Ability to interpret and follow detailed instructions, specifications, manuals and other related guidelines.
- Ability to express ideas clearly, both orally and in writing.
- Ability to prepare required forms, correspondence and reports.
- Ability to establish and maintain effective working relationships with other employees, officials and the general public and to deal with controversial matters in a tactful manner.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Graduation from a standard high school or the equivalent.

**Experience:** 2-5 years of full-time or equivalent part-time paid experience in a related field.

**Education & Experience Substitution:** An Associate's degree from a regionally accredited college or university may be substituted for 2 year of experience.

**Certificates, Licenses, Registrations:** N/A

#### **CLASS TITLE: Inspection Specialist 2**

#### **DISTINGUISHING CHARACTERISTICS OF LEVELS:**

Under limited supervision, these individuals provide interpretation and enforcement of regulations based upon state laws and rules. They do not have supervisory but may have budgetary responsibilities. Performs related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts routine, complex, and special onsite inspections of properties, facilities, equipment, operating procedures, and records.
- Gathers information to determine compliance with state and federal regulations; takes action indicated by results of inspections, tests, and investigations.
- Makes recommendations concerning the proper application of laws, rules and regulations, and resolves violations.
- Maintains records pertaining to inspection schedules and results; prepares detailed and complex inspection reports and correspondence.
- Checks for requirements prescribed by law, such as proper licensing, record keeping, security, safety and sanitary conditions.
- May monitor inspection procedures to assure compliance to state and federal agreements and specifications and advise changes.
- Ensures adequate security of all restricted areas where necessary; assists in coordination with security departments to review security needs and policies.
- Confers with officials concerning problems related to inspection assignments.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the facilities and operations of the assigned agency or field.
- Knowledge of laws, rules and regulations of assigned agency or field.
- Knowledge of proper inspection techniques and procedures.
- Ability to interpret and follow detailed instructions, specifications, manuals and other related guidelines.
- Ability to express ideas clearly, both orally and in writing.
- Ability to prepare required forms, correspondence and reports.
- Ability to establish and maintain effective working relationships with other employees, officials and the general public and to deal with controversial matters in a tactful manner.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from a standard high school or the equivalent.

**Experience:** 3-6 years of full-time or equivalent part-time paid experience in a related field.

**Education & Experience Substitution:** An Associate's degree from a regionally accredited college or university may be substituted for 2 year of experience.

**Certificates, Licenses, Registrations:** N/A

**CLASS TITLE: Inspection Specialist 3**

**DISTINGUISHING CHARACTERISTICS OF LEVELS:**

These individuals perform senior level task in a variety of regulatory programs in the enforcement of state and federal statutes and rules. Performs related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts routine, complex, and special onsite inspections of properties, facilities, equipment, operating procedures, and records.
- Assists in the training of new employees in the techniques and procedures used in performing inspections, handling investigations, surveys, or complaints.
- May check and evaluate the work and reports of lower level specialists in relation to the completion of specific assignments.
- Gathers information to determine compliance with state and federal regulations; takes action indicated by results of inspections, tests, and investigations.
- Makes recommendations concerning the proper application of laws, rules and regulations, and resolves violations.
- Maintains records pertaining to inspection schedules and results; prepares detailed and complex inspection reports and correspondence.
- Checks for requirements prescribed by law, such as proper licensing, record keeping, security, safety and sanitary conditions.
- May monitor inspection procedures to assure compliance to state and federal agreements and specifications and advise changes.
- Ensures adequate security of all restricted areas where necessary; assists in coordination with security departments to review security needs and policies.
- Confers with officials concerning problems related to inspection assignments.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the facilities and operations of the assigned agency or field.
- Knowledge of laws, rules and regulations of agency assigned.
- Knowledge of proper inspection techniques and procedures.
- Ability to interpret and follow detailed instructions, specifications, manuals and other related guidelines.
- Ability to instruct and act as lead worker.
- Ability to express ideas clearly, both orally and in writing.
- Ability to prepare required forms, correspondence and reports.
- Ability to establish and maintain effective working relationships with other employees, officials and the general public and to deal with controversial matters in a tactful manner.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Graduation from a standard high school or the equivalent.

**Experience:** 4-6 years of full-time or equivalent part-time paid experience in a related field.

**Education & Experience Substitution:** An Associate's degree from a regionally accredited college or university may be substituted for 2 year of experience.

**Certificates, Licenses, Registrations:** N/A

**CLASS TITLE:** Inspection Supervisor

**DISTINGUISHING CHARACTERISTICS OF LEVELS:**

These individuals provide oversight to subordinates who perform tasks in a variety of regulatory programs, in enforcement of state and federal statute and rules. They have supervisory responsibilities over a small to medium sized staff and may have input into setting a budget. Performs related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Instructs and supervises inspectors in particular aspects of investigative techniques.
- Oversees the training of new employees in the techniques and procedures used in performing inspections, handling investigations, surveys, or complaints.
- Checks and evaluates the work and reports of inspector specialists in relation to the completion of specific assignments.
- Gathers information to determine compliance with state and federal regulations; takes action indicated by results of inspections, tests, and investigations.
- Makes recommendations concerning the proper application of laws, rules and regulations, and resolves violations.
- Maintains records pertaining to inspection schedules and results; prepares detailed and complex inspection reports and correspondence.
- Checks for requirements prescribed by law, such as proper licensing, record keeping, security, safety and sanitary conditions.
- Monitors inspection procedures to assure compliance to state and federal agreements and specifications and advise changes.
- Ensures adequate security of all restricted areas where necessary; assists in coordination with security departments to review security needs and policies.
- Confers with officials concerning problems related to inspection assignments.
- Testifies in the prosecution of violators in court hearings.
- Prepares evidence for court, files complaints for warrants, and testifies in court as a State witness.
- Writes daily and monthly reports of activities and citations issued and submits abstracts on citations which have been adjudicated.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the facilities and operations of the assigned agency or field.
- Knowledge of laws, rules and regulations of agency assigned.
- Knowledge of proper inspection techniques and procedures.
- Ability to interpret and follow detailed instructions, specifications, manuals and other related guidelines.
- Ability to plan and supervise the work of subordinate staff to achieve established goals.
- Ability to prepare required forms, correspondence and reports.
- Ability to establish and maintain effective working relationships with other employees, officials and the general public and to deal with controversial matters in a tactful manner.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from a standard high school or the equivalent.

**Experience:** 7-8 years of full-time or equivalent part-time paid experience in a related field.

**Education & Experience Substitution:** An Associate's degree from a regionally accredited college or university may be substituted for 2 year of experience.

**Certificates, Licenses, Registrations:** N/A

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## **CLASS TITLE: Inspection Manager 1**

### **DISTINGUISHING CHARACTERISTICS OF LEVELS:**

This individual will direct, manage and supervisor the activities of a statewide program. Supervise the day-to-day activities of staff in the enforcement of state laws under the agency's jurisdiction. Performs related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, organizes, implements and evaluates the program in the areas of assignment.
- Supervises staff to include conducts performance evaluations, assigns and reviews work, and trains staff.
- Directs the development and implementation of policies and procedures in the area of assignment.
- Oversees activities to determine compliance with state and federal regulations, policies and work standards.
- Assists in the preparation and execution of program budgets.
- Assists the Director with problem resolution through technical expertise, program and organization knowledge and management experience.
- Interacts with state and federal officials on the interpretation and application of state and federal regulations and policies.
- Oversees the preparation of regular and special reports on the status of agency programs.
- Assists in the development and advocacy of legislation related to state-wide industry.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of state and federal laws and regulations related to program area.
- Knowledge of the principles and practices in management including planning, coordinating, budgeting, direction, organizing and supervision.
- Knowledge of state and federal legislative processes.
- Knowledge of mission, programs, and organization in the area of assignment.
- Ability to plan, organize, coordinate and evaluate program activities of a complex nature.
- Ability to effectively prepare and executive programs and administer budgets in the area of assignment.
- Ability to develop effective policies and procedures for the organization and programs.
- Ability to direct and supervise the work of others.
- Ability to establish and maintain effective working relationships with government officials, private industry officials, professional personnel and others.

**MINIMUM QUALIFICATIONS:**

**Education:** A Bachelor's degree from an accredited college or university.

**Experience:** 3-4 years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment.

**Education & Experience Substitution:** Additional experience as described below may substitute for the required training on a year-for-year basis.

**Certificates, Licenses, Registrations:** N/A

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**CLASS TITLE: Inspection Manager 2****DISTINGUISHING CHARACTERISTICS OF LEVELS:**

This individual performs at the advanced level managing a major program component. Performs related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises professional, technical, and clerical staff of a major program component; makes assignments and reviews and approves plans of operation in the areas of assignment.
- Provides administrative and program direction; enforces agency objectives, policies and procedures.
- Assists in the preparation and execution of program budgets.
- Responsible for management of recruitment/selection process, staff development, disciplinary matters, and other related actions in assigned area.
- Performs research and analysis of legislation, work activities or other issues to develop policies, standards and procedures.
- Provides technical consultation and policy interpretation to staff, supervisor, public officials, and advocacy groups.
- Plans and implements programs for the training of professional, technical and clerical staff.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of state and federal laws and regulations related to the division or agency of assignment.
- Knowledge of the principles and practices in management including planning, coordinating, budgeting, direction, organizing and supervision.
- Knowledge of state and federal legislative processes.
- Knowledge of mission, programs, and organization in the area of assignment.
- Ability to plan, organize, coordinate, and evaluate program activities of a complex nature.
- Ability to effectively prepare and executive programs and administer budgets in the area of assignment.

- Ability to develop effective policies and procedures for the organization and programs.
- Ability to direct and supervise the work of others.
- Ability to establish and maintain effective working relationships with government officials, private industry officials, professional personnel and others.

**MINIMUM QUALIFICATIONS:**

**Education:** A Bachelor's degree from an accredited college or university.

**Experience:** 4-5 years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment.

**Education & Experience Substitution:** Additional experience may substitute for the required training on a year-for-year basis.

**Certificates, Licenses, Registrations:** N/A

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**CLASS TITLE: Inspection Manager 3**

**DISTINGUISHING CHARACTERISTICS OF LEVELS:**

This individual performs administrative and supervisory work relating to the operation of a principal section of an agency division. Responsibilities include planning, policy development, direction, coordinate and administration of the operation of a major component within an organizational unit. Performs related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises administrative, professional, technical, and clerical staff of a principal section of an agency division; makes assignments and reviews and approves plans of operation in the areas of assignment.
- Analyzes and checks the reports of inspectors in relation to the completion of specific assignments to ensure compliance.
- Provides administrative and program direction; enforces agency objectives, policies and procedures.
- Assists in the preparation and execution of program budgets.
- Responsible for management of recruitment/selection process, staff development, disciplinary matters, and other related actions in assigned area.
- Performs research and analysis of legislation, work activities or other issues to develop policies, standards and procedures.
- Provides technical consultation and policy interpretation to staff, supervisor, public officials, and advocacy groups.
- Plans and implements programs for the training of professional, technical and clerical staff.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of state and federal laws and regulations related to the division or agency of assignment.
- Knowledge of the principles and practices in management including planning, coordinating, budgeting, direction, organizing and supervision.
- Knowledge of state and federal legislative processes.
- Knowledge of mission, programs, and organization in the area of assignment.
- Ability to plan, organize, coordinate, and evaluate program activities of a complex nature.
- Ability to effectively prepare and executive programs and administer budgets in the area of assignment.
- Ability to develop effective policies and procedures for the organization and programs.
- Ability to direct and supervise the work of others.
- Ability to establish and maintain effective working relationships with government officials, private industry officials, professional personnel and others.

**MINIMUM QUALIFICATIONS:**

**Education:** A Bachelor’s degree from an accredited college or university.

**Experience:** 6-7 years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment.

**Education & Experience Substitution:** Additional experience may substitute for the required training on a year-for-year basis.

**Certificates, Licenses, Registrations:** N/A

**CLASS TITLE: Inspection Director**

**DISTINGUISHING CHARACTERISTICS OF LEVELS:**

The individuals in these positions perform complex administrative work planning, directing, organizing, directing and evaluating the work of professional, technical and office support staff through subordinate managers and supervisors. Performs related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directs the daily operation of the division through unit managers and supervisors; accountable for the accomplishment of division objectives.
- Develops, plans, evaluates and implements complex and technical procedures established for the compilation and analysis of financial, engineering, and utility operations data.
- Oversees the development of work standards, policies and technical procedures.
- Oversees the compliance of regulatory standards with state and federal laws and regulations in the area of assignment.
- Coordinates the work of the division with other units, state and federal regulatory agencies, advocacy groups and industry associations.
- Serves in a primary liaison role with national, state, and local government agencies, industry groups and others.

- Provides expert technical consultation and policy interpretation to units, agencies, subordinates, public officials and advocacy groups.
- Oversees the preparation of periodic and special reports on the status of division operations, goals and objectives.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of state and federal laws and regulations related to the division of assignment
- Knowledge of the theories, principles, and practices in the area of assignment.
- Knowledge of principles of management.
- Ability to plan, organize, direct and evaluate the operation of the division.
- Ability to oversee the preparation of and execution of complex office budgets; to staff and evaluate professional, technical and support positions.
- Ability to establish and evaluate program and operational standards.
- Ability to communicate effectively, orally and in writing.
- Ability to supervise the work of others.
- Ability to establish and maintain effective working relationships with government officials, private industry officials, professional personnel and others.

#### **MINIMUM QUALIFICATIONS:**

**Education:** A Bachelor's degree from an accredited college or university.

**Experience:** 7-8 years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment, 2 years of which must have been in an administrative or supervisory capacity.

**Education & Experience Substitution:** Additional experience may substitute for the required training on a year-for-year basis, or Master's degree from an accredited college or university may substitute for two years of the required general experience but may not to include required supervisory experience.

**Certificates, Licenses, Registrations:** N/A