

GOSH ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Administers and directs a comprehensive occupational safety and health program and activities within Government of Guam departments and agencies under the administrative support of the Department of Labor.

ILLUSTRATIVE EXAMPLES OF WORK:

Administers and directs the implementation of occupational safety and health program and activities for Government of Guam departments and agencies under the administrative support of the Department of Labor.

Reviews, analyzes and evaluates program operation and determines the need for improvement such as law or policy revisions, improved methods, techniques and procedures, increased staffing to improve effectiveness.

Formulates budget estimates and maintains control over current expenses within authorized levels.

Explains and interprets occupational safety and health laws, codes, regulations and other program guidelines.

Recommends and initiates appropriate action on personnel matters including new appointments, promotions, leaves of absence and disciplinary matters.

Prepares pertinent program reports and correspondence.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of management and of administrative processes.

Knowledge of the principles, practices and techniques of occupational safety and health.

Knowledge of dangers inherent in various workplaces, and types of occupations.

Ability to coordinate and administer a comprehensive occupational safety and health program within Government of Guam departments and agencies.

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Ability to interpret, apply and enforce pertinent laws, rules and regulations and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to assess and evaluate program deficiencies and initiate and recommend improvements.

Ability to work effectively with government departments and agencies, the public and employees.

Ability to communicate effectively, orally and in writing.

Maintains records and prepares reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Five years of progressively responsible technical experience as safety manager or director or equivalent supervisory experience, and graduation from a recognized college or university with a Bachelor's Degree in business, industrial safety, public administration, physical or related sciences, or related field; or
- b) Any equivalent combination of experience and training which provides intermediate knowledge, abilities and skills in occupational safety and health program management and administration.

ESTABLISHED: Per Public 19-19
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FELIX P. CAMACHO
Executive Director
Civil Service Commission