

Group: Clerical and Administrative
Series: Human Resources Management

CLASS TITLE: MANAGER OF DEVELOPMENT PROGRAMS ADMINISTRATION

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the planning, development, delivery and management of comprehensive safety, health, workers' compensation and employee training and development programs within the City of Tulsa; and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages, plans, develops and delivers a wide range of employee training and development programs based on needs analysis studies to meet identified training needs including safety and health training programs
- Manages, plans, and develops a comprehensive City safety and health program based on risk analysis, legal compliance with state and federal regulations and loss control principles
- Develops and manages a progressive and proactive workers' compensation program
- Supervises and plans work activities of a staff of specialists, analysts and clerical support personnel
- Contracts for outside resources as needed including identification of contracting requirements and preparation of specification/statements of work for requests for proposals
- Directs and/or administers specialized programs including the Education and Tuition Benefits Program, and the City's drug testing and Drug Free Work Place programs
- Manages, plans and works with consultant trainers on the City's Management Training Curriculum
- Directs or performs loss control activities including job site and facility inspections, departmental safety audits and surveys to ensure compliance with safety and health regulations and recommends actions to control or eliminate hazards and exposures
- Coordinates and administers a fleet safety program, including investigation and review of accidents involving City employees and/or equipment, administering the City's driver's license program, chairs the Accident Review Board, administers the heavy equipment training program and manages the compilation and distribution of vehicle injury/accident reports
- Prepares and/or supervises work involving manuals, handbooks and instructional or training materials for employees and supervisors as well as maintains the safety and health policy manual
- Communicates safety and health and human resource development programs, activities and services to all levels of management and employees
- Establishes and maintains a detailed record keeping system to evaluate program effectiveness, establish improvement goals and provide progress reports to departments.
- Determines needed resources, prepares budgets and controls expenditures in accordance with budget allocations
- Provides assistance to law enforcement and fire personnel in various hazardous incident and/or evacuation planning issues during emergencies and ensures City work areas have appropriate plans
- Recommends changes on equipment and facility plans prior to departmental issuing contracts to ensure safety and health concerns are met.
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in public or business administration, industrial safety, safety technology, or a closely related field, and six (6) years of progressively responsible experience in the fields of safety and health and human resources training, planning and development with at least three (3) years of training and/or safety program supervision; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of modern training and employee development programs, resources, principles and techniques, OSHA regulations, safety and health laws and policies; considerable knowledge of the modern principles and practices of safety and health methods and procedures; and considerable knowledge of planning methods and needs analysis as it applies to organizations and personnel development. Ability to plan, design, conduct, implement and coordinate a comprehensive training and safety and health program; ability to organize and present effective training programs; ability to present ideas clearly and concisely both verbally and in writing; ability to direct or develop effective and concise safety and health policies; ability to determine and prioritize needs and provide proposals for long range goals and objectives, ability to perform complex research and statistical analysis; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certification: Possession of a valid applicable Oklahoma Driver's License, with a Class "A" Commercial Driver's License (CDL) preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

Effective Date: January 05, 2008