

Job Posting

Department: 35 - Environmental Protection
Organization: 355800 - Ep Bur Mn Sf
Job Code/Title: 12980 - Director, Bureau of Mine Safety
Position Number: 00008935
County: Westmoreland
Work Location: Office of Active and Abandoned Mine Operations
Bureau of Mine Safety
New Stanton District Office
131 Broadview Road
New Stanton, PA 15672
Type of Job: Senior Management Service
Union: No Union Representation (Not subject to provisions of a union agreement.)
Bargaining Unit: B3
Type Position: Permanent / Full Time
Salary Range: \$87,257 - \$132,656
Pay Schedule / Range: MA / MA12
Posting Length: 30 days
Posting Dates: 7/13/2015 – 8/11/2015
Contact Number: (717)783-5789 or ernesbitt@pa.gov
Information: Work hours are 8am-4:30pm. (Mon-Fri).

This position directs the activities of a professional and technical staff engaged in a variety of duties involving the statewide anthracite, bituminous and noncoal underground mine safety programs. Work involves determining goals, objectives, and priorities for the programs; developing and implementing rules, regulations, policies, procedures, standards and guidelines for program management; and developing legislation or reviewing proposed legislation for possible impacts on program management.

THIS IS A SENIOR MANAGEMENT SERVICE POSITION

Eligibility - all candidates

1. Meet the minimum experience and training required for the job:

A bachelor's degree in an engineering or scientific field related to underground mining and miner safety, and nine years of professional experience in the underground mine safety field. Four of the nine years of required experience must have included managerial and second-level supervisory experience;

or

An equivalent combination of experience and training that includes a minimum of four years of managerial and second-level supervisory experience.

2. Be a resident of Pennsylvania.

Eligibility - Competitive Promotion Without Examination Only

Selection Criteria

1. Minimum experience and training required for the job.
2. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet standards.

Application Instructions

3. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
4. Additional information may be obtained by calling: (717)783-5789.

How to apply - all candidates:

The following materials must be mailed and postmarked on or before **Tuesday, August 11, 2015.**

1. Interested candidates should submit the following documents postmarked by **Tuesday, August 11, 2015:**
 - A letter stating your interest in the position

- A detailed resume
- A completed Personal Data Sheet (available at: <http://www.hrm.oa.pa.gov/hire-sep/Pages/default.aspx>)
- Promotion Without Examination candidates - a copy of your most recent performance evaluation
- Voluntary Demotion candidates - a written memo or letter indicating you will accept the appropriate reduction in salary

2. Please send specified materials to:
Bureau of Human Resources
Rachel Carson State Office Building
400 Market Street
Harrisburg, PA 17101

IF INTERESTED IN APPLYING BY EMAIL, PLEASE SEND ABOVE SPECIFIED MATERIALS TO: ra-dep-job-bids@pa.gov

Applicants who require an accommodation to participate in the interview should contact the Bureau of Human Resources at 717-783-6220 in advance of the interview.

Text Telephone Number: 1-800-654-5984

The Commonwealth of Pennsylvania is an equal opportunity employer.

POSITION DESCRIPTION FOR JOBNET POSTING

Position Number: 00008935

Description Activated On: 7/10/2015 2:44:50 PM

Position Purpose: Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

This is a key senior management, staff level position, directing the activities and policies of the Bureau of Mine Safety in the Active and Abandoned Mine Operations Deputate. This position requires responsiveness and accountability for achievement of the bureau's goals and objectives. The bureau is responsible for the planning, development, implementation, coordination and evaluation of underground mining programs involving miner health and safety, miner certification and underground mining operations in the bituminous, anthracite and industrial minerals areas of the Commonwealth.

Description of Duties: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

Exercising a high degree of discretion in carrying out overall Department policies and in formulating and approving policies, interprets rules, regulations, policies, procedures, standards and objectives of the department or program for subordinates.

Directs, through subordinate managers, the planning, development, implementation, coordination and evaluation of statewide underground mining programs designed to ensure work safety in the underground mines of the Commonwealth.

Directs the development of statewide policies, technical standards and procedures for permitting, monitoring, enforcement and technical assistance activities involving the Mine Safety Program.

Directs the safety inspection of all underground mines, the investigation of complaints concerning hazardous working conditions, and the review and approval of plans and equipment utilized in underground mining operations.

Directs underground miner health and safety training programs in the bureau.

Directs and coordinates emergency response activities during mine emergencies and disasters.

Plans and organizes work, assigns work, determines work priorities and standards, sets goals, and reviews work performance.

Determines staffing needs for the bureau and provides recommendations to the Deputy.

Assess mine inspection workload needs by mine site and distribute to inspection staff to ensure inspection frequencies are met.

Analyze inspection and approval methods for improvement opportunities.

Provides advice to staff on unusual or difficult technical and managerial problems.

Evaluates and provides written recommendations on grievances that cannot be resolved at a lower level.

Oversees the issuance of various mine certifications, permits and licenses; the grant applications and expenditure of funds of the federal Mine Safety and Health Administrations state grant; the development and preparation of budget and rebudget requests; and the expenditure of monies from the general fund.

Establish and provide support for the annual Bituminous Mine Officials Certification Committee.

Provides staff support and assistance to: Board of Coal Mine Safety; Mine Families First Response and Communication Advisory Committee; Technical Advisory Committee on Diesel Powered Equipment.

Reviews proposed legislation for possible impacts on the safety program and recommends the Department's support or opposition to the legislation.

Develops, through coordination with the Department's legal/regulatory counsel, proposed legislation relative to underground mining operations. Provides recommendations and information to the mine operators, industry officials, advisory groups and the public regarding DEP's functions, programs, rules, regulations, policies and procedures as they relate to the underground mining industry.

Represents DEP in dealing with federal officials, mining industry representatives and other Commonwealth agencies.

Develops and delivers speeches and presentations to special interest groups, legislators, media and the public on bureau programs.

Represents the bureau and participates in mine health and safety organizations, mine rescue organizations and other mining industry associations.

This individual must be available to respond to disasters and mine emergencies 24 hours a day, 7 days a week.

Provides assistance and/or consultation to Bureau of District Mining Operations and other DEP Bureaus and/or programs related to implementation and management of the Permit Review Process and Permit Decision Guarantee initiative.

Oversees and monitors metrics to measure staff efficiency and plan approvals.

Oversees and monitors Standard Operating Procedures (SOP) and templates.

Performs other related work as required.

This position may require frequent travel to district offices, training events, and multiple mine facilities.

Decision Making: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor's signature.

Work is assigned in the form of broad goals and objectives, and the employee exercises considerable independent judgment in determining specific goals, objectives and program priorities. The Deputy Secretary for the Office of Active and Abandoned Mine Operations reviews work upon completion through reports and conferences for attainment of goals and objectives and overall program quality.

This position exercises a high degree of discretion in carrying out overall Department policies and in formulating and approving policies. This position requires responsiveness and accountability for achievement of the agency's goals and objectives.

Work is assigned through established ongoing and special project objectives. Goals to be attained and periodic progress are discussed with subordinates. Completed work is evaluated for attainment of goals. Other tasks may be assigned as the need arises. Work is evaluated through quarterly and annual review, as well as through frequent, informal discussions.

Requirements Profile: Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: Professional Engineer License

1. N/A
2. N/A
3. N/A
- 4.
- 5.
- 6.

Essential Functions: Provide a list of essential functions for this position. Example: *Transports boxes weighing up to 60 pounds.*

1. Understand /apply laws/rules/regs/policies
2. Plan/organize projects
3. Express ideas orally/written concisely
4. Effectively speak in public

5. Able to enter underground mines
6. Meet w/public, operators, legislators
- 7.
- 8.
- 9.
- 10.