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WV Office of Miners' Health, Safety & Training

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MEMORANDUM

To: Honorable Chairmen and Members of the Joint Committee on Government and Finance

From: C.A. Phillips Director Office of Miners' Health Safety and Training

Date: December 26, 2012

Re: Study of mine inspector qualification, compensation, training and inspection programs

The Office of Miners' Health Safety and Training (OMHS&T) welcomes the opportunity presented by the Legislature to conduct the above study. As has been detailed in the attached, the study has shed additional light not on only the OMHS&T's internal operations but has also provided insight into the Agency's regulatory function in relation to that of other State and Federal mine regulators.

Through knowledge gained in this process the OMHS&T will seek to continue to improve and work toward a safer environment in West Virginia's mines.

We hereby respectfully submit the requested "Study of mine inspector qualification, compensation, training and inspection programs" as described in §22A-1-13a.

Regards

C. A Phillips

Attachment

pc: Honorable Earl Ray Tomblin, Governor
Honorable Keith Burdette, Cabinet Secretary of Commerce
Honorable Angel Moore, Deputy Secretary of Commerce



State of West Virginia Earl Ray Tomblin, Governor

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Study of mine inspector qualification, compensation, training and inspection programs

December 20, 2012

A report from the Director of the Office of Miners' Health, Safety and Training to the West Virginia Legislature's Joint Committee on Government and Finance in response to §22A-1-13a.

§22A-1-13a. Study of mine inspector qualification, compensation, training and inspection programs. The director is directed to conduct a study of the minimum qualifications for mine inspectors, the minimum compensation paid to mine inspectors and the overall training program established for mine inspectors. The study shall identify ways to attract and retain new, qualified mine inspectors to minimize the effect of the anticipated retirement of a significant number of current inspectors. Additionally, the study shall examine ways to improve the training programs for mine inspectors by focusing on technological advances in coal mining techniques, best practices used in modern coal mines and proper mine ventilation. Further, the director shall perform an assessment of the resources and qualification of inspectors necessary to approve mine ventilation plans. Finally, the study shall make recommendations on how to reassess mine inspection priorities to ensure that mines having a history of numerous safety violations are inspected more frequently than mines having a history of comparatively few safety violations while preserving the minimum number of inspections required by the code. By December 31, 2012, the Office of Miners' Health, Safety and Training shall report to the Legislature's Joint Committee on Government and Finance with recommendations regarding the implementation of its findings.

In complying with the above requirement the Office of Miner's Health, Safety and Training has divided the response into four sections:

First covering minimum qualifications for mine inspectors, the minimum compensation paid to mine inspectors and the overall training program established for mine inspectors;

Second covering ways to attract and retain qualified mine inspectors;

Third covering ways to improve the training programs for mine inspectors; and

Fourth covering recommendations on how to reassess mine inspection priorities to ensure that mines having a history of numerous safety violations are inspected more frequently.

<u>Section 1</u> The director is directed to conduct a study of the minimum qualifications for mine inspectors, the minimum compensation paid to mine inspectors and the overall training program established for mine inspectors.

The Office of Miners' Health, Safety and Training (OMHS&T) descends from one of the first mine safety programs in the US with the appointment of the first mine inspector in 1883 and expanded to the current four regions six years later. As such, OMHS&T has a long history of interactions with other State programs and the Federal programs that followed. The OMHS&T contacted fellow member of the Interstate Mining Compact Commission's Mine Safety Committee requesting job descriptions and salary information. These were compiled and compared to those of the US Department of Labor's Mine Safety and Health Administration (MSHA) and the mining industry.

Regarding Minimum Qualifications

The minimum qualifications required by West Virginia for a mine inspector are in line with those of other State mine safety agencies and above those of the Mine Safety and Health Administration (MSHA). The underlying OMHS&T principal is that prior to becoming a Mine Inspector an applicant must have extensive mining experience. While some States require a Foreman's certification prior to application, the West Virginia process includes the functional equivalent of the Foreman's certification priors in its testing and interview procedures.

Regarding Minimum Compensation

Of the eight States with similar mine safety programs and the Federal program, West Virginia has the lowest starting salary. In a survey of current WV Mine Inspectors conducted as part of this report, compensation was the most frequently cited challenge to retaining and recruiting for this position. The OMHS&T managers and other State mine safety agencies interviewed for this report stated that the differential between the compensation offered by MSHA and the industry and what States could provide were a leading cause of turnover and the leading challenge in recruiting qualified state Mine Inspectors.

Of those that responded with a value, WV Mine Inspectors suggested that an additional \$10,000 per year would be sufficient to overcome the compensation challenge. While this amount is still significantly below comparable rates in industry and MSHA, they felt that the personal value of knowing they were helping to make it safer and healthier for other miners would tip the balance for many facing a choice.

Regarding Training

As do other States, West Virginia depends on hiring experienced miners who understand mining and the challenges it present for safety and health. These qualified new Mine Inspectors are then placed under the tutelage of senior Mine Inspectors for their one year probationary period before they are fully vested with a District. When space is available, Mine Inspectors attend specific courses at the MSHA Mine Academy in Beckley. However, MSHA Inspectors have priority for access to the Academy and with the proposed ending of MSHA State Training Grants in 2013 funding for attendance will have to be drawn from existing OMHS&T funds at the expense of other activities.

MSHA has a significant number of its new hires with minimal or no coal mining experience. This has not been the philosophy of West Virginia since its first hire in1883. No state has the resources to compete with those available to MSHA for training non-miners. But even if they did, West

Virginia and other states believe that extensive mining experience is a prerequisite for an effective Mine Inspector.

In reaction to current and anticipated changes in access to the Academy, OMHS&T has been increasing the amount of in-house training for several years and is currently in the process of formalizing new hire and a continuing education program that will be discussed in subsequent portions of this report. As in-house training development progresses, the ability to maintain and expand the skills of our current Mine Inspectors and to accelerate the inspection skills and knowledge of future hires will grow.

Conclusions

It does not seem warranted to modify the qualifications for entry level Mine Inspectors as long as the philosophy of mine experience as prerequisite is maintained and sufficient funding for post hire inspection training is available.

For building upon that core mining experience OMHS&T's past reliance on access to the Mining Academy is being challenged by recent and proposed reductions in the level of support to the States from MSHA. This affects not only our ability to build and maintain the inspection skills of our Mine Inspectors at the Academy but will reduce funding for our Instructor Corps that supports miner certification and training oversight responsibilities.

If the ability to train Mine Inspectors after hiring is sufficiently constrained it may well necessitate an increase in the entry qualifications which would further exasperate the compensation challenges.

Comparative Position Titles

Arkansas	None - Only conducts training				
Colorado	None - Only inspects tourist mines				
Illinois	State Mine Inspector				
Indiana	State Mine Inspector				
Industry (typical)	Mine Foreman w/5 yrs. experience working a 50 hr wk				
Kentucky	Mine Inspector I				
Kentucky	Mine Inspector II				
Kentucky	Mine Inspector III				
MSHA	Mine Safety & Health Inspector				
North Dakota	None - Only conducts training				
Ohio	Mine Safety Inspector 1				
Pennsylvania	Underground Mine Inspector				
Virginia	Mine Underground Inspector				
West Virginia	Mine Inspector				

Arkansas	None - Only conducts training
Colorado	None - Only inspects tourist mines
Illinois	Performs technical inspection and safety control duties by personal examination of mines; enforces strict compliance with the Coal Mining Act; exercises independent judgment in establishing and enforcing necessary changes in mining operations to provide helpful and safe conditions for persons employed in or around mines; performs research to establish better and safer mining methods; serves in an on call capacity, 24 hours a day, 7 days a week to respond to mine emergencies.
Indiana	Involved in onsite inspections for coal mines in Indiana, assisting the Deputy Commissioner with mine rescue and maintenance of mining equipment housed at the Bureau of Mines; conducts and thoroughly documents inspections of coal mines in Indiana in accordance and cooperation with Federal MSHA and in compliance with Indiana statute; serve as a liaison between the Bureau of Mines and the mining industry; assists in quarterly certification testing, and complies with division-specific work plan.
Industry (typical)	Varies
Kentucky - Mine Inspector I	Performs technical mine inspection duties involving underground and surface mining with reference to safe operation; and performs other duties as required.
Kentucky - Mine Inspector II	State-wide responsibility for administering the certification program for mine inspectors, foremen, instructor and analysts: OR state wide responsibility for administering accident investigations OR performs technical mine inspection duties involving underground and surface mining and assist in the management, supervision and administration of a district office; and performs other duties as required.
Kentucky - Mine Inspector III	Performs technical mine inspection duties involving underground and surface mining OR management, supervision and administration of a district office; and performs other duties as required.
MSHA	Responsibilities include conducting on-site inspections or investigations of underground and surface mines in order to: identify potential hazardous conditions to the safety and health of workers; ensure proper mining equipment maintained and use; check mining practices for conformance with safety and health laws and regulations; issue citations when violations and hazard are identified; determine how accidents and disasters are caused and prevented; help direct rescue and firefighting operations after fires or explosions; investigate safety and health complaints from mine personnel; and discuss inspection/investigation findings and provide advice and assistance to mine management and personnel.
North Dakota	None - Only conducts training
Ohio	The responsibilities of the mine safety inspector are to conduct mine inspections, investigate accidents and enforce the state mine laws; maintains mine safety and testing equipment, trains mine rescue crews and oversee mine rescue operations; may include directly supervising mine inspection and rescue operations personnel and ensuring the effectiveness of the state's mine safety inspection and enforcement program.

Comparative Job Responsibilities

Pennsylvania	Responsible for enforcing the Pennsylvania underground mining laws in an assigned area by performing regular technical inspections of coal mines in the bituminous coal region.				
Virginia	Protects the safety and health of those involved in the mining of coal; schedules and inspective coal mines, enforcing the Coal Mine Safety Laws, investigating accidents and complaints, or assistance in accident prevention, and reviews plans for adequacy in accordance to the Time 45.1 of the Coal Mine Safety Laws of Virginia and Division of Mines policy and procedures conducts thorough review of mine plans to verify adequacy of plans in accordance to mine conditions and takes the appropriate action when changes are needed; investigates mining accidents, fatalities, complaints, on-site emergencies, during all hours, and provides in deg analysis of situations in accordance with policy, procedures and established time frames; applies appropriate enforcement action where necessary and makes recommendations to avoid recurrence; thoroughly and accurately completes required reports of inspections, investigations, and other documents and ensures the reports are properly entered, submit and uploaded to the computer system in accordance with policy, procedures, and establishes time frames.				
West Virginia	Performs inspection of all areas in and around mines within an assigned district to determine compliance with safety and health laws and regulations in accordance with policy, procedures, and established time frames; may specialize in roof inspections, electrical, or other areas; may be required to be member of a mine rescue team or perform related duties; provides quality health and safety communications through safety talks, safety meetings with miners and operators, job observations, and any other effective means during inspections, investigations, and other contact with the mining community; takes initiative to continuously evaluate work to make needed changes that bring about improvements in performance and customers service; demonstrates leadership through commitment to making positive changes and assisting others to implement quality improvements; assists with certification of miners and specialty certifications as required; serves in an on call capacity, 24 hours a day, 7 days a week to respond to mine emergencies; and performs related work as required.				

Arkansas	None - Only conducts training				
Colorado	None - Only inspects tourist mines				
Illinois	Foreman w/10 yrs. coal mining plus valid mine manager certificate				
Indiana	At least three years of underground experience and hold a mine examiner's certificate plus an electrical certification				
Industry (typical)	Varies				
Kentucky - Mine Inspector I	Foreman w/5 yrs. coal mining or 3 yrs. plus bachelor's degree in mining				
Kentucky - Mine Inspector II	Foreman w/5 yrs. coal mining plus 5 yrs. as mine inspector I				
Kentucky - Mine Inspector III	Foreman w 8 yrs. coal mining plus 5 yrs. Mine Inspector I/II				
MSHA	52 weeks of specialized experience equivalent to at least the next lower grade level in the Federal Service.				
North Dakota	None - Only conducts training				
Ohio	Foreman w/6 yrs. coal mining				
Pennsylvania	Foreman w/10 yrs. coal mining				
Virginia	Virginia First Class Mine Foreman Certification; successful completion of the VA Mine Inspector Examination prior to being offered the position and have a valid driver's license and excellent driving record.				
West Virginia	Certified miner with 5 yrs. coal mining experience or 3 yrs. w/bachelor's degree; pass written and oral exams				

Comparative Minimum Experience:

Arkansas	None - Only conducts training				
Colorado	None - Only inspects tourist mines				
Illinois	Requires knowledge, skill and mental development equivalent to completion of four years of high school; Requires that applicant must be at least 30 years of age; Requires ten years (10 yrs.) of mining experience in underground mine, of which at least two years shall have been in the State of Illinois; Requires valid Illinois certificate as a State Mine Inspector; Requires valid Illinois certificate as a Mine Manager.				
Indiana	Certified mine examiner and MSHA underground electrician card; demonstrate technical knowledge of coal mining laws of Indiana, practical knowledge and the ability to interpret and apply laws relevant to the Bureau of Mines, knowledge of the inherent dangers in the underground coal mining industry, ability to be firm, practical and impartial, excellent verbal and communication skills and computer knowledge, and the ability to maintain confidentiality				
Industry (typical)	Varies				
Kentucky - Mine Inspector I	Certified Mine Inspector, Certified Underground Mine Foreman, Certified Underground Miner				
Kentucky - Mine Inspector II	Certified Mine Inspector, Certified Underground Mine Foreman, Certified Underground Miner				
Kentucky - Mine Inspector III	Certified Mine Inspector, Certified Underground Mine Foreman, Certified Underground Miner				
MSHA	At the GS-7 level: Specialized experience includes on-site safety/health inspection, analysis, monitoring, or evaluation work in occupational health, in mining or closely related industries. At the GS-9 level: Specialized experience includes extensive hands-on mining experience that provided the applicant with a comprehensive knowledge of mining methods, equipment, and occupational health and safety hazards. Specifically, applicants should have knowledge of the transportation of materials and workers, ventilation in closed spaces, ground control, roof control (for underground positions), handling and storage of hazardous materials, worksite safety practices, worksite environmental conditions that affect the health of workers, and/or accident prevention. At the GS-11 level: Specialized experience includes direct on-site inspection; special accident investigation; development of mine safety and health programs; special assessments; and development of industry-wide training or safety and health awareness programs."				
North Dakota	None - Only conducts training				

Comparative Knowledge, Skills, Abilities and Certifications:

Ohio	Certification as foreman and deputy mine inspector; demonstrated knowledge of Ohio mining laws, mine inspection procedures and investigation practices and techniques, mine safety principles and practices. Ability to recognize unusual or threatening conditions and to take appropriate emergency action, deal with problems involving several variables in familiar context, define problems, collect data, establish facts and draw valid conclusions, gather, collate and classify information about data, people or things according to established method, and demonstrate physical fitness.
Pennsylvania	Certified bituminous mine foreman, assistant mine foreman or mine examiner; Demonstrate effective oral and written communication skills, ability to review and understand mining plans, ability to travel rough terrain and physically negotiate underground workings, ability to explain laws and procedures, ability to hold meetings and deliver speeches, ability to participate in investigations, ability to respond immediately to emergencies, and ability to direct rescue and recovery operations.
Virginia	Knowledge of mining operations, laws, rules, and regulations. Ability to prepare reports and records; communicate effectively, verbally and in writing; work without close supervision and make sound independent decisions; and crawl, stoop, climb, bend, walk long distances and work in confined spaces, and heights. Considerable experience using computer hardware and software applications. Graduation from an accredited college or university with major study in mining related fields preferred. An equivalent combination of training and experience may substitute for education.
West Virginia	Certified Miner; proven competence equivalent to Mine Foreman through written and oral exams knowledge of state and federal laws and regulations pertaining to mining, technical operation and safety practices of mines, mining hazards and applicable precautionary measures; demonstrate the ability to understand and apply laws and regulations pertaining to mining, investigate and prepare technical reports on findings, make recommendations to mine operators on corrective measures, establish and maintain effective working relations with mine officials and employees, and communicate effectively in oral and written form.

Comparative Post	Employment Training	5:
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Arkansas	None - Only conducts training				
Colorado	None - Only inspects tourist mines				
Illinois	Newly hired inspectors serve approximately a 6 month "apprenticeship". During this time they will travel with other state mine inspectors and the agency's inspector supervisor for the district they are assigned. Most of the instruction comes from the supervisor. IL currently does not have any continuing education. When MSHA State Grant funding was available the inspectors would attend classes at the MSHA Academy.				
Indiana	New hires are required to be proficient in the law but undergo 100 hours of training focused on reports and paper work and computer skills which is an ongoing effort. Since Inspectors assist as mine rescue trainers that skill is also on going. In addition inspectors must maintain all certifications.				
Industry (typical)	Newly hired inspectors serve approximately a 6 month "apprenticeship". During this time they will travel with other state mine inspectors for the district they are assigned. Most of the instruction comes from the supervisor. Must maintain all certifications				
KY - Mine Inspector I	Newly hired inspectors serve approximately a 6 month "apprenticeship". During this time they will travel with other state mine inspectors for the district they are assigned. Most of the instruction comes from the supervisor. Must maintain all certifications				
KY - Mine Inspector II	Must maintain all certifications				
KY - Mine Inspector III	Must maintain all certifications				
MSHA	In general, an inspector spends one year as a trainee, completing six modules of instruction (21 weeks total) at the National Mine Health and Safety Academy (Beckley, WV) with an additional approximately 26 weeks of on-the-job training with a seasoned inspector. Coal inspectors are scheduled to receive approximately two weeks per year of on-going per year.				
North Dakota	None - Only conducts training				
Ohio	Initial on-the –job training with an experienced inspector until considered fully knowledgeable on Ohio inspection procedures, protocols, office tools and record keeping; training in mine rescue; and must maintain all certifications				
Pennsylvania	Newly hired inspectors serve approximately a 6 month "apprenticeship". During this time they will travel with other state mine inspectors and the agency's inspector supervisor for the district they are assigned. Most of the instruction comes from the supervisor. Must maintain all certifications				
Virginia	Newly hired inspectors serve approximately a 6 month "apprenticeship". During this time they will travel with other state mine inspectors and the agency's inspector supervisor for the district they are assigned. Most of the instruction comes from the supervisor. Must maintain all certifications				
West Virginia	Complete in-house training framework, attend classes at the MSHA Mine Academy as available, serve the 12 month probationary period under the "apprenticeship" of a senior inspector with the first 2 months traveling only with that person, and must maintain all certifications.				

Comparative Annual Salary:

Arkansas	None - Only conducts training					
Colorado	None - Only inspects tourist mines					
Illinois	\$55,480 to \$85,272 in six grades each with 8 steps					
Indiana	\$45,000 Set by the Governor each year					
Industry (typical)	\$69,420 to \$94,380 incremental rate process varies with company					
Kentucky - Mine Inspector I	\$44,424 to \$58,644 performance adjustments within grade plus opportunity to increase grade					
Kentucky - Mine Inspector II	\$53,724 to \$70,908 performance adjustments within grade plus opportunity to increase grade					
Kentucky - Mine Inspector III	\$64,056 to \$84,552 performance adjustments within grade					
MSHA	\$47,448 to \$89,450 with opportunity for annual performance bonus - five pay grades with ten steps in each - performance adjustment between steps with grade increases based upon seniority and performance					
North Dakota	None - Only conducts training					
Ohio	\$41,350 to \$54,662 with performance based adjustments					
Pennsylvania	\$65,868 to \$82,058 performance based adjustments					
Virginia	\$40,959 to \$84,062 Average \$70,000. Merit based increases frozen, currently increases only by legislation.					
West Virginia	\$38,160 fixed by statute; current average \$55,000; merit based increases frozen, currently increases only by legislation.					

<u>Section 2</u> The study shall identify ways to attract and retain new, qualified mine inspectors to minimize the effect of the anticipated retirement of a significant number of current inspectors.

In addressing the legislature's question OMHS&T took a two pronged approach. First it surveyed organizations in States with active mine safety regulation organizations, the Department of Labor's MSHA, and a cross section of mining companies concerning salaries, hiring requirements and training. Second it surveyed its inspector corps to determine its intent and level of satisfaction.

Over the years OMHS&T has faced challenges in filling its technical positions especially those in the inspector corps. We currently are authorized for ninety-four Mine Inspectors and have five vacancies. Current down trends in the mining sector may temporarily improve the problem but

that temporary nature increases an already recognized need to decrease turn-over. Attention of management is ever more focused on retaining employees with critical skills and our capable leaders who are at a high risk of departure as the mining economy improves.

The best approach to ensuring an adequate inspector corps would be to retain and grow the skills and knowledge of current Mine Inspectors.

Multiple national studies indicate that the current employee perspective on the "stay or leave" question is being affected by economic uncertainty as more employees see their best career option in developing their skills with their current employer. This provides an opportunity for organizations that are focused on employee job satisfaction to make inroads on their retention challenge.

In reviewing human resource studies it was found that the factors that cause well qualified employees to leave are clustered around five issues:

- 1) Lack of career progress
- 2) New opportunities
- 3) Dissatisfaction with supervisors
- 4) Lack of challenge in the job
- 5) Lack of compensation increases

To determine if the current OMHS&T Mine Inspectors were concerned with the same issues; a survey was conducted. Response to this first of its kind survey was 100% with the results indicating that while our Mine Inspectors are concerned with the same issues as the broader working population they feel the agency is strong in several of the most common retention vulnerabilities.

Career Progress

Progress is defined not only as actual promotion but growing in one's professional skills. Belief that their job provided them the opportunity to learn was reported by 94% of the Mine Inspectors with a strong expression of the desire for the agency to continue the expansion of its current in-house training programs. In addition, two-thirds of the Mine Inspectors believe that they have an opportunity to advance within the agency.

WV Mine Inspectors eligible for retirement				
In 2012 19%				
In 2013 5%				
In 2014 5%				
In 2015 8%				
In 2016 15%				
In 2017 17%				
Total in 5 yrs. 69%				

New Opportunities

Here OMHS&T has a challenge. Industry and MSHA opportunities have tempted some very qualified Mine Inspectors from the agency in recent years. In addition, OMHS&T faces a crisis of pending retirements that could decimate the corps of seasoned Mine Inspectors. While it was noted above that compensation increases will help in this challenge, the satisfaction of knowing that they play a major role in protecting the safety and health of their friends and family involved in mining plays an important role as well.

In the comments provided in the Inspector Survey it was repeatedly stated that "making a difference" was a driving motivation for our Mine Inspectors. Unlike miners who occasionally find themselves in unsafe conditions, Mine Inspectors go looking for them. It requires not only a great deal of skill and knowledge to identify and not become a victim of unsafe conditions; it requires a large degree of courage. Courage can't be bought; it is given.

While commitment to the mission alone may not always trump the temptation of a lucrative new opportunity it does help some decide to stay. OMHS&T recognizes that those who are currently dedicated to serving the miners of this state deserve all that we can provide to ensure they can continue to fulfill the agency's mission...everyone working at a mine can go home in one piece.

Dissatisfaction with supervisors

The Inspector Survey revealed a high degree of trust and respect by our Mine Inspectors for their supervisors with over 90% responding that supervisors are doing a good job. Supervisors in the Regions are rated high in listening, assisting, promoting team work, and being open to suggestions. The collective 445 years of mining experience among agency supervisors and years of OMHS&T efforts in selecting, tutoring, and empowering those holding those positions have begun to pay dividends. The Agency recognizes that it must not become complacent and must continue to grow those holding these positions and those being groomed for succession. There are opportunities for improvement that must be addressed; however, this is one challenge to retention that appears to have been minimized.

Lack of challenge in the job

Managers often worry about motivating employees. Interesting and challenging work is a top motivator in the workplace. The perceived importance of the work itself can compensate for other factors that are challenging. With an agency focused on protecting the safety and health of miners it is difficult for those on the frontline, the Mine Inspectors, not to feel the challenge. Those Mine Inspectors who are truly dedicated to their mission state that they understand and value the importance of their work.

Each person has an individual motivational framework that differs from person to person and even for a single individual from day-to-day. Fortunately the job of Mine Inspector provides opportunity for flexible, individualized assignments to meet many motivational needs. This provides a tool for, as well as places burden on OMHS&T supervisors to understand the needs and capabilities of each person. It may not always be clear what actions are best which is why it's important to maintain the quality of the agency's managers. The recent survey indicated that the agency's supervisors are seen by the overwhelming majority of their staff as good managers. The OMSH&T leadership needs to continue to grow the skills of their supervisors not only to ensure completion of its mission but to ensure retention. The OMHS&T appears to have minimized the challenge from this category of retention issues.

Lack of compensation increases

This is an issue to retention and recruitment for OMHS&T. The current entry level compensation is the lowest among State, Federal and industry for those with similar skills and knowledge. Additionally, the attraction of other organizations' defined incremental increase systems and lower benefit costs presents another challenge in the employee decision process.

Many of the same factors that contribute to the "stay or leave" decisions of our current Mine Inspectors also effect the "apply or not apply" decisions for those considering a job at OMHS&T. Absent an adjustment in compensation, the agency must utilize the insights gained in developing its retention strategy to craft communication efforts toward potential applicants. There will be some portion of the pool of experienced miners that will be attracted by the challenge and opportunity to help those that work in the mines. To this end the agency will consult with the Communications Office within the Department of Commerce to develop an effective public outreach approach.

Conclusions

Retention and recruitment in the near term will unfortunately be aided by current economic uncertainty; however, as conditions improve the ability to retain the most talented employees will become more challenging.

The majority of recent recruitments have been older miners within several years of retirement. As it often takes several years of inspection experience to become fully proficient as a Mine Inspector the State, while grateful for their experience, benefits only briefly from their service. It has proven difficult within the current framework to recruit younger miners who would make a career as a Mine Inspector.

The State is confronted with financial and organizational challenges in maintaining the quality of its Mine Inspector corps. While continued focus by OMHS&T on improving management and resolving non-monetary concerns will address some challenges, not all can be overcome within the current framework.

Results of OMHS&T Mine Inspector Survey

These are the results of the first OMHS&T Inspector survey prepared and conducted from July to December of 2012. The survey sent questionnaires to all inspectors with a 100% response rate. It was stressed that the survey was voluntary and no attempt would be made to identify those responding. Each inspector was provided the questionnaire and a self-addressed stamped envelope. Text answers were converted to key words and the frequency of occurrence recorded. After review and compilation all submitted forms were destroyed. The results will be used in a review of personnel and management procedures to improve retention and recruitment.

1. How many years have you been with OMHS&T?

Less than a year	1-3 years	4-6 years	More than 6 years
15%	28%	31%	26%

2. Overall, how satisfied are you working for OMHS&T?

Extremely	Very	Somewhat		Somewhat	Extremely
Dissatisfied	Dissatisfied	Dissatisfied	Neutral	Satisfied	Satisfied
4%	4%	6%	5%	25%	56%

3. To what extent do you agree with the following statement: I would recommend OMHS&T as a good place to work.

Disagree	Strongly	Somewhat	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Agree	Agree	Completely
0%	1%	5%	15%	29%	50%

4. What I like best about working for OMHS&T is...

<u>Most Frequent</u>	Frequent	<u>Least Frequent</u>
Making a difference	Support of fellow employees	Opportunity to learn
Being part of a team	Trust of the miners	Vacation/sick days
Flexible schedule	Quality leadership	Benefits
	State vehicle	Challenge of the job
		Common sense organization
		Consistency of treatment
		Job security
		Opportunity to travel
		Responsibility

<u>Most Frequent</u>	<u>Frequent</u>	<u>Least Frequent</u>
Salary increase	Computers for inspectors	More recognition opportunities
More training	Better health insurance	More spot inspections
	Uniforms identifying as OMHST	More state-wide meetings
	Building improvements	Less involvement of the boards
	Merit based increases and promotions	Consistency of treatment
		More coordination between Regions
		Less paperwork
		More one-on-one interactions with miners
		Assign multiple inspectors to problem mines
		Less travel time-more inspection time
		Overtime pay
		Better defined rules
		Improved communication
		Better guidance on implementing the law
		Less politics in rulemaking

5. Things that OMHS&T should do to make it a better workplace are...

6. Please indicate the extent to which you agree with the following statements.

(a) OMHS&T clearly conveys its mission to its employees.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
0%	3%	4%	4%	15%	34%	41%
(b) OMHS&T cl	early conveys	s the mission to	o the industry.			
Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
0%	1%	3%	6%	18%	31%	41%

(c) I agree with OMHS&T overall mission.

0%

1%

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
0%	1%	0%	4%	14%	31%	51%
(d) I understan	d how my joł	o aligns with th	e OMHS&T missi	on.		
Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
0%	1%	3%	5%	11%	33%	46%
(e) I feel like I a	am a part of C	MHS&T				
Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely

(f) There is good communication from employees to managers in OMHS&T

5%

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
3%	5%	1%	1%	14%	30%	46%

4%

16%

21%

53%

(g) There is good communication from managers to employees in OMHS&T

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
1%	4%	4%	8%	10%	26%	46%

7. Overall, how satisfied are you working in your Region?

Extremely	Very	Somewhat		Somewhat	Extremely
Dissatisfied	Dissatisfied	Dissatisfied	Neutral	Satisfied	Satisfied
1%	5%	3%	8%	11%	73%

8. What I like best about working in my Region is...

<u>Most Frequent</u>	Frequent	<u>Least Frequent</u>
Fellow employees	Sharing of knowledge	Words of encouragement
Mines are close to home	Mines and miners	Structured environment
Quality leadership	Flexible schedule	Opportunity to advance
	Making a difference	

<u>Most Frequent</u>	Frequent	Least Frequent
More training	Building improvements	More opportunity for travel with other inspectors
		Salary increase
		Recognition for reducing accidents in mines
		Uniforms
		Less interference by the boards
		More spot inspections
		Library in region of mining text books
		Dedicated study time
		Consistency between regions
		Let miners know they are important
		Let company know we are available to help
		Rotate mine assignments every 6 months

9. Things that my Region should do to make it a better place to work are...

10. Please indicate the extent to which you agree with the following statements.

(a) My job gives me the opportunity to learn.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
1%	0%	5%	1%	16%	31%	44%

(b) I have the tools and resources I need to do my job.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
1%	1%	8%	1%	31%	20%	36%

(c) I have the training I need to do my job.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
4%	3%	9%	5%	36%	25%	18%

(d) I receive the right amount of recognition for my work.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
6%	3%	5%	8%	13%	33%	33%
(e) I am aware	of the advand	cement opport	unities that exist i	in OMHS&T fo	r me.	
Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
10%	5%	9%	20%	19%	18%	19%
(f) I feel underu	utilized in my	job.				
Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
24%	18%	15%	26%	5%	5%	5%
(g) The amount	t of work exp	ected of me is	reasonable.			
Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
0%	0%	4%	8%	19%	30%	39%
(h) It is easy to	get along wit	th my colleague	es.			
Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
0%	0%	0%	3%	11%	20%	65%
(i) The morale	in my Region	is high.				
Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
3%	1%	0%	9%	14%	23%	50%
(j) People in my	y Region com	municate suffi	ciently			
Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
1%	3%	5%	4%	10%	38%	39%

<u>Most Frequent</u>	<u>Frequent</u>	<u>Least Frequent</u>
Fellow employees	More training	Computers for inspectors
Opportunity to learn	Recognition for my work	Support of decisions
	Willingness of employees to help each other	Quality over quantity of inspections
	Quality leadership	Non-merit based advancement
	Morale of fellow employees	Friendly greetings from miners
	Tools to do my job	Knowing what is expected
	Communication among fellow employees	Perception boards force politics into safety
	Flexible schedule	Inspector status
	Advancement opportunities	Responsiveness to inspectors needs

11. Which of the above factors most strongly affects your satisfaction with your work?

12. Please indicate the extent to which you agree with the following statements.

(a) Overall, my supervisor does a good job.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
1%	0%	3%	5%	13%	21%	58%

(b) My supervisor actively listens to my suggestions.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
1%	3%	3%	5%	13%	24%	53%

(c) My supervisor enables me to perform at my best.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
1%	0%	3%	8%	9%	24%	55%

(d) My supervisor promotes an atmosphere of teamwork.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
1%	3%	3%	6%	6%	24%	58%

(e) It is clear to me what my supervisor expects of me regarding my job performance.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
1%	0%	5%	6%	1%	25%	61%

(f) My supervisor evaluates my work performance on a regular basis.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
1%	5%	1%	5%	4%	25%	58%

(g) My supervisor provides me with actionable suggestions on what I can do to improve.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
3%	3%	1%	11%	8%	26%	48%

(h) When I have questions or concerns, my supervisor is able to address them.

Disagree	Strongly	Somewhat	Neither Agree	Somewhat	Strongly	Agree
Completely	Disagree	Disagree	Nor Disagree	Agree	Agree	Completely
4%	0%	4%	4%	10%	15%	63%

13. What else about your supervisor affects your job satisfaction?

<u>Most Frequent</u>	Frequent	Least Frequent
Willingness to help	Solicits input of decisions	Setting clear goals
High quality of leadership	Empathy with inspectors	Provides needed tools
	Positive attitude	Team building
	Support for my decisions	Level of supervisor's knowledge
	Consistent feedback	More opportunity for travel with supervisor

<u>Most Frequent</u>	<u>Frequent</u>	<u>Least Frequent</u>
Salary	Structured salary increases	More ability for overtime pay
Better health insurance	Structured advancement	Recognition for safety impacts
		More team building
		Better guidance on the law
		Resource libraries
		Performance recognition
		Full-Time inspector trainer
		Computer training

14. What would you recommend to ensure retaining existing inspectors?

15. What would you recommend to improve recruitment of new inspectors?

<u>Most Frequent</u>	<u>Frequent</u>	<u>Least Frequent</u>
Salary	Better health insurance	Stress scheduling flexibility
	Better advertising of openings, posters & job fairs	Revise testing interview procedure
	Stress importance of the work	Better retirement
	Better structured post- employment training	Referral bonus to existing employees
		Stress advancement potential
		Overtime pay
		On-Call pay
		Structured salary increases
		Stress benefits
		Recruit more with management experience
		Ability to use latest technology
		Uniforms that reflect professionalism
		Inspectors explaining their job to miners

16. How many years do you expect to stay with OMHS&T?

Less than a year	1-3 years	4-6 years	More than 6 years
1%	5%	18%	73%

<u>Section 3</u> Additionally, the study shall examine ways to improve the training programs for mine inspectors by focusing on technological advances in coal mining techniques, best practices used in modern coal mines and proper mine ventilation. Further, the director shall perform an assessment of the resources and qualification of inspectors necessary to approve mine ventilation plans.

Regarding Mine Inspector Training

The OMHS&T has worked progressively on increasing the training of our Mine Inspectors. The agency is in the process of formalizing many of its programs into a core ten day per year training schedule that will reinforce and add to the inspection skills of our staff through a series of one day training sessions.

The objectives are not only to provide paths for our inspector corps to grow in their careers but to enhance consistency of enforcement across Regions. Core training will be held February through November with a different subjects lead by an internal or external expert each month.

In-house experts would collect information from available sources and prepare a lecture/hands-on six hour training session. Each core session would be followed by the Region's normal staff meeting which will afford opportunities for Region specific needs. The finalized core training materials would be made available on the OMHS&T website for future use and access by miners.

Topics to be covered would include ventilation, ground control, emergency planning, violation writing, impacts of emerging technology, accident investigation, training techniques and other subjects of importance.

New hire training is also being updated. An internal team developed a inspection training framework document that defines the training best suited for building upon the fundamental mining skills that new Mine Inspectors bring with them. While it was anticipated that a portion of this training could be augmented through technical courses at the MSHA Mine Academy, it is understood that future access to that facility may become restricted by changes in the MSHA State Grant program. Therefore, core training modules developed for the on-going training program will be packaged in such a manner that they can be used in a structured new Mine Inspector program as well.

Regarding Ventilation Plans

The single most critical factor affecting workers engaged in coal-mining is proper ventilation. The first action by a West Virginia Legislature to regulate coal mining was the 1875 bill to ensure adequate ventilation of coal mines.

The objective of a mine ventilation system is to supply a sufficient quantity of uncontaminated fresh air to (1) dilute, render harmless and carry away the hazardous components of mine air, such as potentially explosive methane; and (2) provide necessary levels of oxygen to the miners' working environment.

The West Virginia rule guiding the role of OMHS&T in reviewing ventilation plans is:

§22A-2-2. Submittal of detailed ventilation plan to director.

(a) A mine operator shall submit a detailed ventilation plan and any addendums to the director for review and comment. The mine operator shall review the plan with the director and address concerns to the extent practicable. The operator shall deliver to the miners' representative employed by the operator at the mine, if any, a copy of the operator's proposed annual ventilation plan at least ten days prior to the date of submission. The miners' representative, if any, shall be afforded the opportunity to submit written comments to the operator prior to such submission; in addition the miners' representative, if any, may submit written comments to the director. The director shall submit any concern that is not addressed to the United States Department of Labor - Mine Safety and Health Administration [MSHA] through comments to the plan. The mine operator shall provide a copy of the plan to the director ten days prior to the submittal of the plan to MSHA.

(b) The operator shall give the director a copy of the MSHA-approved plan and any addendums as soon as the operator receives the approval.

(c) In the event of an unforeseen situation requiring immediate action on a plan revision, the operator shall submit the proposed revision to the director and the miners' representative, if any, employed by the operator at the mine when the proposed revision is submitted to MSHA. The director shall work with the operator to review and comment on the proposed plan revision to MSHA as quickly as possible.

(d) Upon approval by MSHA, the plan is enforceable by the director. The approved plan and all revisions and addendums thereto shall be posted on the mine bulletin board and made available for inspection by the miners at that mine for the period of time that they are in effect.

In practice processing ventilation plans through OMHS&T requires that mines submit to their appropriate Regional Office three (3) complete sets along with maps of the plan or changes to a plan at least 10 days prior to the date they desire they be provided to MSHA.

Upon receipt, the mine's plan is reviewed by the qualified staff within the Region for appropriateness, compliance with accepted practice and all applicable rules. When the OMHS&T review is completed a transmittal memo and one copy of the complete plan is forwarded to the MSHA District Office with a copy of the comments to the mine.

During the MSHA review cycle, the OMHS&T staff originating the comments will discuss with the MSHA reviewer the concerns raised by the State as well as those identified by MSHA.

Within 10 days of the mine receiving a final approval from MSHA it will forward two (2) complete corrected sets along with maps to the Regional Office and these are accepted as the enforceable ventilation plan for the mine.

Sta	te of West Virginia
Earl	Ray Tomblin, Governor
WV Office o #7 Pildyers Club Driv Teleph	of Miners' Health, Safety & Training C. A. Phillips, Director w - Suite 2 - Charleston, West Virginia - 25311-1626 tono 304-558-1425 - Fra 30-558-1282 www.wyminesafety.org
VENTILATION SUBMITTAL OF DETAIL	N PLAN COMMENT PROCESS LED VENTILATION PLAN TO DIRECTOR 22A-2-2
COMPANY:	
MINE:	
WV PERMIT:	
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Staffing of ventilation plan review

The staffing of the ventilation review function is being accomplished through assigning a primary and secondary ventilation reviewer at each of the four Regional Offices. These individuals will coordinate with the appropriate MSHA district ventilation reviewers to determine their procedures and criteria. Using those criteria and West Virginia rules as guidelines, the OMHS&T staff will review the submitted plans utilizing their knowledge of the mine and the seam and develop a set of comments containing OMHS&T concerns and suggestions. During the MSHA review period, OMHS&T review staff will communicate with the MSHA reviewer to discuss the issues they raised during their review. One individual will be designated as the ventilation lead and will coordinate on-going training for the group. The ventilation group will regularly communicate with each other on issues, lessons learned, and opportunities for improving the process.

The OMHS&T staff selected will have worked in ventilation during their career and have an understanding of the theory and practice of effective mine ventilation. They must understand the physics and chemistry of gases, sources and extent of mine contaminates, health effects of airborne dust, statutes and rules affecting ventilation, ventilation survey procedures, prediction of required ventilation, multi-seam and multi-fan ventilation and practical ventilation planning. They also must be able to identify, analyze and evaluate problems involving mine air and increasing or decreasing amounts of hazardous gases and dust along with the ability to understand the various types of mine emergencies that may impact on the mine ventilation system, the likely disruptions to the mine ventilation system and the consequential impacts on egress and entrapment. The selected reviewers must be knowledgeable of ventilation related West Virginia rules and the MSHA codes.

<u>Section 4</u> Finally, the study shall make recommendations on how to reassess mine inspection priorities to ensure that mines having a history of numerous safety violations are inspected more frequently than mines having a history of comparatively few safety violations while preserving the minimum number of inspections required by the code.

The OMHS&T recognizes its role in promoting safe mines but also recognizes that mine operators have the primary responsibility to prevent unsafe conditions and practices in mines. The National Institute for Occupational Safety and Health (NIOSH) published a report on Major Hazard Risk Assessment (MHRA) in 2008 that addressed how to characterize major hazards and evaluate engineering, management and work process factors that impact how an individual mine mitigates its highest risks. They conducted ten case studies over a wide cross-section of mines and sizes that demonstrated that most US mines have the capability to successfully implement a risk based approach to identify prevention controls and measures to lessen the risk associated with major mining hazards. However, absent a requirement few mines have adopted such processes.

Without an individual mine based risk approach miners are left with compliance based approaches. OMHS&T inspection frequency and focus must be such that it confirms that the mines and miners are complying with laws designed to promote safe workplaces but not so frequent that inspections themselves become the only motivator for safe mines. The OMHS&T believes, however, that there are opportunities for increasing the effectiveness and efficiency in the implementation of inspections by more rigorous identification of priorities.

OMHS&T currently inspects 271 underground and 217 surface mines with over 2,700 mining and contractor companies. West Virginia law §22-1-14 requires that all mines be inspected at least four times annually. With the exception of few specific areas the methodology of these inspections are left to the Director's discretion.

In 2007 OMHS&T produced an internal procedure document "Mine Inspection Guidelines" which delineated the items to be covered in typical inspections. However, the procedure leaves open the ability to modify the level of detail in an inspection and the ability to add more than the minimum required number of inspections.

In the 2012 Legislator House Bill No. 4351 modified WV Code §22A-2-12 to include:

§22A-2-12. Instruction of employees and supervision of apprentices; annual examination of persons using approved methane detecting devices; records of examination; maintenance of methane detectors, etc.

(a) In addition to other enforcement actions available to the director, upon a finding by the director of the existence of a pattern of conduct creating a hazardous condition at a mine, the director shall notify the Board of Miners' Training, Education and Certification, which shall cause additional training to occur at the mine addressing such safety issue or issues identified by the director, pursuant to article seven of this chapter.

In implementing this section, OMHS&T has prepared an internal procedure whereby Mine Inspectors can document what they believe to be a "Pattern of Conduct" that can be presented to the Director for action. The procedure, in effect since June of this year, is still evolving. The process currently begins with the nomination by District Mine Inspector, compilation of facts by Regional Inspector at Large, consultation with Director, conference with the mine in question, and increased scrutiny by Mine Inspection staff. None of those identified have thus far escalated to submission to the Training Board for development of an individualized training plan. The process is subjective and as experience in the process is gained it is anticipated that it will evolve more quantifiable aspects.

<u>PATTER</u>	N OF	CONDUCT	
Company / Operator / Contractor			
Mine Name		WV Permit No.	
Address			_
Telephone No. []		MHST Region	_
Contact person:			
e-mail address			_
Type of Operation		No. of Employees	

SAFETY INFORMATION	Year	•	
Accident(s): Lost time		Reportable	
Fatalities:			
Violation(s):			
Imminent Danger Order(s):			
Failure to Abate Order(s):	·.		
Withdrawal Order(s):		14 A.	
Special Assessment Violation(s):			
Complaint(s) received:			
COMMENTS			
			-
			_
			-
	_		
Inspector / Insp. No.	-	Date	-

In addressing the Legislative question concerning use of priority approaches, OMHS&T looked to inspection methods utilized by Federal agencies and other State mine safety agencies.

Federal Inspection Strategy

The MSHA inspection activities have been implemented in the same basic way for nearly thirty years. Although improvements in mining industry safety performance have clearly been made, the traditional approach—reviewing conformance with applicable regulations and issuing citations—is designed to verify compliance. The one major modification to the MSHA approach has been the "pattern of violation" approach that allows for heightened inspections of certain mines. In 30CFR104.3 MSHA requires that one of the following pattern criteria be met: (1) a history of repeated significant and substantial (S&S) violations of a particular standard; (2) a history of repeated S&S violations of standards related to the same hazard; or (3) a history of repeated S&S violations descent for the same hazard; or (3) a history of repeated S&S violations if these criteria have been met.

Many other governmental inspection programs are designed in a manner to examine the underlying process and cultural aspects of safety and health in addition to compliance. These approaches include greater emphasis on either an element of risk prioritization or a focus on overall management systems to control hazards. These are not explicit features of MSHA's inspection program that are detailed in the Coal inspection procedures manuals. Other Federal safety programs utilize various approaches to monitor compliance. These programs are summarized below.

- The Nuclear Regulatory Commission (NRC) inspects all of its licensees, with power plants receiving the greatest scrutiny. Power plants are inspected based on a tiered approach by both resident inspectors and regional specialists. The inspection tiers are: Continuous inspection by at least two resident inspectors. Periodic inspections by regional inspection specialists. Specialists may conduct 10-25 routine inspections per year at each plant, depending upon activities at the plant and problems that may occur. Semiannual inspections by the region with prior performance a factor in scheduling. As needed inspections, including special inspections of facilities that exceeded thresholds during routine inspections. Reactors at test or research facilities are inspected based on risk, with those licensed at less than two megawatts inspected every two years and those licensed at or above two megawatts inspected annually.
- The US Department of Agriculture (USDA) Food Safety Inspection System (FSIS) must ensure that all meat and poultry products sold in the United States are "safe, wholesome, and correctly labeled and packaged." As part of that mission, meat and poultry sold in interstate and foreign commerce (imported) is inspected by FSIS, which also monitors state inspection programs for products produced and sold within a state. FSIS recently adopted a new regulatory scheme whereby instead of focusing only on individual problems in plants, FSIS inspectors and compliance personnel will evaluate whether plant systems are working as intended to prevent and control contamination.
- The US Coast Guard (USCG) inspects and issues Certificates of Inspection (COI) for maritime vessels. Under 46 CFR 8, with guidance from Navigation and Vessel Inspection Circular (NVIC) 2-99, the Streamlined Inspection Program (SIP) was established in 1999 as an alternative to the traditional annual inspections for vessels. The program is not designed for all companies, and operators must apply to be included in the SIP. According to the USCG:

"The Streamlined Inspection Program (SIP) is a voluntary alternate method of inspecting a vessel to ensure regulatory compliance. Instead of the traditional Coast Guard inspection by a marine inspector, the SIP allows onboard and shore side vessel operating personnel to conduct the majority of inspections required, and to have the adequacy of these inspections verified by Coast Guard marine inspectors on a regular basis."

- The Air Transportation Oversight System (ATOS) was implemented in 1998 as a new approach to Federal Aviation Administration (FAA) certification and surveillance oversight, using system safety principles and systematic processes to assure that air carriers are in compliance with the Federal regulations. This approach enables Flight Standards inspectors to be more effective in the oversight of air carriers by focusing on the most critical safety aspects of an air carrier's operation.
- The Food and Drug Administration (FDA) announced in 2003 that it has accomplished the initial objectives set in its ongoing initiative to modernize the agency's regulation of pharmaceutical manufacturing and product quality. The initiative was designed to evaluate and improve upon the agency's approach to reviews and inspections related to the manufacturing of human and animal drugs and biologics. Under the new initiative, the FDA will focus its resources on inspections that are likely to achieve the greatest public health impact (e.g., sterile drug manufacturing).
- In March of 2003, the Occupational Safety and Health Administration (OSHA) announced its Enhanced Enforcement Program. This program focuses on those employers who have received "high gravity" citations. High gravity citations are issued when an employer's violations are considered to be at the highest level of severity. For the past several years, OSHA has used a site-specific targeting inspection program that consists of employer reported injury and illness data received through OSHA's Data Initiative.
- The Environmental Protection Agency (EPA) uses Risk Prioritization to strategically target its enforcement and compliance activities as a deterrent to pollution and to encourage greater compliance with the law. EPA has developed tools to assist inspectors in conducting reviews.
- The Bureau of Land Management, Office of Surface Mining Reclamation and Enforcement is required under Section 517 of the Surface Mining and Reclamation Act of 1977 to conduct inspections of any surface coal mining and reclamation operations that are necessary to evaluate the administration of approved State programs, or to develop or enforce any Federal program. The inspections by the regulatory authority must: occur on an irregular basis averaging not less than one partial inspection per month and one complete inspection per calendar quarter for the surface coal mining and reclamation operation covered by each permit; occur without prior notice to the permittee or his agents or employees except for necessary on-site meetings with the permittee; and include the filing of inspection reports adequate to enforce the requirements of and to carry out the terms and purposes of this Act.

State Inspection Strategies

Most States' mine safety programs have been modeled on those of MSHA with variations mostly the result of resource constraints. For instance Pennsylvania and Ohio also require four inspections per year with agency managers having the discretion to increase the number. Ohio allows a reduced number of inspections at surface mines depending on the lost time accident rate. Virginia is the

only state interviewed that has adopted a formal risk based inspection prioritization strategy that maintains the four inspections per year required by West Virginia law. The Virginia process has been refined through almost 15 years' experience. The description of the Virginia program follows:

State of Virginia, Department of Mines, Minerals and Energy, Division of Mines

Virginia Mine Safety Law 45.1-161.82 was passed by the Virginia General Assembly and went into effect on July 1, 1994. The law required the Department to develop a procedural policy for scheduling mine inspections based on Risk Assessment. Surface and Underground mine inspections were scheduled and conducted based on Risk Assessment effective January 1, 1995. Surface and underground mines are assessed in each of five categories including serious injury rate, violation rate, closure order rate, non-fatal days lost (NFDL) rate, and inspector's evaluation rate.

Surface mines are ranked annually and underground mines are ranked every 6 months.

Surface mines ranked as:

- **low risk** receive 1 regular inspection per 12 months
- **medium risk** receive 1 regular and 1 spot inspection per 12 months
- **high risk** receive 1 regular and 2 spot inspections per 12 months

Surface mines which have experienced a fatality will receive 4 regular inspections and newly licensed surface mines will receive 2 regular inspections and 2 spot inspections during the following year.

Surface mines with active RED Zones/active highwalls will receive one spot inspection each quarter. These spot inspections should be conducted at the same time risk assessment regular/spot inspections are conducted. (Surface Red Zones are defined as areas of a mine where actions could affect off-site persons or property)

Underground mines ranked as:

- **low risk** receive 1 regular inspection each 6 months
- **medium risk** receive 1 regular and 1 spot inspection each 6 months
- high risk receive 2 regular inspections each 6 months

Underground mines which have experienced a fatality or which are newly licensed receive 4 regular inspections per year.

The implementation of the Risk Assessment methodology has allowed the Department to allocate inspection resources to the critical health and safety areas. Through Risk Assessment, inspections have increased at high and medium risk mines. Risk Assessment has also allowed for additional spot and follow-up inspections of critical areas, "Surface Red Zones", and other areas of concern. Successful Risk Assessment has benefited every segment of Virginia's mining industry.

Separate underground and surface coal mines into two groups. Using data collected during the previous year, assess risk in each of the following five categories for each mine:

- 1. **Serious Injuries:** Based on number of investigated serious injuries at a mine / inspection hours
- 2. **Violation Rate:** Number of violations / inspection hours
- 3. Failure to abate / imminent danger CO Rate: Number of COs / inspection hours
- 4. **NDFL Rate:** Based upon MSHA data
- 5. Regular / Spot Rate: Mine evaluation based on inspector review
 - * Underground mines will be ranked each 6 months.
 - * Underground mines will be ranked on January 1 and on July 1 (using previous year's data.
 - * Surface mines will be ranked on July 1 for yearly ranking.

1) Determine a mine's score in each of the categories shown above, using the methodology shown below:

- a) Determine the rate for each mine (for example, serious injury rate);
 - (i) Determine from computer data the number of serious injuries investigated at a mine. Mines that had no serious injuries for the evaluation period (0's) will be included in the calculations of the state average.
 - (ii) Divide the findings of (i) above by the number of inspection hours the mine received. The result is the mine's serious injury rate.
- b) Determine the average serious injury rate for the state by adding all of the mines' serious injury rates together, and then divide by the total number of mines to get the average serious injury rate for the state.
- c) Increase the state average by 10 percent for the high-risk grouping. Decrease the state average by 10 percent for the lowest risk grouping.
 - (i) Lowest risk group gets 0 points.
 - (ii) Middle group gets 1 point.
 - (iii) High-risk group gets 2 points.

2) Add up the score for each of the categories to determine the mine's total score. With five categories, a possible 10 points could be reached.

3) Rank the mines according to their overall score.

4) The type and frequency of inspection received by a mine will be determined by its overall score, in conjunction with the table shown below.

UNDERGROUND COAL MINES

Overall Score	Type/Frequency of inspections
0 – 1	1 regular inspection per 6 months
2 - 4	1 regular and 1 spot inspections per 6 months
5 – 10	2 regular inspections per 6 months
Fatality	4 regular inspections per year
New Mine	4 regular inspection per year

Overall Score	Type/Frequency of inspections
0 - 1	1 regular inspection per 12 months
2 - 4	1 regular and 1 spot inspections per 12 months
5 - 10	1 regular and 2 spot inspections per 12 months
Fatality	4 regular inspections per 12 months
New Mine	2 regular and 2 spot inspections per 12 months

SURFACE COAL MINES

5) Use of the Risk Assessment Forms

Along with the statistical data that will be tracked by the computer, DMME inspectors use a "Risk Assessment Form" tailored for either surface or underground coal mines. This form allows the inspector to rate the mine in such areas as roof conditions, ventilation, etc. Use of this form allows the inspector to qualitatively assess the risk potential of these areas before a data collection event (such as a serious injury or CO) occurs.

Each category is ranked by the Inspector as 0 for low, 1 for medium and 2 for high. The average of category score is included in the overall risk assessment.

Underground Inspectors Risk Assessment Categories

General Mine Conditions Roof Conditions Roof Falls Ventilation Methane Liberation Ignitions Fires Bleeder System Seals Abandoned Works Inundation of Gas or Water

Surface Inspectors Risk Assessment Categories

Blasting Practices Storage of Blasting Materials General Mine Conditions Highwalls, Berms, Benches & Roads Gas Wells & VVH's Fire Protection Intersecting Old Works Haulage Conditions Gas Wells and VVH's Moving Section or Longwall Conveyor & Haulage Pillaring Operating Supplies Equipment Conditions Electrical/Permissibility Failure to Report Correction of Conditions Personal Protective Equipment Communication Facilities

Operating Supplies Equipment Conditions Electrical Installations Dust & Noise Control Failure to Report Correction of Conditions Personal Protective Equipment Communication Systems

Conclusions

It must be remembered that the objective of OMHS&T's activities are to reduce the number of health effects and accidents. Absent an enforceable mandate for mines to conduct and implement individualized risk assessments the focus must be on compliance assessment.

Looking at only the number of violations issued, there has not been a dramatic decline over the years either at the State or Federal level ¹ suggesting that mine operators may be addressing only the specific compliance of cited issues and not correcting the underlying systemic causes of accidents.

This seems to suggest that looking at Mine Inspector resource allocations maybe in order within the agency. To a large degree, Mine Inspector allocations are currently made based on the number of miners and complexity of the mine. The introduction of the "Pattern of Conduct" provision under §22A-2-12(a) in 2012 may provide a pathway for developing an effective prioritization strategy.

An approach to Mine Inspector allocation that complies with the statutory frequency requirement while prioritizing mine inspection hours based on mine specific performance in key safety issues rooted in a review of the mine's accident and violation history and with input from the District Mine Inspectors is within the authority of the Director under existing law.

¹ In addition to expending many more inspections hours per mine by MSHA over the last several years than the State and the fact that it averages 0.15 violations per inspection hour while WV averages 0.05 violations per inspection hour, accidents have not varied significantly from the historic range of approximately 2.5 to 3 per 200,000 miner hours.

Addendum

Responses from other States and MSHA
Arkansas

RE: Mine Safety Salary Survey

Stephens, Jim [STEPHENS@adeq.state.ar.us]

Sent: Wednesday, October 24, 2012 9:17 AM

To: Harris, Randy J

Attachments: Arkansas Pay Plan.pdf (22 KB)

Randy,

Here in Arkansas, MSHA does all of the actual on-site mine safety inspections. The Arkansas Department of Labor does do miner training. Their instructors have a pay classification of C116. I have attached the latest pay schedule for the state that will give you the salary range for all of the classified jobs in Arkansas. If you need any more information, please contact me.

James F. Stephens, P.G. Chief, Surface Mining and Reclamation Division ADEQ 501-682-0807

From: Harris, Randy 3 [mailto:Randy.J.Harris@wv.gov]

Sent: Tuesday, October 23, 2012 12:41 PM

To: jsbaffoni@pa.gov; brian.wittwer@labor.alabama.gov; ed.fogels@alaska.gov; Stephens, Jim; David.Berry@state.co.us; Loretta.Pineda@state.co.us; Bill.York-Feirn@state.co.us; Scott.Fowler@illinois.gov; LTorres@dol.in.gov; dmccorkle@dol.in.gov; freddie.lewis@ky.gov; elarrimore@mde.state.md.us; JCarey@mde.state.md.us; TForeback@admin.nmt.edu; mjpodnie@gw.dec.state.ny.us; tracy.davis@ncdenr.gov; jdeutsch@nd.gov; craig.corder@dnr.state.oh.us; Lanny.Erdos@dnr.state.oh.us; MaryAnn.Pritchard@mines.ok.gov; JOHNBAZA@utah.gov; Butch.Lambert@dmme.virginia.gov; Mike.Willis@dmme.virginia.gov; tadcoc@wyo.gov; ColemaKM@dhec.sc.gov; Phillips, Cecil A; charles.y.williams@labor.alabama.gov; Michael.L.Woods@illinois.gov **Cc:** Harris, Randy J **Subject:** Mine Safety Salary Survey

All,

The WV Legislature has requested that we conduct a salary survey by the end of the year for our mine safety corps.

We request your assistance and in return will provide the nationwide results for your use.

Attached are the job descriptions for which they are requesting.

Please look these over and respond with the closest position you have in your organization and the salary range.

I appreciate your efforts.

Randall Harris

State of Arkansas Career Service Pay Plan FY10

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CAREER	\$23,374	\$24,899	\$26,517	\$28,235	\$30,059	\$31,994	\$34,048	\$36,227	\$38,538	\$40,991	\$43,592	\$46,351	\$48,669	\$51,102	\$53,657	\$56,340	\$59,157	\$62,115	\$65,221	\$67.626	\$70,108	\$72,670	\$75,312	\$78,038	\$80,847	\$83,742	\$86,725	\$89,796	\$92,958	\$96,212
MUMIXAM	\$21,643	\$23,054	\$24,553	\$26,144	\$27,832	\$29.624	\$31,525	\$33,543	\$35,684	\$37,954	\$40,363	\$42,918	\$45,064	\$47,317	\$49,683	\$52,167	\$54,775	\$57,514	\$60,390	\$62,616	\$64,915	\$67,287	\$69,734	\$72,257	\$74,858	\$77,539	\$80,301	\$83,145	\$86,072	\$89,085
MIDPOINT	\$18,663	\$19,761	\$20,922	\$22,149	\$23,448	\$24,820	\$26,271	\$27,805	\$29,427	\$31,142	\$32,955	\$34,871	\$36,614	\$38,445	\$40,367	\$42,386	\$44,505	\$46,730	\$49,067	\$51,124	\$53,264	\$55,490	\$57,806	\$60,214	\$62,719	\$65,324	\$68,032	\$70,849	\$73,776	\$76,819
BASE	\$15,683	\$16,467	\$17,291	\$18,155	\$19,063	\$20,016	\$21,017	\$22,068	\$23,171	\$24,330	\$25,546	\$26,824	\$28,165	\$29.573	\$31,052	\$32,604	\$34,234	\$35,946	\$37,743	\$39,631	\$41,612	\$43,693	\$45,877	\$48,171	\$50,580	\$53,109	\$55,764	\$58,553	\$61,480	\$64,554
ENTRY	\$15,080	\$15,512	\$16,288	\$17,102	\$17,957	\$18,855	\$19,798	\$20,788	\$21,827	\$22,919	\$24,065	\$25,268	\$26,531	\$27,858	\$29,251	\$30,713	\$32.249	\$33,861	\$35,554	\$37,332	\$39,199	\$41,159	\$43,217	\$45,377	\$47,646	\$50,029	\$52,530	\$55,156	\$57,914	\$60,810
GRADE	C101	C102	C103	C104	C105	C106	C107	C108	C109	C110	CIII	C112	C113	C114	C115	C116	C117	C118	C119	C120	C121	C122	C123	C124	C125	C126	C127	C128	C129	C130

Colorado

Re: Inspector survey

York-Feirn - DNR, Bill [bill.york-feirn@state.co.us]

Sent: Tuesday, December 04, 2012 11:04 AM To: Harris, Randy J

Randy - Thanks for sharing this with everyone when you have completed it. In Colorado, we are primarily an education and training program. We only inspect tourist mines (about 20) which is a much different animal than inspecting active mines for compliance with MSHA or state regulations.

I appreciate your hard work on gathering this important information!

Bill

On Tue, Dec 4, 2012 at 7:35 AM, Harris, Randy J <<u>Randy J.Harris@wv.gov</u>> wrote: All,

Thanks to all that have sent info in. As soon as I get it done I will share with all.

The level of quality we require is impressive and the salaries we are able to offer not proportional. I think the combined data will be useful to all.

In looking through the information I think It would be good to add a section on the amount of training both new hire and ongoing that is provided for inspectors.

I know its an imposition but please, those that hire inspectors, can you please send me a summary of what training you do for a new hire and what if any ongoing training you require.

Additionally, if you could provide the number of inspectors, underground and surface, that you are allowed to hire.

Thanks

William C. York-Feirn, CMSP Mine Safety Program Manager Colorado Division of Reclamation, Mining & Safety 1313 Sherman Street, Room 215 Denver, Colorado 80203 Office: 303-866-3567 Ext 8151 Cell: 303-916-1707 Fax: 303-832-8106 webpage: www.colorado.gov/mining

Illinois

RE: thanks - one more question

Rice, Art [Art.Rice@Illinois.gov]
Sent: Tuesday, December 04, 2012 4:24 PM
To: Harris, Randy J

Newly hired inspectors will serve approximately a 6 month "apprenticeship". During this time they will travel with other state mine inspectors and the agency's inspector supervisor for the district they are assigned. Most of the instruction will come from the supervisor. We currently do not have any continuing education. When funding was available the inspectors would attend classes at the MSHA Academy.

Currently we have 10 inspectors (includes 2 inspector supervisors). The agency has approval to hire 2 more inspectors (we had 2 inspectors retire in 2012). Also, we have four inspector/mine rescue supervisors. These four conduct some inspections but primarily oversee the agency's mine rescue stations and training.

Art

From: Harris, Randy J [mailto:Randy.J.Harris@wv.gov] Sent: Tuesday, December 04, 2012 1:52 PM To: Rice, Art Cc: Harris, Randy J Subject: thanks - one more question

Thanks for your time.

Also can you describe what training a new inspector would go through and what if any are yearly continuing training requirements and how many underground inspectors doe Illinois have?

Thanks again

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Freedom of Information Act	HERE EXCLUSION IN A DESCRIPTION OF A	Analytical Laboratory
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Grant Info		Inspection
Hunting	Documentation	Forme
Fishing	Condidates for State Mine Transster Must	
License / Permit / Register	Candidates for State Mine Inspector Must:	LINKS
Kids & Education	 Document 10 Years Experience 2 in Illinois) 	MSHA
Law Enforcement	Possess Valid Mine Managers Papers	Mine Rescue
Mandatory Safety Programs	Be 30 Years Old	Photo Gallery
Lodges / Leasing	Be a U.S. Citizen	State Mining Board
Outdoor Recreation	Be an Illinois Citizen Be of Cood Bepute and Temperate Unbits	Training & Cortification
Parks & Recreation	Be of Good Repute and Temperate Habits Bass Examination	
Press Releases		Blasting & Explosives
Publications	Documents Needed:	Applications & Forms
State Museums	A multiple to a	Award Program
World Shooting &	Application Documentation or Verification of Mine Managers Papers	Programs
	Documentation of 10 Years Experience	Aggregate Blasting
	Boodine induction of the real of experience	Aggregate Backmation
Business	No Temporary Available Course Materials:	
Employment	Practical Mining Training Manual	
Education	Classes Available (Not Mandatory)	Explosives Handling
Health & Safety	Coal Mining Act & Health & Safety Regulations	Statistics
Family & Home	 Handouts For Home Study (Not Recommended Alone) 	
Travel & Recreation		Training & Testing
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Governor Pat Quinn

Work.Illinois.Gov

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Search Results

Results of Job Titles search containing the keywords state+mine+inspector .

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Title Code	EEOC	Title Text	Salary Plan	Education Level	Step 1c	Step 1b	Step 1a	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
42230	004	STATE MINE	F-RC- 062- 19-B			<i>.</i> 0) ,	4624	4860	5089	5324	5550	5781	6133	6378
42230	004	STATE MINE	F-RC- 062- 19-Q		L'S	11	and the second s	4832	5080	5315	5569	5800	6044	6408	6665
42230	004	STATE MINE	F-RC- 062- 19-S					4914	5160	5397	5647	5881	6124	6486	6746
42230	004	STATE MINE	RC- 062- 19-B					4871	5119	5361	5608	5847	6090	6461	6719
42230	004	STATE MINE	RC- 062- 19-Q					5091	5352	5599	5866	6110	6367	6750	7021
42230	004	STATE MINE	RC- 062- 19-S					5177	5436	5685	5949	6195	6450	6833	7106 4
42230	004	STATE MINE	MS- 21-4			3341									6378
42240	004	STATE MINE INSPECTOR- AT-LARGE	MS- 31-4			4432								<i>¥</i>	9074

Return to the Search Page

fs. 272

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES CLASS SPECIFICATION

STATE MINE INSPECTOR

POSITION CODE: 42230 Effective: 06/01/2006

DISTINGUISHING FEATURES OF WORK:

Subject to administrative direction, performs technical inspection and safety control duties by personal examination of mines; enforces strict compliance with the Coal Mining Act; exercises independent judgment in establishing and enforcing necessary changes in mining operations to provide helpful and safe conditions for persons employed in or around mines; performs research to establish better and safer mining methods; serves in an on call capacity, 24 hours a day, 7 days a week to respond to mine emergencies.

ILLUSTRATIVE EXAMPLES OF WORK:

- Inspects entire mine for hazardous conditions to which workers are or might be subjected; takes samples of underground air and dust for laboratory analysis; inspects and enforces safety regulations of all surface installations; enforces all measures as defined in the Coal Mining Act.
- Makes investigations to determine the nature and cause of fatal and non-fatal accidents, issues subpoenas, administers oaths, cross-examines witnesses to produce all facts pertinent to the accident at the request hearing; obtains certified copies of all sworn statements and the findings of the jury, compiles complete reports and forwards to State
 Mining Board.
- 3. In cases of significant hazards/and failure to comply with Coal Mining Act, stops the operation of a mine until compliance with the law is secured.
- Maintains accurate records, maps and blueprints of mines; posts results and recommendations of each inspection at entrance; makes written report of each inspection to Mining Board.
- Conducts research projects pertaining to mine safety; compiles statistics, prepares report of findings; makes recommendations to company officials and State Mining Board.
- Represents the director of the Office of Mines and Minerals within the Department of Natural Resources in consultation with mine officials as to the engineering aspects of underground extensions and developments; checks mine maps to ensure up-to-date completeness; reads and interprets blueprints.
- 7. Conducts courses of instruction for mine supervisors on mining and safety practices; develops and establishes rules, procedures and methods to be followed by mine supervisors and miners to ensure safe escape from mine in case of emergency.
- 8. Reviews and evaluates daily activity records maintained by mine examiners, shot fires, engineers, top man and mine managers for accuracy, completeness and for overall conformance to department rules and regulations.

STATE MINE INSPECTOR (Continued)

- 9. In case of emergency, directs all mining, rescue and recovering operations until relieved by properly delegated authority in case of emergency.
- 10. Appears before local groups and mining institutes to present papers on mining operations and mine safety.
- 11. Prepares monthly and annual specific reports of district activities.
- 12. Directs and supervises the activities of county mine inspectors.
- 13. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires that applicant must be at least 30 years of age.

Requires ten years of mining experience in underground mine, of which at least two years shall have been in the State of Illinois.

Requires valid Illinois certificate as a State Mine Inspector.

Requires valid Illinois certificate as a Mine Manager-Requires Illinois Citizenship.

Knowledges, Skills and Abilities

Requires thorough knowledge of the Coal Mining Act, mining operations, occupational hazards involved in necessary safety and precautionary measures to effect safe working conditions.

Requires thorough knowledge of mine ventilation, mine gases and their nature and properties and mine rescue and recovery methods and appliances.

Requires thorough knowledge of the geology of coal, stone, clay, or fluorspar as they pertain to Illinois.

Requires ability to establish and maintain effective public relations with mine employees, mine operators and the general public.

Requires ability to make rapid and accurate decisions in case of emergencies.

Requires ability to develop confidence of miners and co-workers.

Requires ability to prepare routine and special reports.

Requires ability to operate and service all mine inspection and mine rescue equipment and appliances.

Requires ability to perform arduous physical labor.

Requires ability to wear mine rescue equipment in contaminated atmosphere for long periods in emergency situations.

Requires ability to make independent determinations in establishing special rulings governing the operation of a mine and to enforce all such rulings and compliance with the Illinois Coal Mining Act.

Requires possession of a valid Illinois driver's license.

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES CLASS SPECIFICATION

STATE MINE INSPECTOR

POSITION CODE: 42230 Effective: 06/01/2006

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STATE MINE INSPECTOR (Continued)

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Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires that applicant must be at least 30 years of age.

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Requires valid Illinois certificate as a State Mine Inspector.

Requires valid Illinois certificate as a Mine Manager.

Requires Illinois Citizenship.

Knowledges, Skills and Abilities

Requires thorough knowledge of the Coal Mining Act, mining operations, occupational hazards involved in necessary safety and precautionary measures to effect safe working conditions.

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Requires ability to establish and maintain effective public relations with mine employees, mine operators and the general public.

Requires ability to make rapid and accurate decisions in case of emergencies.

Requires ability to develop confidence of miners and co-workers.

Requires ability to prepare routine and special reports.

Requires ability to operate and service all mine inspection and mine rescue equipment and appliances.

Requires ability to perform arduous physical labor.

Requires ability to wear mine rescue equipment in contaminated atmosphere for long periods in emergency situations.

Requires ability to make independent determinations in establishing special rulings governing the operation of a mine and to enforce all such rulings and compliance with the Illinois Coal Mining Act.

Requires possession of a valid Illinois driver's license.

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES CLASS SPECIFICATION

STATE MINE INSPECTOR

POSITION CODE: 42230 Effective: 06/01/2006

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Requires ten years of mining experience in underground mine, of which at least two years shall have been in the State of Illinois.

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Requires ability to establish and maintain effective public relations with mine employees, mine operators and the general public.

Requires ability to make rapid and accurate decisions in case of emergencies.

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Requires ability to make independent determinations in establishing special rulings governing the operation of a mine and to enforce all such rulings and compliance with the Illinois Coal Mining Act.

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ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES CLASS SPECIFICATION

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Requires ability to establish and maintain effective public relations with mine employees, mine operators and the general public.

Requires ability to make rapid and accurate decisions in case of emergencies.

Requires ability to develop confidence of miners and co-workers.

Requires ability to prepare routine and special reports.

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Requires possession of a valid Illinois driver's license.

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES CLASS SPECIFICATION

STATE MINE INSPECTOR

POSITION CODE: 42230 Effective: 06/01/2006

DISTINGUISHING FEATURES OF WORK:

Subject to administrative direction, performs technical inspection and safety control duties by personal examination of mines; enforces strict compliance with the Coal Mining Act; exercises independent judgment in establishing and enforcing necessary changes in mining operations to provide helpful and safe conditions for persons employed in or around mines; performs research to establish better and safer mining methods; serves in an on call capacity, 24 hours a day, 7 days a week to respond to mine emergencies.

ILLUSTRATIVE EXAMPLES OF WORK:

- Inspects entire mine for hazardous conditions to which workers are or might be subjected; takes samples of underground air and dust for laboratory analysis; inspects and enforces safety regulations of all surface installations; enforces all measures as defined in the Coal Mining Act.
- Makes investigations to determine the nature and cause of fatal and non-fatal accidents, issues subpoenas, administers oaths, cross-examines witnesses to produce all facts pertinent to the accident at the request hearing; obtains certified copies of all sworn statements and the findings of the jury, compiles complete reports and forwards to State Mining Board.
- 3. In cases of significant hazards/and failure to comply with Coal Mining Act, stops the operation of a mine until compliance with the law is secured.
- Maintains accurate records, maps and blueprints of mines; posts results and recommendations of each inspection at entrance; makes written report of each inspection to Mining Board.
- Conducts research projects pertaining to mine safety; compiles statistics, prepares report of findings; makes recommendations to company officials and State Mining Board.
- Represents the director of the Office of Mines and Minerals within the Department of Natural Resources in consultation with mine officials as to the engineering aspects of underground extensions and developments; checks mine maps to ensure up-to-date completeness; reads and interprets blueprints.
- Conducts courses of instruction for mine supervisors on mining and safety practices; develops and establishes rules, procedures and methods to be followed by mine supervisors and miners to ensure safe escape from mine in case of emergency.
- 8. Reviews and evaluates daily activity records maintained by mine examiners, shot fires, engineers, top man and mine managers for accuracy, completeness and for overall conformance to department rules and regulations.

STATE MINE INSPECTOR (Continued)

- 9. In case of emergency, directs all mining, rescue and recovering operations until relieved by properly delegated authority in case of emergency.
- 10. Appears before local groups and mining institutes to present papers on mining operations and mine safety.
- 11. Prepares monthly and annual specific reports of district activities.
- 12. Directs and supervises the activities of county mine inspectors.
- 13. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four vears of high school.

Requires that applicant must be at least 30 years of age.

Requires ten years of mining experience in underground mine, of which at least two years shall have been in the State of Illinois.

Requires valid Illinois certificate as a State Mine Inspector.

Requires valid Illinois certificate as a Mine Manager. Requires Illinois Citizenship.

Knowledges, Skills and Abilities

Requires thorough knowledge of the Coal Mining Act, mining operations, occupational hazards involved in necessary safety and precautionary measures to effect safe working conditions.

Requires thorough knowledge of mine ventilation, mine gases and their nature and properties and mine rescue and recovery methods and appliances.

Requires thorough knowledge of the geology of coal, stone, clay, or fluorspar as they pertain to Illinois.

Requires ability to establish and maintain effective public relations with mine employees, mine operators and the general public.

Requires ability to make rapid and accurate decisions in case of emergencies.

Requires ability to develop confidence of miners and co-workers.

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Sent: Thursday, December 06, 2012 6:41 PM

To: Harris, Randy J

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The Director may, subject to IC 4-15-2, employ other mine inspectors. This would be on a need

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JOB DESCRIPTION

(ESM, PAT, COMOT, LTC, POLE, & SAM CATEGORIES) State Form

Agency: Indiana Department of Labor		BU:		
Division: Bureau of Mines	Section/District:			
Job Title:		Job Code:		
Working Title (if different from above): Chief State Inspector				
Reports To: Commissioner of IN Department of Labor	PC	CN: 1		
FLSA Status: Exempt I Non-Exempt (OT Eligible)				

Summary: The Chief Mine Inspector will be essentially involved in onsite mine inspections for all underground coal mines in Indiana, assisting the Deputy Commissioner with mine rescue and maintenance of mining equipment housed at the Bureau of Mines. The chief inspector will train and keep updated on any changes in mining laws and safety regulations that will benefit the miners of this state.

Essential Duties/Responsibilities:

- Conduct and thoroughly document inspections of all underground coal mines in Indiana in accordance and cooperation with federal MSHA and in compliance with Indiana statute:
- Serve as a liaison between the Bureau of Mines and the mining industry.
- Assist in maintaining all mine equipment and be knowledgeable in its operation and maintenance.
- Assist in quarterly certification testing each quarter.
- Comply with division-specific work plan.

Nonessential Duties/Responsibilities:

- Present Bureau of Mines related material to interested parties.
- Be open and suggestion oriented to help better educate those you associate with on the job.

Job Requirements:

- Chief Mine Inspector must have three (3) years underground mining experience and Indiana mine examiner certification.
- Technical knowledge of the Coal Mining Laws of Indiana:
- Possess an MSHA approved underground electrical card.
- Possess practical knowledge and the ability to interpret and apply laws relevant to the Bureau of Mines;
- Possess knowledge of the inherent dangers in the underground coal mining industry, which
 includes different systems of working and ventilating coal mines, the nature, chemistry, detection,
 and control of noxious, poisonous and explosive gases and have the ability to discern the
 violations that are present and to cite and have corrected such violations that are in violation of
 the Coal Mining Laws of Indiana and which may be a danger to any worker.
- Ability to be firm, practical and impartial when dealing with both internal and external clients.
- Excellent verbal and communication skills and computer knowledgeable.
- Valid Indiana driver's license and clean driving record.
- Ability to maintain confidentiality.

Physical Effort and Working Conditions:

 Approximately 90 % of the chief mine inspectors job will be in the field and conditions involved can be unpleasant and dangerous. Person will be in situations commonly found in the mining industry to included moving mobile equipment, chemical exposure, different types of mining terrain to negotiate, (wet, muddy, limited in height, and exposure to unstable roof strata.)

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 Approximately 90 % of the chief mine inspectors job will be in the field and conditions involved can be unpleasant and dangerous. Person will be in situations commonly found in the mining industry to included moving mobile equipment, chemical exposure, different types of mining terrain to negotiate, (wet, muddy, limited in height, and exposure to unstable roof strata.) agency objectives and boundaries are maintained. Incumbent's work is scrutinized by its overall effectiveness to agency pursuance of the strategic mission, "Working to make Indiana businesses clean and safe, and wages fair and competitive." As the Deputy Commissioner, the incumbent is involved daily in all aspects of the Bureau of Mines Division. The incumbent is responsible for the interpretation of federal code, state law, regulations, rules and procedures as well as recommending corrections to administrative, legal and regulatory measures or actions.

Personal Work Relationships:

Incumbent will work and communicate closely with the mining community; mine rescue team, mining board and mining partners. The incumbent will also work with various contacts in other state agencies on behalf of the Commissioner of Labor, for example: Governor's office, United States Department of Labor, State and Federal Officials, legal counsel, mining employees and their representatives or management and the general public, etc. to interpret policies and procedures practiced within the Bureau of Mines Division to ensure cooperation of such policies, procedures and/or governing regulations.

Physical Effort:

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Office work requires moderate walking, reaching and repetitive typing. Lifting is generally limited to small stacks of file folders and/or reams of paper. Occasional lifting of small office equipment may occur. Carrying up to 40 pounds of equipment in both office and field settings is required. Field work requires substantial walking above and under ground, typically over rugged terrain or multiple stair flights.

Working Conditions:

Incumbent will report from the Bureau of Mines office located onsite at Vincennes University, Vincennes, Indiana. Approximately 50% of the work conducted by the incumbent is performed in a traditional office setting. Field work can involve unpleasant and dangerous situations commonly found in the mining industry, such as moving equipment, machinery and chemical exposure. Travel on behalf of the Indiana Department of Labor will include, but not be limited to; public presentations and conferences, training and education, and off-site meetings with Bureau of Mines interested parties. On occasion, research, symposlums and training may require travel in and out of state for up to a week.

Kentucky

FW: Mine Safety Salary Survey

Brown, Deven (EEC) [Deven.Brown@ky.gov]

Sent: Thursday, October 25, 2012 10:24 AM

To: Harris, Randy J

Cc: Lewis, Freddie (EEC) [freddie.lewis@ky.gov]

Attachments: Mine Inspector I.pdf.pdf (27 KB); Mine Inspector II.pdf.pdf (27 KB); Mine Inspector III.pdf.pdf (30 KB); Mine Inspector District Su~1.pdf (27 KB); Mine Safety Analyst I.pdf (29 KB); Mine Safety Analyst II.pdf (30 KB); Mine Safety Instructor.pdf (29 KB)

Per your request, the attached documents provide information regarding the positions and minimum monthly salary ranges of the Commonwealth of Kentucky Office of Mine Safety and Licensing.

If you need anything further, please do not hesitate to ask.

Thank you,

Deven Brown

Office of Mine Safety & Licensing 1025 Capital Center Drive P. O. Box 2244 Frankfort, KY 40601-2244 Phone: (502)573-0140 ext. 239 Fax: (502)696-5256

From: Harris, Randy J [mailto:Randy.J.Harris@wv.gov] Sent: Tuesday, October 23, 2012 01:41 PM To: jsbaffoni@pa.gov <jsbaffoni@pa.gov>; brian.wittwer@labor.alabama.gov

 STEPHENS@adeq.state.ar.us <STEPHENS@adeq.state.ar.us>; David.Berry@state.co.us <<u>David.Berry@state.co.us</u>>; Loretta.Pineda@state.co.us <Loretta.Pineda@state.co.us>; Bill.York-Feirn@state.co.us <Bill.York-Feirn@state.co.us>; Scott.Fowler@illinois.gov <Scott.Fowler@illinois.gov>; LTorres@dol.in.gov <LTorres@dol.in.gov>; dmccorkle@dol.in.gov <dmccorkle@dol.in.gov>; Lewis, Freddie (EEC); elarrimore@mde.state.md.us <elarrimore@mde.state.md.us>; JCarey@mde.state.md.us <<u>JCarey@mde.state.md.us</u>>; <u>TForeback@admin.nmt.edu</u> <TForeback@admin.nmt.edu>; mjpodnie@gw.dec.state.ny.us <mjpodnie@gw.dec.state.ny.us>; tracy.davis@ncdenr.gov <tracy.davis@ncdenr.gov>; jdeutsch@nd.gov <jdeutsch@nd.gov>; craig.corder@dnr.state.oh.us <craig.corder@dnr.state.oh.us>; Lanny.Erdos@dnr.state.oh.us <Lanny.Erdos@dnr.state.oh.us>; MaryAnn.Pritchard@mines.ok.gov < MaryAnn.Pritchard@mines.ok.gov >; JOHNBAZA@utah.gov <<u>JOHNBAZA@utah.gov</u>>; <u>Butch.Lambert@dmme.virginia.gov</u> <<u>Butch.Lambert@dmme.virginia.gov</u>>; Mike.Willis@dmme.virginia.gov < Mike.Willis@dmme.virginia.gov >; tadcoc@wyo.gov < tadcoc@wyo.gov >; ColemaKM@dhec.sc.gov < ColemaKM@dhec.sc.gov>; Phillips, Cecil A < Cecil.A.Phillips@wv.gov>; charles.v.williams@labor.alabama.gov < charles.v.williams@labor.alabama.gov>; Michael.L.Woods@illinois.gov

https://webmail2.wv.gov/owa/?ae=Item&t=IPM.Note&id=RgAAAAAKJdHjrVD9TKHS... 11/29/2012

COMMONWEALTH OF KENTUCKY CLASS SPECIFICATION

JY PRODUCTION INSPECTION						
SELECTION METHOD: 100% QUAL REV. 03-06-03 SALARY: (MIN-MID) \$3702.58- \$4887.04						
GRADE: 25						
SPECIAL ENTRANCE RATE: No						
POSITIONS IN THIS CLASS GENERALLY REPORT TO: MINE INSPECTOR DISTRICT SUPERVISOR						
PRIMARY USER AGENCY: ENVIRONMENTAL AND PUBLIC PROTECTION CABINET						

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs technical mine inspection duties involving underground and surface mining with reference to safe operation; and performs other duties as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: See Special Requirements.

EXPERIENCE: Must have five years experience in underground coal mines.

SUBSTITUTION CLAUSE:

EDUCATION: A bachelor's degree in mining engineering from a recognized institution will substitute for two years of the required experience. **OR** An associate's degree in mining technology from a recognized institution will substitute for one year of the required experience.

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

Must be certified as a mine inspector by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must be certified as an underground mine foreman by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must possess a valid driver's license. For additional information refer to: <u>http://www.omsl.ky.gov</u>

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. IT IS THE RESPONSIBILITY OF THE EMPLOYING AGENCY TO VERIFY THE ATTAINMENT AND/OR MAINTENANCE OF THESE CREDENTIALS, TO REMOVE FROM THIS CLASS ANY EMPLOYEE WHO DOES NOT ATTAIN OR MAINTAIN THESE CREDENTIALS, AND TO ASSURE THAT ANY EMPLOYEE WHO PERFORMS THESE FUNCTIONS, WITHOUT REGARD TO THE CLASS THEY ARE IN, HAVE THE APPROPRIATE CREDENTIALS.

Must maintain certification as a mine inspector by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain certification as an underground mine foreman by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain a valid driver's license for the length of employment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE 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 ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Performs inspections of licensed facilities to determine compliance with state mine safety laws and regulations. Conducts follow-up inspections as necessary to ensure facilities are in compliance with state laws and regulations. Prepares and submits reports on inspection activities. Teaches first aid, mine rescue, and mine foreman classes. Attends safety meetings and consults with mine operators and employees on safety matters. Keeps routine records and makes operational reports. Studies, attends classes and applies new mining methods and new equipment in relation to safety practices. Checks employees for safety-type clothing. Checks the license and tonnage reports used in compiling annual tonnage report. Performs rock dust sampling. Inspects shooting from the solid.

Assists in the investigation of complaints and mining accidents. Assists with mine rescue and recovery work during and after mine fires and gas ignitions. Confronts various working hazards in a cramped and poorly lit environment. Keeps abreast on the current policies, procedures and other aspects of the license requirements. Compares maps to on-ground conditions to determine compliance. Prepares correspondence and submits reports. Testifies at hearing as required.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is primarily performed in the coal mines. The job typically requires persons to enter and travel within surface and underground coal mines to participate in accident investigation and inspection activities. The job requires persons to stand for extended periods of time and to walk or crawl long distances on a low coal environment for extended periods of time and traverse uneven and hazardous terrain in all weather conditions. The job requires persons to travel slopes/inclines of up to 15 degrees for extended periods of time. Persons must also be capable of lifting and carrying up to fifty pounds.

ADDITIONAL REQUIREMENTS:

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Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Applicants interested in this classification will be required to take and pass a Post-Offer physical examination in accordance with agency guidelines. Applicants currently employed by the Office of Mine Safety and Licensing who have already passed this physical examination are exempt.

 DATE CLASS ESTABLISHED: 06/16/1982
 DATE OF LAST REVISION: 12/16/2006

 THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OR OTHER PROVISION OF SERVICES. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.
CLASS TITLE: MINE INSPECTOR II		
TITLE CODE: 3141	GROUP: ENERGY	PRODUCTION INSPECTION
SELECTION METHOD: 100% QUAL	REV. 03-06-03	SALARY: (MIN-MID) \$4477.38- \$5909.98
NO. OF TEST QUESTIONS:		GRADE: 26
SELECTION ID: 7977 EX	KAM NO.	SPECIAL ENTRANCE RATE: No
POSITIONS IN THIS CLASS GENERAL	LY REPORT TO: N	AINE INSPECTOR DISTRICT SUPERVISOR
PRIMARY USER AGENCY: ENVIRON	MENTAL AND PUBL	IC PROTECTION CABINET

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for the training of new mine inspectors; coordinates and supervises special inspection initiatives; performs technical mine inspection duties involving underground and surface mining with reference to safe operation; and performs other duties as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: See Special Requirements.

EXPERIENCE: Must have five years experience in underground coal mines which is from industry and/or government work AND five years experience in a regulatory agency completing mine safety inspections and/or safety analysis and/or mine safety instruction.

SUBSTITUTION CLAUSE:

1.2

EDUCATION: A bachelor's degree in mining engineering from a recognized institution will substitute for two years of the required experience. **OR** An associate's degree in mining technology from a recognized institution will substitute for one year of the required experience.

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

Must be certified as a mine inspector by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must be certified as an underground mine foreman by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must possess a valid driver's license. For additional information refer to: <u>http://www.omsl.ky.gov</u>

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. IT IS THE RESPONSIBILITY OF THE EMPLOYING AGENCY TO VERIFY THE ATTAINMENT AND/OR MAINTENANCE OF THESE CREDENTIALS, TO REMOVE FROM THIS CLASS ANY EMPLOYEE WHO DOES NOT ATTAIN OR MAINTAIN THESE CREDENTIALS, AND TO ASSURE THAT ANY EMPLOYEE WHO PERFORMS THESE FUNCTIONS, WITHOUT REGARD TO THE CLASS THEY ARE IN, HAVE THE APPROPRIATE CREDENTIALS.

Must maintain certification as a mine inspector by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain certification as an underground mine foreman by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain a valid driver's license for the length of employment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE 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 ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Trains new mine inspectors. Coordinates and supervises special inspection initiatives. Performs inspections of licensed facilities to determine compliance with state mine safety laws and regulations. Conducts follow-up inspections as necessary to ensure facilities are in compliance with state laws and regulations. Prepares and submits reports on inspection activities. Teaches first aid, mine rescue and mine foreman classes. Attends safety meetings and consults with mine operators and employees on safety matters. Keeps routine records and makes operational reports. Studies, attends classes and applies new mining methods and new equipment in

relation to safety practices. Checks employees for safety-type clothing. Checks the license and tonnage reports used in compiling annual tonnage report. Performs rock dust sampling. Inspects shooting from the solid. Assists in the investigation of complaints and mining accidents. Assists with mine rescue and recovery work during and after mine fires and gas ignitions. Confronts various working hazards in a cramped and poorly lit environment. Keeps abreast on the current policies, procedures and other aspects of the license requirements. Compares maps to on-ground conditions to determine compliance. Prepares correspondence and submits reports. Testifies at hearing as required.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is primarily performed in the coal mines. The job typically requires persons to enter and travel within surface and underground coal mines to participate in accident investigation and inspection activities. The job requires persons to stand for extended periods of time and to walk or crawl long distances on a low coal environment for extended periods of time and traverse uneven and hazardous terrain in all weather conditions. The job requires persons to travel slopes/inclines of up to 15 degrees for extended periods of time. Persons must also be capable of lifting and carrying up to fifty pounds.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Applicants interested in this classification will be required to take and pass a Post-Offer physical examination in accordance with agency guidelines. Applicants currently employed by the Office of Mine Safety and Licensing who have already passed this physical examination are exempt.

CLASS TITLE: MINE INSPECTOR III		
TITLE CODE: 3149	GROUP: ENERGY	PRODUCTION INSPECTION
SELECTION METHOD: 100% QUAL	REV. 03-06-03	SALARY: (MIN-MID) \$5338.46- \$7046.66
NO. OF TEST QUESTIONS:		GRADE: 27
SELECTION ID: 7023 EX	KAM NO.	SPECIAL ENTRANCE RATE: No
POSITIONS IN THIS CLASS GENERAL	LY REPORT TO: N	1INE INSPECTOR DISTRICT SUPERVISOR OR DIRECTOR
PRIMARY USER AGENCY: ENVIRONM	MENTAL AND PUBL	IC PROTECTION CABINET

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Has state-wide responsibility for administering the certification program for mining inspectors, foremen, instructors and analysts; **OR** has state-wide responsibility for administering the accident investigation and analysis process; **OR** has state-wide responsibility for administering the electrical safety inspection and instruction process; **OR** performs technical mine inspection duties involving underground and surface mining with reference to safe operation and assists in the management, supervision and administration of a district office; and performs other duties as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: See Special Requirements.

EXPERIENCE: Must have eight years experience in underground coal mines which is from industry and/or government work AND five-years experience in a regulatory-agency completing-mine safety inspections-and/or-safety-analysis and/or-mine-safety instruction.

SUBSTITUTION CLAUSE:

EDUCATION: A bachelor's degree in mining engineering from a recognized institution will substitute for two years of the required experience. **OR** An associate's degree in mining technology from a recognized institution will substitute for one year of the required experience.

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

Must be certified as a mine inspector by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must be certified as an underground mine foreman by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must possess a valid driver's license. For additional information refer to: <u>http://www.omsl.ky.gov</u>

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. IT IS THE RESPONSIBILITY OF THE EMPLOYING AGENCY TO VERIFY THE ATTAINMENT AND/OR MAINTENANCE OF THESE CREDENTIALS, TO REMOVE FROM THIS CLASS ANY EMPLOYEE WHO DOES NOT ATTAIN OR MAINTAIN THESE CREDENTIALS, AND TO ASSURE THAT ANY EMPLOYEE WHO PERFORMS THESE FUNCTIONS, WITHOUT REGARD TO THE CLASS THEY ARE IN, HAVE THE APPROPRIATE CREDENTIALS.

Must maintain certification as a mine inspector by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain certification as an underground mine foreman by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain a valid driver's license for length of employment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE 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 ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Administers certification examinations to applicants for mine inspector, underground mine instructor, surface mine instructor, underground mine foreman, surface mine foreman, and surface mine safety analyst. Conducts examinations to demonstrate the

applicants knowledge, skills and abilities in specific areas such as: mining law, first aid, ventilation, apparatus and electricity, fires and explosions, explosives and blasting, gases and general mining. Grades and records each test. Is responsible for the security of all tests. Updates examinations. Attends Mining Board meetings to answer questions concerning the testing and additional information of examinees background and experience. Reviews and evaluates the inspection activities of all mine inspectors statewide. Collect, analyze and evaluate mine accident reports. Makes recommendations to the Commissioner on ways to decrease accident rates. Develops plans which are pro-active in accident prevention. Investigates serious and/or fatal accidents to determine cause and recommends strategies to prevent future recurrence. Evaluates the activities and of each district accident investigation team. Assists in training district accident investigation teams. Inspects surface and underground mines for health and safety violations and writes recommendation and follow-ups to ensure safety violations are corrected. When requested by coal companies, trains first-aid and mine rescue teams. Serves as contest official or judge at national, state and local mine rescue, first-aid, and pre-shift contests. Evaluates federal and state electrical statutes and regulations. Makes recommendations for revisions to statutes and regulations. Makes recommendations to the Commissioner on ways to increase agency effectiveness in promoting electrical safety. Recommends training and equipment needs. Superintends all electrical inspector and instructor activities statewide. Provides training to assure adequate knowledge or electricity. Performs special assignments as directed by the Commissioner. Assists with mine rescue and recovery work during and after mine fires and gas ignitions. Assists supervisor in assignment of coal mines to mine inspectors and mine safety analysts. Coordinates the training of new employees. Answers questions and resolves problems encountered by employees. Acts as district supervisor in his absence. Inspects underground and surface mines as required by law. Teaches first aid. mine rescue and mine foreman classes. Attends safety meetings and consults with mine operators and employees on safety matters. Keeps routine records and submits operational reports. Studies and applies new mining methods and new equipment in relation to safety practices. Checks employees for safety-type clothing. Investigates complaints. Checks the license and tonnage reports used in compiling annual tonnage report. Performs rock dust sampling. Inspects shooting from the solid. Performs special assignments as directed by the Executive Director. Assists with mine rescue and recovery work during and after mine fires and gas ignitions.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is primarily_performed in the coal mines._The job typically requires persons to enter and travel-within surface and undergroundcoal mines to participate in accident investigation and inspection activities. The job requires persons to stand for extended periods of time and to walk or crawl long distances on a low coal environment for extended periods of time and traverse uneven and hazardous terrain in all weather conditions. The job requires persons to travel slopes/inclines of up to 15 degrees for extended periods of time. Persons must also be capable of lifting and carrying up to fifty pounds.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Applicants interested in this classification will be required to take and pass a Post-Offer physical examination in accordance with agency guidelines. Applicants currently employed by the Office of Mine Safety and Licensing who have already passed this physical examination are exempt.

DATE CLASS ESTABLISHED: 04/01/1984	DATE OF LAST REVISION: 08/16/2011
THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OR OTHER PROVIS	IE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, ION OF SERVICES. REASONABLE ACCOMMODATIONS ARE PROVIDED
UPON REQUEST.	

CLASS TITLE: MINE INSPECTOR DIST	RICT SUPERVISOR	
TITLE CODE: 3143	GROUP: ENERGY	PRODUCTION INSPECTION
SELECTION METHOD: 100% QUAL	REV. 03-06-03	SALARY: (MIN-MID) \$6199.54- \$8183.02
NO. OF TEST QUESTIONS:		GRADE: 28
SELECTION ID: 5325 EX.	AM NO.	SPECIAL ENTRANCE RATE: No
POSITIONS IN THIS CLASS GENERAL	LY REPORT TO: E	XECUTIVE DIRECTOR
PRIMARY USER AGENCY: ENVIRONN	MENTAL AND PUBL	IC PROTECTION CABINET

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Supervises employees responsible for mine safety inspection, mine safety analysis, miner training education and certification activities within a geographic district; and performs other duties as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: See Special Requirements.

EXPERIENCE: Must have ten years experience in underground coal mines which is from industry and/or government work AND five years experience in a regulatory agency completing mine safety inspections and/or safety analysis and/or mine safety instruction.

SUBSTITUTION CLAUSE:

EDUCATION: A bachelor's degree in mining engineering from a recognized institution will substitute for two years of the required experience. **OR** An associate's degree in mining technology from a recognized institution will substitute for one year of the required experience.

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

Must be certified as a mine inspector by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must be certified as an underground mine foreman by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must possess a valid driver's license. For additional information refer to: <u>http://www.omsl.ky.gov</u>

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. IT IS THE RESPONSIBILITY OF THE EMPLOYING AGENCY TO VERIFY THE ATTAINMENT AND/OR MAINTENANCE OF THESE CREDENTIALS, TO REMOVE FROM THIS CLASS ANY EMPLOYEE WHO DOES NOT ATTAIN OR MAINTAIN THESE CREDENTIALS, AND TO ASSURE THAT ANY EMPLOYEE WHO PERFORMS THESE FUNCTIONS, WITHOUT REGARD TO THE CLASS THEY ARE IN, HAVE THE APPROPRIATE CREDENTIALS.

Must maintain certification as a mine inspector by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain certification as an underground mine foreman by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain a valid driver's license for length of employment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE 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 ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Plans, assigns, supervises and reviews the work of mine inspectors, mine safety analysts and mine instructors within a geographic area. Inspects underground and surface mines as required by law. Supervises the licensing and collection of fees, tonnage reports, maps and worker's compensation coverage. Reviews mining plans of new mines. Reviews oil and gas permits, new and/or additional openings, break through lengths and transportation of miners by belt. Directs the training of new employees. Supervises the inspection of shooting from the solid. Investigates complaints. Directs the investigation of serious and fatal accidents. Directs

investigations and hearings concerning mining accidents. Directs the mine rescue and recovery work during and after mine fires and gas ignitions.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is split between the office and the coal mines. The job typically requires persons to enter and travel within surface and underground coal mines to participate in accident investigation and inspection activities. The job requires persons to stand for extended periods of time and to walk or crawl long distances on a low coal environment for extended periods of time and traverse uneven and hazardous terrain in all weather conditions. The job requires persons to travel slopes/inclines of up to 15 degrees for extended periods of time. Persons must also be capable of lifting and carrying up to fifty pounds.

ADDITIONAL REQUIREMENTS:

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Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Applicants interested in this classification will be required to take and pass a Post-Offer physical examination in accordance with agency guidelines. Applicants currently employed by the Office of Mine Safety and Licensing who have already passed this physical examination are exempt.

DATE CLASS ESTABLISHED: 06/16/1982 DATE OF LAST REVISION: 08/16/2011 THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OR OTHER PROVISION OF SERVICES. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

CLASS TITLE: MINE SAFETY ANALYS	ST I	
TITLE CODE: 3147	GROUP: ENERGY	PRODUCTION INSPECTION
SELECTION METHOD: 100% QUAL	REV. 03-06-03	SALARY: (MIN-MID) \$3702.58- \$4887.04
NO. OF TEST QUESTIONS:		GRADE: 25
SELECTION ID: 5327 EX	KAM NO.	SPECIAL ENTRANCE RATE: No
POSITIONS IN THIS CLASS GENERAL	LY REPORT TO: N	AINE INSPECTOR DISTRICT SUPERVISOR
PRIMARY USER AGENCY: ENVIRONM	MENTAL AND PUBL	IC PROTECTION CABINET

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Observes and evaluates the work habits of persons involved in underground coal mining or surface coal mining to assist in the reduction of accidents and injuries; and performs other duties as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: See Special Requirements.

EXPERIENCE: Must have five years experience in underground coal mines OR five years experience in surface mines.

SUBSTITUTION CLAUSE:

EDUCATION:-A bachelor's degree in mining engineering from a recognized institution will substitute for two years of the requiredexperience. OR An associate's degree in mining technology from a recognized institution will substitute for one year of the required experience.

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

Must be certified as a mine inspector or a surface mine safety analyst by the Kentucky Department of Natural Resources, Office of Mine Safety and Licensing. Must be certified as an underground mine foreman or a surface mine foreman by the Kentucky Department of Natural Resources, Office of Mine Safety and Licensing. Must possess a valid driver's license. For additional information refer to: <u>http://www.omsl.ky.gov</u>

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. IT IS THE RESPONSIBILITY OF THE EMPLOYING AGENCY TO VERIFY THE ATTAINMENT AND/OR MAINTENANCE OF THESE CREDENTIALS, TO REMOVE FROM THIS CLASS ANY EMPLOYEE WHO DOES NOT ATTAIN OR MAINTAIN THESE CREDENTIALS, AND TO ASSURE THAT ANY EMPLOYEE WHO PERFORMS THESE FUNCTIONS, WITHOUT REGARD TO THE CLASS THEY ARE IN, HAVE THE APPROPRIATE CREDENTIALS.

Must maintain certification as a mine inspector or a surface mine safety analyst by the Kentucky Department of Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain certification as an underground mine foreman or a surface mine foreman by the Kentucky Department of Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain a valid driver's license for the length of employment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE 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 ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Observes and evaluates the work habits of persons involved in the direct production of coal. Provides on-the-job counseling to the individual miner to assist in correcting any unsafe or potentially hazardous actions. Upon each entry in "working place" of the mine, personally checks as well as confers with the mine foreman as to the status of roof control, ventilation rock-dusting and cleanup. Evaluate condition of highwalls, haulage roads, ramps, dumps, equipment, etc. Informs mine management, representatives of the employees and agency management of all hazardous conditions and all matters which may improve the safety of mines. Conducts

tests for explosive gas. Consults with coal industry representatives and state and federal officials concerning mining problems relating to mining laws and regulations. Attends technical meetings related mine safety. Assures proper storage and usage of explosives. Check mine personnel and training records to assure proper training and certification for workers and mine management. Assess the effectiveness of mine safety training programs. Prepares reports on findings of mine safety analysis and mine conditions. Work with agency safety instructors to assure miner training and education programs cover topics pertinent to surface mining. Teaches first aid, mine rescue and mine foreman classes. Investigates mining accidents. Assists in recovery work during and after accidents, fires or gas ignitions.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is split between the office and the coal mines. The job typically requires persons to enter and travel within surface and underground coal mines to participate in accident investigation and inspection activities. The job requires persons to stand for extended periods of time and to walk or crawl long distances on a low coal environment for extended periods of time and traverse uneven and hazardous terrain in all weather conditions. The job requires persons to travel slopes/inclines of up to 15 degrees for extended periods of time. Persons must also be capable of lifting and carrying up to fifty pounds.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Applicants interested in this classification will be required to take and pass a Post-Offer physical examination in accordance with agency guidelines. Applicants currently employed by the Office of Mine Safety and Licensing who have already passed this physical examination are exempt.

 DATE CLASS ESTABLISHED:
 06/16/1982
 DATE OF LAST REVISION:
 12/16/2006

 THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OR OTHER PROVISION OF SERVICES. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

CLASS TITLE: MINE SAFETY ANALYS	ST II	
TITLE CODE: 3148	GROUP: ENERGY	PRODUCTION INSPECTION
SELECTION METHOD: 100% QUAL	REV. 12-06	SALARY: (MIN-MID) \$4477.38- \$5909.98
NO. OF TEST QUESTIONS:		GRADE: 26
SELECTION ID: 8971 EX	KAM NO.	SPECIAL ENTRANCE RATE: No
POSITIONS IN THIS CLASS GENERAL	LY REPORT TO: N	INE INSPECTOR DISTRICT SUPERVISOR
PRIMARY USER AGENCY: ENVIRONM	MENTAL AND PUBL	IC PROTECTION CABINET

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for the training of new mine safety analysts; coordinates and supervises special safety initiatives; observes and evaluates the work habits of persons involved in underground coal mining or surface coal mining to assist in the reduction of accidents and injuries; and performs other duties as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: See Special Requirements.

EXPERIENCE: Must have five years experience in underground coal mines or five years experience in surface mines which is from industry and/or government work AND five years in a regulatory agency completing mine safety inspections and/or safety analysis and/or mine safety instruction.

SUBSTITUTION CLAUSE:

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EDUCATION: A bachelor's degree in mining engineering from a recognized institution will substitute for two years of the required experience. **OR** An associate's degree in mining technology from a recognized institution will substitute for one year of the required experience.

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

Must be certified as a mine inspector or a surface mine safety analyst by the Kentucky Department of Natural Resources, Office of Mine Safety and Licensing. Must be certified as an underground mine foreman or a surface mine foreman by the Kentucky Department of Natural Resources, Office of Mine Safety and Licensing. Must possess a valid driver's license. For additional information refer to: <u>http://www.omsl.ky.gov</u>

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. IT IS THE RESPONSIBILITY OF THE EMPLOYING AGENCY TO VERIFY THE ATTAINMENT AND/OR MAINTENANCE OF THESE CREDENTIALS, TO REMOVE FROM THIS CLASS ANY EMPLOYEE WHO DOES NOT ATTAIN OR MAINTAIN THESE CREDENTIALS, AND TO ASSURE THAT ANY EMPLOYEE WHO PERFORMS THESE FUNCTIONS, WITHOUT REGARD TO THE CLASS THEY ARE IN, HAVE THE APPROPRIATE CREDENTIALS.

Must maintain certification as a mine inspector or a surface mine safety analyst by the Kentucky Department of Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain certification as an underground mine foreman or a surface mine foreman by the Kentucky Department of Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain a valid driver's license for the length of employment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE 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 ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Trains new mine safety analysts. Coordinates and supervises special safety initiatives. Observes and evaluates the work habits of persons involved in the direct production of coal. Provides on-the-job counseling to the individual miner to assist in correcting any

unsafe or potentially hazardous actions. Upon each entry in "working place" of the mine, personally checks as well as confers with the mine foreman as to the status of roof control, ventilation rock-dusting and cleanup. Evaluate condition of highwalls, haulage roads, ramps, dumps, equipment, etc. Informs mine management, representatives of the employees and agency management of all hazardous conditions and all matters which may improve the safety of mines. Conducts tests for explosive gas. Consults with coal industry representatives and state and federal officials concerning mining problems relating to mining laws and regulations. Attends technical meetings related to mine safety. Assures proper storage and usage of explosives. Check mine personnel and training records to assure proper training and certification for workers and mine management. Assess the effectiveness of mine safety training programs. Prepares reports on findings of mine safety analysis and mine conditions. Works with agency safety instructors to assure miner training and education programs cover topics pertinent to surface mining. Teaches first aid, mine rescue and mine foreman classes. Investigates mining accidents. Assists in recovery work during and after accidents, fires or gas ignitions.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is split between the office and the coal mines. The job typically requires persons to enter and travel within surface and underground coal mines to participate in accident investigation and inspection activities. The job requires persons to stand for extended periods of time and to walk or crawl long distances on a low coal environment for extended periods of time and traverse uneven and hazardous terrain in all weather conditions. The job requires persons to travel slopes/inclines of up to 15 degrees for extended periods of time. Persons must also be capable of lifting and carrying up to fifty pounds.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Applicants interested in this classification will be required to take and pass a Post-Offer physical examination in accordance with agency guidelines. Applicants currently employed by the Office of Mine Safety and Licensing who have already passed this physical examination are exempt.

 DATE CLASS ESTABLISHED:
 12/16/2006
 DATE OF LAST REVISION:
 08/16/2011

 THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OR OTHER PROVISION OF SERVICES.
 REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

CLASS TITLE: MINE SAFETY INSTRU	CTOR		
TITLE CODE: 3133	GROUP: ENERGY	PRODUCTION INSPECTION	
SELECTION METHOD: 100% QUAL	REV. 03-06-03	SALARY: (MIN-MID) \$3702.58 - \$4887.04	
NO. OF TEST QUESTIONS:		GRADE: 25	
SELECTION ID: 5320 EX	KAM NO.	SPECIAL ENTRANCE RATE: No	
POSITIONS IN THIS CLASS GENERAL	LY REPORT TO: N	AINE INSPECTOR DISTRICT SUPERVISOR	
PRIMARY USER AGENCY: ENVIRONM	MENTAL AND PUBL	IC PROTECTION CABINET	

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Organizes and teaches mine safety courses including general mining, mine rescue procedures, first aid practices, and any other safety courses developed by the Department for Natural Resources, Office of Mine Safety and Licensing. Assists with inspection and analysis as necessary; assists in the investigation of complaints and mining accidents. Assists with mine rescue and recovery work during and after mine fires and gas ignitions; and performs other duties as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: See Special Requirements.

EXPERIENCE: Must have five years experience in Kentucky underground coal mines.

SUBSTITUTION-CLAUSE:--

EDUCATION: A bachelor's degree in mining engineering from a recognized institution will substitute for two years of the required experience. **OR** An associate's degree in mining technology from a recognized institution will substitute for one year of the required experience.

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

Must be certified as a mine inspector by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must be certified as an underground mine foreman by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must be certified as an underground mine instructor by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must be certified as a mine emergency technician instructor by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must be certified as a mine emergency technician instructor by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing. Must possess a valid driver's license. For additional information refer to: http://www.omsl.ky.gov

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. IT IS THE RESPONSIBILITY OF THE EMPLOYING AGENCY TO VERIFY THE ATTAINMENT AND/OR MAINTENANCE OF THESE CREDENTIALS, TO REMOVE FROM THIS CLASS ANY EMPLOYEE WHO DOES NOT ATTAIN OR MAINTAIN THESE CREDENTIALS, AND TO ASSURE THAT ANY EMPLOYEE WHO PERFORMS THESE FUNCTIONS, WITHOUT REGARD TO THE CLASS THEY ARE IN, HAVE THE APPROPRIATE CREDENTIALS.

Must maintain certification as a mine inspector by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain certification as an underground mine foreman by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain certification as an underground mine instructor by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain certification as a mine emergency technician instructor by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain certification as a mine emergency technician instructor by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain certification as a mine emergency technician instructor by the Kentucky Department for Natural Resources, Office of Mine Safety and Licensing for the length of employment in this classification. Must maintain a valid driver's license for the length of employment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE 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 ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Develops teaching outlines and courses of study. Promotes, organizes and teaches classes in general mine safety for workers and supervisors. Consults with coal industry representatives and state and federal officials concerning mining problems relating to state and federal mining laws and regulations. Conducts special safety investigations when requested by a supervisor. Attends technical meetings related to mine safety. Keeps records relating to class enrollment and provides statistics and reports to agency management. Tests new miners for miner certification. Monitors courses taught by companies, vocational schools, private individuals and part-time instructors. Investigates mining accidents. Assists with mine rescue and recovery work during and after accidents, fires or gas ignitions.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is split between the office and the coal mines. The job typically requires persons to enter and travel within surface and underground coal mines to participate in accident investigation and inspection activities. The job requires persons to stand for extended periods of time and to walk or crawl long distances on a low coal environment for extended periods of time and traverse uneven and hazardous terrain in all weather conditions. The job requires persons to travel slopes/inclines of up to 15 degrees for extended periods of time. Persons must also be capable of lifting and carrying up to fifty pounds.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Applicants interested in this classification will be required to take and pass a Post-Offer physical examination in accordance with agency guidelines. Applicants currently employed by the Office of Mine Safety and Licensing who have already passed this physical examination are exempt.

DATE CLASS ESTABLISHED: 06/16/1982

DATE OF LAST REVISION: 7/01/2007

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OR OTHER PROVISION OF SERVICES. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

Maryland

Re: Mine Safety Salary Survey

Edmon Larrimore [elarrimore@mde.state.md.us]

Sent: Wednesday, October 24, 2012 10:40 AM

To: Harris, Randy J

Randy

Maryland does not have state mine safety inspectors. We provide annual refresher training only and via a local community college.

Ed Larrimore Mining Program Manager 410 537 3557>>> "Harris, Randy J" <Randy.J.Harris@wv.gov> 10/23/2012 1:41 PM >>> All,

The WV Legislature has requested that we conduct a salary survey by the end of the year for our mine safety corps.

We request your assistance and in return will provide the nationwide results for your use.

Attached are the job descriptions for which they are requesting.

Please look these over and respond with the closest position you have in your organization and the salary range.

I appreciate your efforts.

Randall Harris

The information contained in this communication may be confidential, is intended only for the use of the recipient named above, and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please re-send this communication to the sender and delete the original message and any copy of it from your computer system. Thank You

MHSA

U.S Department of Labor - DOL Online Opportunities Recruitment System (DOORS)

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Department: DEPARTMENT OF LABOR Agency: Mine Safety and Health Administration Job Announcement Number: DE-12-MSHA-COAL-7/9/11

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

+ Back to Search Results

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Mine Safety and Health Inspector (Coal)

Salary Range:	38,790.00 - 74,628.00 USD /year
Open Period:	Saturday, January 21, 2012 to Sunday, January 20, 2013
Series & Grade:	GS-1822-07/11
Position Information:	FULL TIMEPERMANENT
Promotion Potential:	12
Duty Locations:	Multiple duty locations - click here for more info
Who May Be	U.S. Citizens; ICTAP eligibles in the local
Considered:	commuting area.

JOB SUMMARY:

Opportunities are Open! Begin a challenging career with the U.S. Department of Labor (DOL), and you will help shape the workforce of tomorrow. DOL offers rewarding opportunities to contribute to a noble mission; to serve and protect American workers, prepare them for new and better jobs, and to ensure the safety and fairness of American workplaces.

MSHA is establishing a standing register of qualified (UNDERGROUND, SURFACE AND ELECTRICAL) applicants to fill vacancles as they become available in MSHA's Coal Districts. Applicants are required to attend a MSHA Coal test session to receive consideration. Applicants who apply to the vacancy announcement and are determined to be qualified will receive more specific information on the job screenings.

KEY REQUIREMENTS:

 Subject to frequent travel.Requires a valid drivers license.Subject to Pre- and Post- employment drug test and medical examinations.Subject to Pre- and Post- employment background check.For males between 18 and 25-Registration with the Selective Service System.Requires a probationary period if the requirement has not been met.

DUTIES

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Additional Duty Location Info:

FEW vacancies - Birmingham, AL; FEW vacancies - Morgantown, WV; FEW vacancies - Farmington, NM; FEW vacancies - Wilkes Barre, PA; FEW vacancies - Cralg, CO; FEW vacancies - Delta, CO; FEW vacancies - Price, UT; FEW vacancies - Gillette, WY; FEW vacancies - Bessemer, AL; FEW vacancies - Saint Clairsville, OH; FEW vacancies - Longview, TX; FEW vacancies - Norton, VA; FEW vacancies - Vansant, VA; FEW vacancies - Bridgeport, WV; FEW vacancies - Logan, WV; FEW vacancies - Mount Carbon, WV; FEW vacancies - Mount Hope,



Go to section of this Job

RINT PREVIEW

🖾 EMAIL A FRIEND



Agency Information: Mine Safety and Health Administration Twin Towers #2 1100 Wilson Blvd. Arlington, VA 22209-3939 US



Questions about this job: Human Resources Phone: 202-693-9855 Emall: MSHAJOBS@DOL.GOV

Job Announcement Number: DE-12-MSHA-COAL-7/9/11 Control Number: VA307473800 U.S. Department of Labor - DOL Online Opportunities Recruitment System (DOORS)

WV; FEW vacancies - Pineville, WV; FEW vacancies - Princeton, WV; FEW vacancies - Frackville, PA

MSHA Inspector job responsibilities include conducting on-site Inspections or Investigations of underground and surface mines in order to: Identify potential hazardous conditions to the safety and health of workers; Ensure proper mining equipment maintenance and use; Check mining practices for conformance with safety and health laws and regulations; Issue citations when violations and hazards are identified; Determine how accidents and disasters are caused and prevented; Help direct rescue and fire fighting operations after fires or explosions; Investigate safety and health complaints from mine personnel; and Discuss inspection/investigation findings and provide technical advice and assistance to mine management and personnel.

QUALIFICATIONS AND EVALUATIONS

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Qualifications Required:

Applicants must have 52 weeks of specialized experience equivalent to at least the next lower grade level in the Federal Service. Applicants must provide specific examples of the work they have performed. Failure to provide adequate information will delay a determination in your qualifications. For additional information on preparing an Inspector resume see http://www.msha.gov/inspectors/inspectorhiringprogram.asp. Candidates with surface only experience will be considered for surface positions at the GS-9 level only. The full promotion potential for Surface Inspectors is the GS-11 level. Candidates applying for Underground and Electrical positions at the GS-9/11 level, calificates approximation of degrading and experience. The full promotion potential for Underground and Electrical Inspectors is the GS-12 level. At the GS-7 level: Specialized experience includes on-site safety/health inspection, analysis, monitoring, or evaluation work in occupational health, in mining or closely related industries, such as building construction, excavation, and heavy industrial plant settings. Examples of creditable experience in related non-mining work include work that provided the applicant with knowledge of ground control at building sites, safe worksite practices, and/or environmental conditions that affect the health of workers at foundries, mills, and other inherently dangerous industrial settings. For example, performance of safety and health inspection work at a steel mill would qualify at this grade level, but agricultural Inspection work would not. At the GS-9 level (Surface and Underground): specialized experience includes hands-on mining experience that has provided the applicant with knowledge of the transportation of materials and workers, ventilation in closed spaces, ground control, roof control (for underground positions), handling and storage of hazardous materials, work site safety practices, work site environmental conditions that affect the health of workers, and/or accident prevention. At the GS-11 level (Underground): specialized experience includes direct on-site inspection; special accident investigation; development of mine safety and health standards; data analysis and evaluation of operational mine safety and health programs; special assessments; and development of industry-wide training or safety and health awareness programs. At the GS-9 and GS-11 level (Electrical): Electrical candidates must have underground experience to qualify. In addition to meeting the above specialized experience requirement, electrical candidates must have experience in designing, installing, and/or maintaining a mine electrical system or electrical mining equipment. Experience as a certified mine electrician is qualifying. Education alone is not qualifying for these positions. Substituting Education for Experience: 2 full academic years of graduate level education or master's or equivalent graduate degree) levels: mining engineering, civil engineering, mechanical engineering, electrical engineering, industrial engineering, environmental engineering, industrial hygiene, occupational health and safety, geology, chemistry, or other fields of study related to mine safety and health is qualifying at the GS-9 level.

College Transcript and Evaluation of Foreign Education - <u>Transcripts</u> (In English) must be submitted if (a) a degree is required for the position, and/or (b) education is used as the basis for qualifying for this position. The Department of Labor does not recognize academic degrees from schools that are not accredited by an accrediting institution recognized by the Department of Education. Any applicant falsely claiming an academic degree from an accredited school will be subject to actions ranging from disqualification from federal employment to removal from federal service. If courses were taken at both the undergraduate and graduate levels, or from several different colleges or universities, you must submit all the necessary transcripts. If your education was completed at a foreign college or university, you must **show comparability** to education received in accredited educational institutions in the United States and comparability to applicable minimum course work requirements for this position. Click Evaluation of Foreign Education for more information.

Applicants must meet all legal and regulatory requirements. Please reference the "Required Documents" section for additional requirements. Qualified candidates will be tested on basic math and writing skills and a structured U.S. Department of Labor - DOL Online Opportunities Recruitment System (DOORS)

interview during a scheduled MSHA test session. In order to pass the interview, applicants at the GS-9 and GS-11 grade levels are required to answer a mine safety and health competency question based on their mining experience. See

http://www.msha.gov/inspectors/inspectorhiringprogram.asp for more information on how you will be evaluated.

How You Will Be Evaluated:

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If you meet the minimum qualification requirements for this position, you will be evaluated against the evaluation factors (competencies) noted below and will be placed into one of the following quality categories based on your responses to the structured interview. Categories Category A - Meets the basic qualification requirements for the vacancy announcement, passes the math and writing tests, receives an overall score of 95 on the structured interview, and possesses at least 5 years of hands-on mining experience or a combination of experience/education. Category B - Meets the basic qualification requirements for the vacancy announcement Meets the basic qualification requirements for the vacancy announcement, passes the math and writing tests, receives a score of 85 on the structured Interview, and possesses at least 5 years of hands-on mining experience or a combination of experience/education. Category C - Meets the specialized experience outlined in the minimum qualifications requirements section of the vacancy announcement, passes the math and writing tests, receives a score of 75 on structured interview but does not have 5 years of hands-on mining experience. Evaluation Factors (Competencies) - All qualified applicants will be evaluated on the following key competencies: Math; Writing; Interpersonal Skills; Planning and Evaluation; Problem Solving; Mine Safety and Health; and, Oral Communication. Definitions and additional information on the specific competencies can be found at http://www.msha.gov/Inspectors/InspectorCompetencyModel.pdf. The information you provide may be verified by a review of your work experience and/or education, by checking references and through other means, such as the interview process. The examining Human Resources Office (HRO) makes the final determination concerning applicant ratings. Your evaluation may also include a review by a Human Resource Specialist or panel and may include other assessments such as a Specialist or panel and may include other assessments such as a structured interview, a math test, and a written test. Applicants with a -minimum of 5-years of hands-on mining experience should ensure their -------resumes reflect all their mining experience. The resume should provide specific examples of mining related experience. Titles are not sufficient enough to verify 5 years of mining experience. INFORMATION FOR ICTAP/CTAP ELIGIBLES ONLY: If you meet the eligibility requirements for specific and the specific and th special priority selection under ICTAP/CTAP you must be well-qualified for

the position to receive consideration for special priority selection. ICTAP/CTAP eligibles who are placed into Category [INSERT WELL-QUALIFIED CATEGORY] or higher will be considered "well-qualified" for priority selection purposes. Click <u>Application of Veterans Preference for</u> <u>Category Rating Jobs</u> for more information. Physical Requirements -Applicants must be physically able to perform arduous duties efficiently and without hazard to themselves or others.

To preview questions please click here.

BENEFITS AND OTHER INFO

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Benefits:

The Department of Labor (DOL) offers a great benefit package to eligible employees. The benefit package includes but is not limited to health benefits, supplemental dental and vision plans, flexible spending accounts, 13 days paid slck leave per year, vacation leave and 10 paid holidays per year. We offer a variety of employee benefit options, a family-friendly work environment, a child care subsidy program, transit subsidy program, career assistance program, health services and fitness programs, access to LifeCare, a resource and referral service and more. Employees on Part-Time work schedules receive all of these benefits, please refer to <u>OPM</u>. For specific DOL benefits information, please refer to <u>DOL BENEFITS</u>.

Other Information:

Interview results are transferable within the discipline (i.e., Coal interview results are transferable to other Coal Districts; Metal/Nonmetal interview results are transferable to other Metal/Nonmetal Districts). However, Coal interview results are not transferable to Metal/Nonmetal; and Metal/Nonmetal interview results are not transferable to Coal. For more Information concerning MSHA Inspector Hiring, please visit our web site at www.msha.gov and click on 'Mine Inspector Hiring Program Page'. Relocation expenses will not be paid. This position is included in the bargaining unit: NCFLL. When choosing the field offices applicants are interested in, they may select up to 4 offices per vacancy announcement. MSHA HR will take the top 4 rated field offices listed if an applicant selects more than 4 field offices. The materials you send with your application will

U.S. Department of Labor - DOL Online Opportunities Recruitment System (DOORS)

not be returned. The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, membership in an employee organization, or other non-merit factor. Refer to these links for more information: <u>GENERAL INFORMATION, ADDITIONAL DOCUMENTATION, SELECTIVE SERVICE REGISTRATION, PROBATIONARY PERIOD, FORMER FEDERAL EMPLOYEES All MSHA</u> employees and their spouses, and minor children are prohibited by regulation from having any interest, direct or indirect, in any mine or mining company which may be directly affected by the work of MSHA through its investigations, technical research, or other activities. These interests are prohibited under the Department of Labor's Supplemental Standards of Ethical Conduct Regulations at 5 CFR 5201.105. For questions related to this vacancy announcement. All MSHA Inspectors are required to file within 30 days of entrance of duty, and annually thereafter, a Confidential Financial Disclosure Report, <u>OGE Form 450</u>.

HOW TO APPLY

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How to Apply:

There are 5 steps to apply online to a Department of Labor (DOL) vacancy. Your application and ALL required supplemental documents must be received by 11:59 pm Eastern Time (ET) on the vacancy closing date to be considered. Paper applications and supplemental documents submitted in any other manner without prior approval from the vacancy contact will not be considered. For more details, reference How.To Apply Detailed Instructions. For help, refer to the Vacancy Contact on the announcement in the "Questions about this job" section. Save your information before the 60 MINUTE TIMEOUT or risk losing your information!

Required Documents:

The following documents must be submitted by 11:59 p.m. (ET) on the vacancy closing date. Submit your documents by following the instructions provided in the "How to Apply" section or go to www.jobs.dol.gov and click on "How To Submit Supplemental Documentation". You are not required to submit a document if it does not apply to you. - Veterans Documents (if applicable): In order to be considered as a 5-point preference eligible, you must submit a copy of your Certificate of Release or Discharge From Active Duty, DD214. Your DD-214 must show the type of discharge and dates of active duty. If you are claiming 10-point preference eligible, you must submit a copy of your DD214; an Application for 10-point Veteran's Preference, SF15; and the proof of entitlement of this preference which is normally an official statement, dated 1991 or later, from the Department of Vetrans Affairs certifying to the present existence of the service-connected disability and indicating the percentage of your disability. Without this documentation, you will not receive veteran's preference. Additional information on veterans' preference is available in the Vet's Guide at: http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx - Displaced Employee Placement Documents - Only required if requesting priority consideration under ICTAP/CTAP Eligibility. - Applicants with disabilities (SCHEDULE A) applying under the area of consideration must submit proof of certification by counselors, State vocational rehabilitation agencies or the Veterans Administration. - <u>Cover Letters are not mandatory</u> and will not be used to verify experience, but may be submitted Applicants selected for employment who are not current DOL employees will be required to provide proof of citizenship, and the E-Verify system will be used to confirm the employment eligibility of all new hires.

Agency Contact Info:

Human Resources	Agency Information:
Phone: 202-693-9855	Mine Safety and Health
Email:	Administration
MSHAJOBS@DOL.GOV	Twin Towers #2
	1100 Wilson Blvd.
	Arlington, VA 22209-
	3939
	US

What to Expect Next:

Once your complete application is received, we will conduct an evaluation of your qualifications. Qualified applicants will be notified of upcoming job screenings as they are finalized. After a testing session, the most highly qualified candidates will be referred to the hiring manager for further consideration. You will be notified of the outcome. A selection may be made at any time while this standing register is open. To check the status of your application: <u>Click here</u>. To sign up for Application Status Updates via email: <u>Click here</u>.

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Job Search

regulations; Issue citations when violations and hazards are identified; Determine how accidents and disasters are caused and prevented; Help direct rescue and fire fighting operations after fires or explosions; Investigate safety and health complaints from mine personnel; and Discuss inspection/investigation findings and provide technical advice and assistance to mine management and personnel.

QUALIFICATIONS AND EVALUATIONS

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Qualifications Required:

Applicants must have 52 weeks of specialized experience equivalent to at least the next lower grade level in the Federal Service.

Applicants must provide specific examples of the work they have performed. Failure to provide adequate information will delay a determination in your qualifications. For additional information on preparing an Inspector resume see http://www.msha.gov/inspectors/inspectorhiringprogram.asp.

Candidates with surface only experience will be considered for surface positions at the GS-9 level only. The full promotion potential for Surface Inspectors is the GS-11 level. Candidates applying for Underground and Electrical positions at the GS-9/11 levels must have underground experience. The full promotion potential for Underground and Electrical Inspectors is the GS-12 level.

At the GS-9 level (Surface and Underground): specialized experience includes hands-on mining experience that has provided the applicant with knowledge of the transportation of materials and workers, ventilation in closed spaces, ground control, roof control (for underground positions), handling and storage of hazardous materials, work site safety practices, work site environmental conditions that affect the health of workers, and/or accident prevention.

At the GS-11 level (Underground): specialized experience includes direct on-site inspection; special accident investigation; development of mine safety and health standards; data analysis and evaluation of operational mine safety and health programs; special assessments; and development of industry-wide training or safety and health awareness programs.

At the GS-9 and GS-11 level (Electrical): Electrical candidates must have underground experience to qualify. In addition to meeting the above specialized experience requirement, electrical candidates must have experience in designing, installing, and/or maintaining a mine electrical system or electrical mining equipment. Experience as a certified mine electrician is qualifying. Education alone is not qualifying for these positions.

Substituting Education for Experience: 2 full academic years of graduate level education or master's or equivalentgraduate degree) levels: mining engineering, civil engineering, mechanical engineering, electrical engineering, industrial engineering, environmental engineering, industrial hygiene, occupational health and safety, geology, chemistry, or other fields of study related to mine safety and health is qualifying at the GS-9 level.

College Transcript and Evaluation of Foreign Education - <u>Transcripts (in English) must be submitted if (a)</u> a degree is required for the position, and/or (b) education is used as the basis for qualifying for this position. The Department of Labor does not recognize academic degrees from schools that are not accredited by an accrediting institution recognized by the Department of Education. Any applicant falsely claiming an academic degree from an accredited school will be subject to actions ranging from disqualification from federal employment to removal from federal service. If courses were taken at both the undergraduate and graduate levels, or from several different colleges or universities, you must show comparability to education received in accredited educational institutions in the United States and comparability to applicable minimum course work requirements for this position. Click Evaluation of Foreign Education for more information.

Applicants must meet all legal and regulatory requirements. Please reference the "Required Documents" section for additional requirements.

Qualified candidates will be tested on basic math and writing skills and a structured interview during a scheduled MSHA test session. In order to pass the interview, applicants at the GS-9 and GS-11 grade levels are required to answer a mine safety and health competency question based on their mining experience. See

http://www.msha.gov/inspectors/inspectorhiringprogram.asp for more information on how you will be evaluated. How You WIII Be Evaluated:

If you meet the minimum qualification requirements for this position, you will be evaluated against the evaluation factors (competencies) noted below and will be placed into one of the following quality categories based on your responses to the structured interview.

Categories

<u>Category A</u> - Meets the basic qualification requirements for the vacancy announcement, passes the math and writing tests, receives an overall score of 95 on the structured interview, and possesses at least 5 years of hands-on mining experience or a combination of experience/education.

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The information you provide may be verified by a review of your work experience and/or education, by checking references and through other means, such as the interview process. The examining Human Resources Office (HRO) makes the final determination concerning applicant ratings. Your evaluation may also include a review by a Human Resource Specialist or panel and may include other assessments such as a structured interview, a math test, and a written test.

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INFORMATION FOR ICTAP/CTAP ELIGIBLES ONLY: If you meet the eligibility requirements for special priority selection under ICTAP/CTAP you must be well-qualified for the position to receive consideration for special priority selection. ICTAP/CTAP eligibles who are placed into Category [INSERT WELL-QUALIFIED CATEGORY] or higher will be considered "well-qualified" for priority selection purposes.

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Physical Requirements - Applicants must be physically able to perform arduous duties efficiently and without hazard to themselves or others.

To preview questions please click here.

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BENEFITS AND OTHER INFO Benefits:

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Interview results are transferable within the discipline (i.e., Coal interview results are transferable to other Coal Districts; Metal/Nonmetal interview results are transferable to other Metal/Nonmetal Districts).- However, Coal interview results are not transferable to Metal/Nonmetal; and Metal/Nonmetal interview results are not transferable to Coal.

For more information concerning MSHA Inspector Hiring, please visit our web site at www.msha.gov and click on 'Mine Inspector Hiring Program Page'.

Relocation expenses will not be paid.

This position is included in the bargaining unit: NCFLL.

When choosing the field offices applicants are interested in, they may select up to 4 offices per vacancy announcement. MSHA HR will take the top 4 rated field offices listed if an applicant selects more than 4 field offices.

The materials you send with your application will not be returned.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, membership in an employee organization, or other non-merit factor. Refer to these links for more information: GENERAL INFORMATION, ADDITIONAL DOCUMENTATION, SELECTIVE SERVICE REGISTRATION, PROBATIONARY PERIOD, FORMER FEDERAL EMPLOYEES

All MSHA employees and their spouses, and minor children are prohibited by regulation from having any interest, direct or indirect, in any mine or mining company which may be directly affected by the work of MSHA through its investigations, technical research, or other activities. These interests are prohibited under the Department of Labor's Supplemental Standards of Ethical Conduct Regulations at 5 CFR 5201.105. For questions related to this prohibition, please contact the agency's point of contact listed in this vacancy announcement. All MSHA Inspectors are required to file within 30 days of entrance of duty, and annually thereafter, a Confidential Financial Disclosure Report, OGE Form 450.

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HOW TO APPLY

How to Apply:

To apply to this job, click the **Apply On USAJOBS** button on the right. Before you do, here is a quick checklist to make applying a snap.

Have your USAJOBS username and password ready. If you don't have an account already, click here to sign-up. If you have built a resume, download it to a Word document in the VA for Vets Resume Builder so you can import it into your USAJOBS account. Click here to return to the Resume Builder and export your resume.

Please note that as USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. (Learn More.)



Mine Safety and Mine Safety	d Health Administration Inspector/Specialist
IN	TRODUCTION
The attached competency model was developed for Mine Safety Ins established at the following three career levels:	pector/Specialists in the Mine Safety and Health Administration. The model was
 Entry GS-5, 7, and 9 Intermediate GS-9 and 11 Senior GS-11 and 12 	
 This Introduction provides information on: Why the competency model was developed The components of the model Using the model 	
I. Why the Model Was Developed	
In the past, organizations focused on knowledge and skills to define typically not the factors that differentiate superior performers from <i>z</i> the "whole person" and provide the important distinctions for job pe pool. The federal government has begun to adopt the use of compet governments – to define the requirements of the "whole person" and	the requirements for their employees even though knowledge and skills are average performers. Over the years, research has shown that competencies define erformance among all employees while also tapping into a more qualified talent tencies – a practice used by the private sector as well as state and local d, thus, make more meaningful distinctions among job candidates and employees.
The Department of Labor determined that competencies should be d human capital management. Although competencies should serve a supported the fact that identification of competencies is a management use agency subject matter experts (managers, team leaders and/or se	leveloped for its mission-critical occupations as part of its effort to strengthen its s the basis for most (if not all) human resources functions, the Department ent function, not a human resources function. Thus, a process was established to mior specialists) who were selected for their ability to identify requirements for

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the occupation, both current and for the future. The subject matter of fice of Personnel Management (OPM) as a foundation for identif some models, the subject matter experts also used data from other s documents - to assist them in the design of their competency profil Each competency model is intended to serve as the basis for design development, and other human resources functions.	 A superty used research results, in the form of a competency database, from the U. Solution and validating appropriate competencies with supporting documentation. In Surces – i.e., survey questionnaire, focus groups, interviews and written es. And support the support of the superior of the support of the superior of the su
II. Components of the Model	
A <i>competency</i> is a measurable pattern of knowledge, skills, abilities roles or occupational functions successfully.	behaviors and other characteristics that an individual needs to perform work
This model has two types of competencies: general competencies a	nd technical competencies.
A <i>general competency</i> is a competency that may be applied across of frequently used general competencies. The general competencies are with occupation- and agency-specific information and validated by	occupations and organizations. "Oral communication" is one of the more e based on OPM's governmentwide, empirical research and were augmented others knowledgeable of the specific occupation.
A <i>technical competency</i> varies across occupations and frequently version specialized or technical requirements of a particular occupation or p by the work group of subject matter experts and validated by others	tries across organizations. Technical competencies are defined in terms of the osition. The technical competencies, including all components, were developed knowledgeable of the specific occupation.
In a printed version of the model, the general competencies are pres technical competencies (also in alphabetical order). To clearly disti marked as a general competency or a technical competency.	inted first (in alphabetical order rather than order of importance), followed by the aguish between the two types of competencies in the model, each competency is
 Each competency has the following components: Definition Benchmarks Indicators 	
The <i>definition</i> is a statement or series of statements describing the c from entry through senior and/or expert level.	ompetency in very broad terms. The definition applies across all career levels

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In some models, there are no selection indicators for a competency's specific career level. This reflects the determination by the subject matter experts for a specific occupation or position that behavior and/or performance at that level may only be demonstrated during development in the position and inclusion as a selection indicator would exclude qualified candidates.
There are patterns of similarities and differences in the indicators across career levels and between the selection and developmental indicators. Some – but not all – developmental indicators are used as selection indicators for the next level. In a few instances, the work groups of subject matter experts determined that a selection indicator was important enough to be used at more than one career level or the potential for development in a developmental indicator was sufficient for it to be included at multiple levels.
A <i>developmental indicator</i> is an example of work to be performed while an individual is at that career level. Since development is a continuous process across career levels, an individual is not expected to perform this work when entering the respective level but is expected to be able to demonstrate the behavior specified in the indicator before leaving the career level and advancing to the next career level. Like the selection indicators, the developmental indicators are cumulative and progressively more difficult across career levels.
A <i>selection indicator</i> is an example of work required for selection into the career level. In other words, an individual is expected to be able to demonstrate the specified indicator before entering the career level. As with the benchmarks, the selection indicators are cumulative and progressively more difficult across career levels. Except for those unique situations where extensive agency experience or technical training is required for successful performance at the journey/senior level within a reasonable time period, the selection indicators were developed so that they could be used for assessing both internal and external candidates without screening out external candidates on the basis of requirements that could be met only by working in the occupation in that agency.
An <i>indicator</i> is an example of how the competency is demonstrated on the job. All of the indicators were developed by the each agency's work group of subject matter experts and validated by others knowledgeable of the particular occupation or position. This model has two types of indicators: selection indicators and developmental indicators.
The benchmarks for the general competencies were developed by OPM, with a few modifications made by the work group of subject matter experts. The benchmarks for the technical competencies were developed by each work group of subject matter experts for its specific occupation or position.
A <i>benchmark</i> is a standard by which work is measured. Each competency has a separate benchmark for each career level, and the benchmarks vary across career levels on factors such as maturity of judgment, complexity, and autonomy. The benchmarks are progressively more difficult to reach across career levels and the benchmarks are cumulative. Someone at the highest career level (such as the senior level) is expected to meet the benchmark for the benchmarks for the lower career levels. For some competencies, the differences among a particular competency's benchmarks may be subtle.
The definitions for the general competencies are derived from OPM's work, with a few modifications made by the work group of subject matter experts. The definitions for the technical competencies were developed by each work group of subject matter experts for its specific occupation or position.

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III. Using the Model

management practices. A few examples of the uses of competency-based human resources tools and associated benefits are listed below: using competency based human resources tools, organizations improve productivity and the return-on-investment (ROI) of their human capital As mentioned previously, competencies may be used for assessment and selection, career development, and other human resources functions. By

- Selection: Organizations develop and use benchmarked behavioral interview questions to help supervisors focus on the critical factors that
- a training and development "road map" and improving the ROI of scarce development resources by focusing the use of those resources on Training and Development: Organizations identify training and development activities for enhancing specific competencies, thus providing improving the competencies required for successful and superior performance. differentiate superior performers from average performers, thus improving the match between the person selected and the job
- enabling the organization to measure and close competency gaps at multiple levels from the individual to the total organization. Workforce Planning: Organizations assess employees' competencies and compare those assessments to the competency levels needed, thus

indicators are addressed in the appropriate training and development deliverables. individuals and organizations. Agencies should review existing training strategies, plans and curricula to ensure that the specific developmental Effective implementation of this model requires a direct linkage between the developmental indicators and training plans prepared for both



Mine Safety and Health Administration	Mine Safety Inspector/Specialist	
COMPETENCY: Influencing/Negotiating		
DEFINITION Persuades others to accept recommendations, cooper	ate, or change their behavior; works with others towa	Irds an agreement: negotiates to find mutually
acceptable solutions.		
General		
ENTRY	INTERMEDIATE	SENIOR
BENCHMARKS		
Initiates exchanges of resources or information with others	Negotiates important issues with others who are	Negotiates critical issues with others who are
who are willing to negotiate. Persuades other employees or customers to accept recommendations.	resistant to negotiation. Persuades immediate supervisor, other employees, or customers to	resistant to negotiation or do not stand to gain by negotiating. Persuades management, other
	cooperate or accept recommendations.	employees, internal or external stakeholders, or customers to cooperate, accept recommendations,
		or change their behaviors.
SELECTION INDICATORS		
DEVELOPMENTAL INDICATORS		
Promotes or assists in promoting mine operators' compliance with the Mine Safety and Health Act by appropriately citing	Promotes or assists in promoting mine operators' compliance with the Mine Safety and Health Act by	Promotes mine operators' compliance with the Mine Safety and Health Act by appropriately citing
violations and explaining basis for citation and how unsafe condition(s) can be corrected.	appropriately citing violations and explaining basis for citation and how unsafe condition(s) can be	violations and explaining basis for citation and how unsafe condition(s) can be corrected.

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for citation and how unsafe condition(s) can be corrected.

and using information and reasons that are important to them. Promotes mine operators' voluntary compliance with the Mine Safety and Health Act by identifying

Promotes miners' use of safe procedures by identifying and using information and reasons that are important to them.

unsafe condition(s) can be corrected.

Promotes mine operators' voluntary compliance with the Mine Safety and Health Act by identifying and using information and reasons that are important to them.

Promotes miners' use of safe procedures by identifying and using information and reasons that are important to them.



Avoids situations involving disagreements between mine Avoids situations involving disagreements between operators, miners, and/or labor organizations.	DEVELOPMENTAL INDICATORS Cites or participates in citing violations appropriately without Cites all violations appropriately without any type of favoritism.	Avoids situations involving disagrations involving disagrations involving disagrations.	Cites all violations appropriately w of favoritism.	SELECTION INDICATORS Is trustworthy, honest, and ethical in speech and actions. Is trustworthy, honest, and ethical in speech and actions. actions.	Is trustworthy, ethical and honest. In all work activities, Is trustworthy, ethical and honest. In all work Is trustworthy, ethical and honest demonstrates a high level of personal integrity that reflects activities, demonstrates a high level of personal integrity that reflects well on the organization. Follows the organization's ethical guidelines even as a role model in following the organizations. In difficult situations.	ENTRY INTERMEDIATE SENTOR BENCHMARKS	COMPETENCY: Integrity/Honesty DEFINITION Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating on an organization, self, and others; is trustworthy. General General	Mine Safety and Health Administration Mine Safety Inspector/Specialist
		nvolving disagreements between iners, and/or labor	appropriately without any type	nest, and ethical in speech and	hical and honest. In all work trates a high level of personal cts well on the organization. Acts following the organization's even in difficult or complex	SENIOR	pact of violating these standards	

convertices Clearly and consistently models tact, respect, trust, and trust, and professionalism with all people, without regard to race, color, age, disability, political age, disability, polition and regular exchanges and situations. Clearly and consistently review at trust, and profession niations, marital status, or sexual orientation. Exercises caution an differences of opinio disagreements, citing promotes open, cand exchanges and shari exchanges and shari suscriations. Consistently and effer promotes open, cand exchanges and shari as appropriate. propicy and providing information on administrative review ocedures as appropriate. Is approachable and operators, miners, is approachable and operators. agages in open, constructive and regular exchanges and situations. Acts in a professional situations.	VCY: Interpersonal Skills N Shows understanding, professionalism, courtesy, tact, empathy, concern, a may include effectively dealing with individuals who are difficult, hostile, or is sensitive to cultural diversity, race, gender, disabilities, and other individuals who are difficult, hostile, or is sensitive to cultural diversity, race, gender, disabilities, and other individuals who are difficult, hostile, or other and other individuals who are difficult, hostile, or is sensitive sensitive with management, other other employees, or customers during brief interactions. Remains urteous when discussing information or eliciting involving hesitant to give it. Effectively handles situations involving hesitant to give it. E involving a moderate discomfort involving demonstrating a moderate involving demonstrating a moderate involving information or elicities.	v and Health Administration
ntly models tact, respect, nalism with all people, without r, religion, sex, national origin, ical affiliation, marital status, n. nd tact in the resolution of on when confronted with og law/policy and providing inistrative review procedures ectively engages in and did, constructive, and regular ing of information. destablishes rapport with mine abor organizations, and mining al manner even in stressful	and politeness to others; develor distressed; relates well to peo, dual differences. ERMEDIATE r customers, on short-term ins courteous when discussing ing moderately sensitive or lation from people who are Effectively handles situations ie degree of tension or people who are oderate degree of hostility or	Tannantar/Capacialist
Clearly and consistently models tact, respect, trust, and professionalism with all people, without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Exercises caution and tact in the resolution of differences of opinion when confronted with disagreements, citing law/policy and providing information on administrative review procedures as appropriate. Consistently and effectively engages in and promotes open, candid, constructive, and regular exchanges and sharing of information. Presents controversial findings tactfully to senior officials. Is approachable and establishes rapport with mine operators, miners, labor organizations, and mining associations. Acts in a professional manner even in stressful situations.	ps and maintains effective relationships with others; ole from varied backgrounds and different situations; SENIOR Establishes and maintains ongoing working relationships with management, other employees, internal or external stakeholders, or customers. Remains courteous when discussing information or eliciting highly sensitive or controversial information from people who are reluctant to give it. Effectively handles situations involving a high degree of tension or discomfort involving people who are demonstrating a high degree of hostility or distress.	

Developmental Inducations Presentations to Presents complex/technical information in an internal and external audiences. Adapts presentation to audience's receptiveness and level of expertise based upon knowledge of audience and on verbal and nonverbal cues. Internal and external audiences. Testifies in court cases as a witness under oath and is subject to examination conducted by attorneys representing both the government and is subject to examination conducted by Adapts presentation to audience's receptiveness and level of expertise based upon knowledge of audience and on verbal and nonverbal cues.	SELECTION INDICATORS Actively listens and ensures that others' ideas and perspectives are heard. Actively listens and ensures that others' ideas and perspectives are heard. Presents information in an understandable manner. Makes presentations to internal and/or external and/or external and external audiences.	BENCHMARKS Communicates basic ideas or information clearly. Thoughts are fairly well organized. Listens to others and responds appropriately. Communicates or explains moderately complex ideas or information clearly. Thoughts are well organized. Listens to others and responds organized. Listens to others, and recognizes potential miscommunications. Communicates, explains, or defends complex id or information clearly and adapts to the audienc level of knowledge. Thoughts are extremely wel organized. Actively listens to others and clarifies communications.	Mine Safety and Health Administration Mine Safety Inspector/Specialist COMPETENCY: Oral Communication DEFINITION Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately. General INTERMEDIATE
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Mine Safety and Health Administration	Mine Safety Inspector/Specialist	
COMPETENCY: Planning and Evaluating DEFINITION Organizes work, sets priorities, and determines resource red other organizations or parts of the organization to accompli	uirements; determines short- or long-term go: h goals; monitors progress and evaluates outc	als and strategies to achieve them; coordinates with comes.
ENTRY	INTERMEDIATE	SENIOR
BENCHMARKS	-	
organizes work according to established project strategles. Estab Assesses own work products and monitors progress against devel assigned goals. Coordinates work with other employees on short the project team. proje with or work work work work work	ishes project, requirements and priorities and pops strategies, including coordinating work ements and project resources, to achieve • or long-term goals. Monitors and evaluates tt activities and outcomes. Coordinates work imployees involved in other projects in the unit.	Establishes organization/work unit needs and priorities and develops strategies to achieve multiple short-and long-term goals, including directing and monitoring work, and determining and allocating resources. Monitors and evaluates organization/work unit performance. Coordinates work activities with other organizations or parts of the organization.
SELECTION INDICATORS		
DEVELOPMENTAL INDICATORS Based	upon review of last inspection(s) or status	Based upon review of last inspection(s) or status of
Base of cu inspe effect thoro assist	Lupon review of last inspection(s) or status rent inspection, plans inspections/parts of trion for the upcoming week to make ive and efficient use of time, conduct a ugh inspection, and provide compliance ance to mine operators.	Based upon review of last inspection(s) or status of current inspection, plans inspections/parts of inspection for the upcoming week to make effective and efficient use of time, conduct a thorough inspection, and provide compliance assistance to mine operators.



Mine Safety and Health Administration COMPETENCY: Problem Solving DEFINITION Identifies problems; determines accuracy and relevant	Mine Safety Inspector/Specialist	and evaluate alternatives, and to make
ENTRY	INTERMEDIATE	SENIOR
BENCHMARKS Uses logic to identify alternatives to solve routine problems. Reacts to and solves problems by gathering and applying information from standard materials or sources that provide a limited number of alternatives.	Uses logic to identify alternatives to solve moderately difficult problems. Identifies and solves problems by gathering and applying information from a variety of materials or sources that provide several alternatives.	Uses logic to identify alternatives to solve complex or sensitive problems. Anticipates problems, and identifies and evaluates potential sources of information and generates alternatives to solve problems where precedents do not exist.
SELECTION INDICATORS		
DEVELOPMENTAL INDICATORS Interprets guidelines for application to specific cases and problems.	Helps mine operators correct hazardous situations by conducting root cause analysis to distinguish between symptoms and causes.	Helps mine operators correct hazardous situations by conducting root cause analysis to distinguish between symptoms and causes.
	Interprets guidelines for application to specific cases and problems.	Interprets guidelines for application to specific cases and problems.
	Works with mine operators to correct situations endangering health and safety of the miners, using additional MSHA resources (e.g., tech services) as appropriate.	Works with mine operators to correct situations endangering health and safety of the miners, using additional MSHA resources (e.g., tech services) as appropriate.



COMPETENCY: Self Management DEFINITION Sets well-defined and realistic personal goals; display works with minimal supervision; is motivated to achie General	s a high li eve; demc	evel of initiative, effort, and commitment tow Instrates responsible behavior.	vards completing assignments in a timely manner;
ENTRY		INTERMEDIATE	SENIOR
BENCHMARKS			
Adheres to goals and deadlines set by supervisor. Will take on new or additional responsibilities when asked. Applies limited effort, persistence, and autonomy toward achievement of goals.	Sets goa deadline additiona moderat toward a	Is and priorities for own work to ensure s are met. Willingly accepts new or al responsibilities and challenges. Applies e effort, persistence, and autonomy Ichievement of goals.	Sets goals and priorities for own work and coordinates activities and time lines with others to ensure project goals and deadlines are met. Takes initiative and seeks new or additional responsibilities and challenges. Continually applies great levels of effort, persistence, and autonomy toward achievement of goals.
SELECTION INDICATORS			
Allocates time appropriately to complete assigned work by given deadline.	Allocates inspectic deadline	time appropriately to complete ons of assigned mines within given s.	Allocates time appropriately to complete inspections of assigned mines within given deadlines.
			Models good time utilization without compromising quality.
			Sets realistic personal goals, making adjustments as needed to achieve agency or organizational goals.
DEVELOPMENTAL INDICATORS		1	
	Pursues activities societies	professional development by such as joining professional organizations or obtaining certification.	Pursues professional development by such activities as joining professional societies/organizations or obtaining certification.
	Models g quality.	lood time utilization without compromising	
	Sets real as neede	istic personal goals, making adjustments ed to achieve agency goals.	



Mine Safety and Health Administration	Mine Safety Inspector/Specialist	
COMPETENCY: Teaching Others DEFINITION Helps others learn through formal or informal methods; and a sa mentor. General General	identifies training needs; provides constructive fee	dback; coaches others on how to perform tasks; acts
ENTRY	INTERMEDIATE	SENTOR
BENCHMARKS	•	
tasks in an informal setting. Teaches using routine methods more a standard style.	acties of coaclies others on involerately complex aterial and provides feedback on performance. Jjusts teaching style to audience's needs when iked.	reaches others complex or technical material in a formal setting, and evaluates progress of students and conducts course evaluation. Anticipates or recognizes audience's or individual's needs and adiusts teaching style appropriately.
SELECTION INDICATORS		
		Teaches safety during walk-around talks in mines, using appropriate techniques to evaluate miners' use of safe work practices and to teach safe work practices.
		Presents short safety talks, targeted at the audience and using information that will catch their attention and make an impression.
DEVELOPMENTAL INDICATORS		
Te Pr	aches safety during walk-around talks in mines.	Adjusting style to fit audience's level of expertise, coaches mine operators on ways to present effective safety training.
t al	idience and using information that will catch	· · · ·
÷	eir attention and make an impression.	Adjusting style to fit audience's level of expertise, coaches mine operators on ways to improve safety.



Mine Safety and Health Administration COMPETENCY: Writing	Mine Safety Inspector/Specialist												
DEFINITION Recognizes or uses correct English grammar, punctual organized manner; produces written information, whic General ENTRY	ion, and spelling; communicates information (for ex h may include technical material, that is appropriate INTERMEDIATE	ample, facts, ideas, or messages) in a succinct and for the intended audience. SENIOR											
BENCHMARKS													
Composes documents or correspondence involving simple or routine information. Proofreads own work.	Composes documents or correspondence involving non-technical information. Proofreads or edits brief, non-technical writing of others.	Composes documents or correspondence involving complex or technical information, and adapts writing to the audience's level of knowledge. Proofreads or edits complex or technical writing of others.											
SELECTION INDICATORS													
Prepares original written material using proper grammar, punctuation and spelling.	Prepares written materials that are accurate, clear, logical, well organized, and understandable and contain proper grammar, punctuation, and spelling.	Prepares technical/complex written materials that are accurate, clear, logical, well organized, and understandable and contain proper grammar, punctuation, and spelling.											
		Prepares written reports of inspections and investigations of complaints, including notices of violations and orders of withdrawal.											
DEVELOPMENTAL INDICATORS													
Prepares or assists with preparing written reports of inspections and investigations of complaints, including notices of violations and orders of withdrawal.	Prepares written reports of inspections and investigations of complaints, including notices of violations and orders of withdrawal.	Prepares written reports of accident/fatality investigations.											
Classifies violations and completes case file.	Selects, calibrates, and uses technical equipment. Uses current computer hardware and softwa applications to retrieve information to plan a document inspection. Selects, calibrates, and uses a wide variety technical equipment.	DEVELOPMENTAL INDICATORS Reviews file for previous inspection and participates in planning, conducting and documenting inspections. Conducts inspection.				Uses common hardware and software applications.	SELECTION INDICATORS	Assists with conducting inspections of a routine nature dealing with mine safety and health violations and control methods. Has limited knowledge of the principles, practices and techniques for conducting inspections. And techniques for conducting inspections. And techniques for conducting inspections.	BENCHMARKS	ENTRY	DEFINITION Principles, practices, and techniques for conducting and documenting mine safety and health inspe defensible manner. Technical	Mine Safety and Health Administration	
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e file,	software plan and riety of	d plans and	Classifies violations and completes case file, documenting case file to assure its accuracy, completeness, and legal sufficiency.	Selects, calibrates, and uses a wide variety of technical equipment.	Uses current computer hardware and software applications to retrieve information to plan and document inspection.	Reviews file for previous inspection and plans, conducts and documents inspection.		omplex Conducts inspections of a highly complex nature ealth dealing with mine safety and health violations and aneral control methods. Has detailed knowledge of the and principles, practices and techniques for conducting and of inspections and of health sampling techniques.		SENIOR	inspections and documenting findings and conclusions in a legally	St	



Mine Safety and Health Administration	Mine Safety Inspector/Specialist	
COMPETENCY: Legal, Government and Jurisprum DEFINITION Knowledge of laws, legal codes, court procedures, pre government organization and functions, and the demo	dence cedents, legal practices and documents, government cratic political process.	t regulations, executive orders, agency rules,
ENTRY	INTERMEDIATE	SENIOR
BENCHMARKS Has limited knowledge of the laws, regulations, procedures, etc. that mine safety and health programs.	Has general knowledge of the laws, regulations, procedures, etc. that govern mine safety and	Has detailed knowledge of the laws, regulations, procedures, etc. that govern mine safety and
SELECTION INDICATORS		
DEVELOPMENTAL INDICATORS Not applicable.	Identifies and cites appropriate standard or other regulatory reference to assure legal sufficiency in the citation.	Identifies and cites appropriate standard or other regulatory reference to assure legal sufficiency in the citation.

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·	Participates in identifying appropriate techniques/methods for Identifies eliminating hazards and other violations of mandatory eliminating standards.	Identifies and cites or participates in identifying and citing Identifies serious hazards and other violations of mandatory standards. violations		refection indicators Identifies mandatory	Has limited knowledge of the precedent techniques and Has generaccepted procedures in identifying unsafe mine conditions, technique potential hazards, imminent danger, and other situations imminent impacting miner safety and health. miner safety and health.	ENCHMABKE	Mine Safety and Health VEFINITION Mine safety and health principles and practices, techniques and practices, techniques, and practices, technis, and practice	Nine Safety and Health Administration
	appropriate techniques/methods for g hazards and other violations of y standards.	and cites serious hazards and other of mandatory standards.		serious hazards and other violations of y standards.	ral knowledge of the precedent s and accepted procedures in identifying ine conditions, potential hazards, danger, and other situations impacting ety and health.	INTERMEDIATE	procedures, regulations, and standards as id recommending methods to correct unsa	ine Safety Inspector/Specialist
		Identifies and cites serious hazards and other violations of mandatory standards.	Identifies appropriate techniques/methods for eliminating a wide range of hazards and other violations of mandatory standards.	Identifies a wide range of serious hazards and other violations of mandatory standards.	Has detailed knowledge of the precedent techniques and accepted procedures in identifying unsafe mine conditions, potential hazards, imminent danger, and other situations impacting miner safety and health. Is able to offer reasonable solutions to situations that do not fit into the standard situations.	SENIOR	: they apply to conducting inspections/investigations, fe conditions.	

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North Dakota

RE: Mine Safety Salary Survey

Deutsch, James R. [jdeutsch@nd.gov]

Sent: Tuesday, October 23, 2012 2:12 PM

To: Harris, Randy J

Randall,

North Dakota does not have a state mine safety program so we do not have anything to report. MSHA handles mine safety here.

Jim Deutsch

From: Harris, Randy J [mailto:Randy.J.Harris@wv.gov] Sent: Tuesday, October 23, 2012 12:41 PM To: jsbaffoni@pa.gov; brian.wittwer@labor.alabama.gov; ed.fogels@alaska.gov; STEPHENS@adeq.state.ar.us; David.Berry@state.co.us; Loretta.Pineda@state.co.us; Bill.York-Feirn@state.co.us; Scott.Fowler@illinois.gov; LTorres@dol.in.gov; dmccorkle@dol.in.gov; freddie.lewis@ky.gov; elarrimore@mde.state.md.us; JCarey@mde.state.md.us; TForeback@admin.nmt.edu; mjpodnie@gw.dec.state.ny.us; tracy.davis@ncdenr.gov; Deutsch, James R.; craig.corder@dnr.state.oh.us; Lanny.Erdos@dnr.state.oh.us; MaryAnn.Pritchard@mines.ok.gov; JOHNBAZA@utah.gov; Butch.Lambert@dmme.virginia.gov; Mike:Willis@dmme.virginia.gov; tadcoc@wyo.gov; ColemaKM@dhec.sc.gov; Phillips, Cecil A; charles.y.williams@labor.alabama.gov; Michael.L.Woods@illinois.gov Cc: Harris, Randy J Subject: Mine Safety Salary Survey

All,

The WV Legislature has requested that we conduct a salary survey by the end of the year for our mine safety corps.

We request your assistance and in return will provide the nationwide results for your use.

Attached are the job descriptions for which they are requesting.

Please look these over and respond with the closest position you have in your organization and the salary range.

I appreciate your efforts.

Randall Harris

This transmission, email and any files transmitted with it, may be: (1) subject to the Attorney-Client Privilege, (2) an attorney work product, or (3) strictly confidential under federal or state law. If you are not the intended recipient of this message, you may not use, disclose, print, copy or disseminate this information. If you have received this transmission in error, notify the sender (only) and delete the message. This message may also be subject to disclosure under the North Dakota Open Records Laws.

Ohio

RE: Mine Safety Salary Survey

Erdos, Lanny [Lanny.Erdos@dnr.state.oh.us]

Sent: Tuesday, October 23, 2012 2:32 PM

Harris, Randy J; jsbaffoni@pa.gov; brian.wittwer@labor.alabama.gov; ed.fogels@alaska.gov; STEPHENS@adeq.state.ar.us; To: David.Berry@state.co.us; Loretta.Pineda@state.co.us; Bill.York-Feirn@state.co.us; Scott.Fowler@illinois.gov; LTorres@dol.in.gov; dmccorkle@dol.in.gov; freddie.lewis@ky.gov; elarrimore@mde.state.md.us; JCarey@mde.state.md.us; TForeback@admin.nmt.edu; mjpodnie@gw.dec.state.ny.us; tracy.davis@ncdenr.gov; jdeutsch@nd.gov; Corder, Craig [Craig.Corder@dnr.state.oh.us]; MaryAnn.Pritchard@mines.ok.gov; JOHNBAZA@utah.gov; Butch.Lambert@dmme.virginia.gov; Mike.Willis@dmme.virginia.gov; tadcoc@wyo.gov; ColemaKM@dhec.sc.gov; Phillips, Cecil A; charles.y.williams@labor.alabama.gov; Michael.L.Woods@illinois.gov

Randy:

Ohio will get completed survey out to you within the next couple of days. Would you like our Position Description for each position as well for comparison? Let me know....

Lanny E. Erdos Chief ODNR, Division of Mineral Resources Management 330-284-3021 (cell)

Follow_Ohiodnr__ http://www.facebook.com/ohiodnr http://www.twitter.com/ohiodnr http://www.youtube.com/user/TheOhioDNR

From: Harris, Randy J [mailto:Randy.J.Harris@wv.gov] Sent: Tuesday, October 23, 2012 1:41 PM

To: jsbaffoni@pa.gov; brian.wittwer@labor.alabama.gov; ed.fogels@alaska.gov; STEPHENS@adeq.state.ar.us; David.Berry@state.co.us; Loretta.Pineda@state.co.us; Bill.York-Feirn@state.co.us; Scott.Fowler@illinois.gov; LTorres@dol.in.gov; dmccorkle@dol.in.gov; freddie.lewis@ky.gov; elarrimore@mde.state.md.us; JCarey@mde.state.md.us; TForeback@admin.nmt.edu; mjpodnie@gw.dec.state.ny.us; tracy.davis@ncdenr.gov; jdeutsch@nd.gov; Corder, Craig; Erdos, Lanny; MaryAnn.Pritchard@mines.ok.gov; JOHNBAZA@utah.gov; Butch.Lambert@dmme.virginia.gov; Mike.Willis@dmme.virginia.gov; tadcoc@wyo.gov; ColemaKM@dhec.sc.gov; Phillips, Cecil A; charles.y.williams@labor.alabama.gov; Michael.L.Woods@illinois.gov Cc: Harris, Randy J

Subject: Mine Safety Salary Survey

All,

The WV Legislature has requested that we conduct a salary survey by the end of the year for our mine safety corps.

We request your assistance and in return will provide the nationwide results for your use.

Attached are the job descriptions for which they are requesting.

Please look these over and respond with the closest position you have in your organization and the salary range.

I appreciate your efforts.

Randall Harris

Class Title: Mine Safety Inspector 1

Bargaining Unit: AFSCME

Class Code: 24711

\$19.88 - \$26.28 Hourly \$1,590.40 - \$2,102.40 Biweekly \$3,445.87 - \$4,555.20 Monthly Salary: \$41,350.40 - \$54,662.40 Annually

Print Job Information

Email me when jobs like this become available

Description Benefits

MAJOR AGENCIES:

Natural Resources

SERIES PURPOSE:

The purpose of the mine safety inspector occupation is to conduct mine inspections, investigate accidents & enforce compliance with state mining laws.

At the lower levels, incumbents maintain mine safety equipment (e.g., selfcontained breathing apparatus) used in cases of mine explosion / fire, inspect surface or underground mines & investigate accidents in order to determine adequacy of safety precautions & enforce industry compliance with mine safety regulations or inspect mine rescue equipment, train mine rescue crews & oversee mine rescue operations in case of disasters.

At the higher level, incumbents directly supervise mine safety inspection & rescue operations personnel & ensure effectiveness of state's mine safety inspection & enforcement program.

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of state mining & reclamation laws, inspection procedures & mine safety practices in order to perform surface mine inspections, investigate accidents & enforce compliance with state's mining laws.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Inspects all surface mines & related operations in assigned work area for compliance with Ohio mining laws (e.g., examines mining equipment; observes pits, hi-walls & haulage ways; observes safety procedures for storage, conveyance & handling of explosives & detonators; insures that all equipment & workers are supplied with adequate lighting; checks for presence of certified supervisory personnel, proper mining permits, appropriate safety measures, communications, presence of first-aid equipment & procedures to obtain emergency medical attention; inspects lands & collects water samples).

Operates state owned motor vehicle in order to investigate mining accidents including fatalities to determine adequacy of safety precautions or negligence of employees &/or employer; investigates complaints of mine workers about working conditions; administers mine safety examinations.

Prepares reports of results of all surface mine inspections; prepares orders to require compliance with any pertinent mining provisions of Ohio Revised Code; prepares reports of accident investigations.

Conducts safety training classes; observes plugging operations of oil & gas wells for compliance with state law.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio mining laws; mine inspection procedures & investigation practices & techniques; mine safety principles & practices. Skill in operation of motor vehicle. Ability to recognize unusual or threatening conditions & to take appropriate emergency action; deal with problems involving several variables in familiar context; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things according to established method; demonstrate physical fitness.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Letter of Certification from Division of Mineral Resources Management per Section 1561.11, 1561.12 & 1561.13 of Revised Code for surface mine foreperson & deputy mine inspector of surface mines; 6 yrs. exp. in mining to include 2 yrs. trg. or 2 yrs. exp. in surface mines in Ohio; 12 mos. trg. or 12 mos. exp. in mine inspection procedures & accident investigation techniques; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to dangerous machinery, explosives, noise, coal dust, dirt, hazardous surroundings & inclement weather; requires travel; exposed to noxious &/or explosive gases; on call 24 hours per day/7 days per week.

Class Title: Mineral Resources Inspector 2

Bargaining Unit: AFSCME

Class Code: 22932

\$19.88 - \$26.28 Hourly \$1,590.40 - \$2,102.40 Biweekly \$3,445.87 - \$4,555.20 Monthly Salary: \$41,350.40 - \$54,662.40 Annually



Print Job Information

Email me when jobs like this become available

Description Benefits

Major Agencies: Natural Resources only

SERIES PURPOSE:

The purpose of the mineral resources inspector occupation is to ensure the health and safety of the public and to perform inspections for environmental protection of soils, water and certain non-renewable mineral resources and to enforce Ohio Revised Codes 1509, 1513, and 1514.

At the first level, incumbents receive training in various oil and gas and solution mining industry or coal surface mines or mineral surface mining activities for compliance.

At the second level, incumbents independently inspect and document activities for one of the following disciplines: coal surface mines, mineral surface mining sites, or various oil and gas and solution mining industry activities for compliance.

At the third level, incumbents independently inspect and document activities on coal surface mines, mineral surface mining sites or various oil and gas and solution mining industry activities, and serve as senior inspector by providing technical assistance regarding field enforcement activities.

At the first administrative level, incumbents serve as assistant regional manager or manage office in assigned geographical region as assigned and provide technical assistance regarding field enforcement activities of assigned mineral resources regulatory program (e.g., industrial minerals; coal regulatory; oil and gas wells) and supervise lower-level mineral resources inspectors.

At the second administrative level, incumbents serve as regional manager and plan and administer field enforcement activities of multiple mineral resources regulatory programs (e.g., coal regulatory; industrial minerals; oil and gas wells), establish program goals and workforce objectives, establish priorities and monitor program efficiency and supervise lower-level mineral resources staff (e.g., mineral resources inspectors; mineral resources administrator).

CLASS CONCEPT:

The full performance level works under general supervision & requires considerable knowledge of natural sciences or related field of study (e.g., geology; chemistry; hydrology; biology; agronomy) in order to independently inspect & document activities for one of the following disciplines: coal surface mines &/or mineral surface mining sites &/or various oil & gas & solution mining industry activities for compliance with applicable laws, rules & regulations & write inspection reports.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently inspects in assigned geographical region inspects & documents activities for one of the following disciplines: coal surface mines &/or mineral surface mining sites &/or various oil & gas & solution mining industry activities for compliance with applicable Ohio Revised Codes (e.g., Chapter 1509; 1513; 1514) & rules adopted thereunder, & approved mining & reclamation plans,

If assigned coal surface mines or mineral surface mining site activities, collects water, spoil & soil samples & prepares samples for testing, evaluates mine sites for required reclamation & measures & calculates acreage for land disturbed for performance bond adequacy, investigates complaints from citizens or government representatives regarding blasting damage, well water diminution or contamination, drainage onto or flooding of adjoining properties, & stream pollution, reviews and recommends approval of reports & maps of mine sites for accuracy, verifies acreage determinations, creates inspection reports & drafts enforcement orders including required remedial actions to abate violations, monitors sites for compliance with issued orders, prepares information for civil penalty assessments, inspects reclaimed areas, evaluates success in achieving reclamation standards including grading, soils replacement, re-vegetation, & stabilization requirements & makes recommendations to division chief for release of required performance securities, meets with mine operators & representatives to discuss & defend actions taken, remedial work required or orders issued.

OR

If assigned to various oil & gas & solution mining industry activities, ensures compliance with ORC Chapter 1509, permit conditions & orders by chief, & performs duties specific to various oil & gas & solution mining industry activities (i.e., witnesses, documents & inspects installation of surface casings in well bores for protection of underground potable water sources, determines adequacy of well casing cementing methods & inspects drilling rig blowout prevention tests, monitors all phases of drilling, producing, plugging, abandonment & saltwater transport & disposal operations, inspects wells & well sites including storage tank batteries, pipelines, injection wells & enhanced recovery & solution mining wells, witnesses construction & testing of injection wells, enhanced recovery wells, annual disposal wells & solution mining wells, evaluates contamination & pollution of soil

or water resources & inspection & approval of restoration of disturbed land areas, verifies maps for spacing & acreage requirements of proposed well sites & writes inspection reports).

&

Investigates complaints involving damage to adjoining property or damage, pollution or contamination of ground or surface water due to surface mining or oil and gas; investigates more complex complaints regarding drilling, production or plugging of oil & gas wells, all phases ofUIC operations or solution mining wells; interviews parties & witnesses, conducts surveillance of suspects, gathers records & documentation from various sources; writes investigation reports of findings & recommendations; consults with legal personnel on investigation & case presentation issues; answers more complex inquiries from public or government officials regarding all aspects of surface mining & reclamation requirements, well activities, site restoration, or pollution/contamination from such activities; attends meetings, workshops & training & makes presentations as needed; conducts review of permit applications, renewals & mid term permit review (e.g., reviews proposed mines sites; reviews proposed drainage control plans for compliance; identifies site specific or local geologic/hydrologic factors); conducts orphan and idle well case preparation.

Collects evidence of violations to surface mining or oil & gas laws & rules & makes recommendation for corrective actions to protect adjoining properties, environment & public health & safety; issues notices of violation & recommends issuance of orders by chief & prepares evidence & report necessary for administrative, civil or criminal prosecution as appropriate; makes recommendations for administrative actions including suspension or revocation of oil and gas operations or mining permits or forfeiture of performance bonds; assists in training lower-level mineral resources inspectors (e.g., accompanies on inspections, answers questions that arise; assists on investigation procedures, public complaints & court preparation); reviews annual &/or final reports & maps for permitted areas & prepares summary document.

Conducts field reviews of oil and gas operations or surface mining permit applications, permit renewal applications, proposed revisions to mining & reclamation plans; prepares required revision letters; conducts on-site meetings with mine operators to explain required application revisions & conducts on-site meetings with consultants regarding application revision requirements; makes policy & work recommendations (e.g., recommends course of enforcement action; provides input on proposed policy revisions; recommends specific permit conditions; recommendations for permit issuance & bond releases); consults with supervisor regarding controversial complaint reviews, legal referrals (i.e., chief's orders), very technical evaluations (e.g., well construction; hydrology) & legal interpretations; resolves new or unexpected problems (e.g., variable field circumstances throughout state; irate citizens /industry; blasting damage evaluations); testifies at administrative hearings or proceedings; investigates & responds to written complaints; makes recommendations to update &/or revise state & federal policies.

Prepares filing for criminal complaints on behalf of division chief; appears as

witness to provide testimony as expert witness as to observations, reports & evidence collection at administrative & judicial proceedings; performs research of courthouse records; attends meetings with staff, public officials & citizen groups; operates video display terminal/personal computer to enter, edit, verify & print data & or to produce reports; operates testing equipment (e.g., gas detector; pressure gauges; GPS; water testing equipment).

MAJOR WORKER CHARACTERISTICS:

Knowledge of natural sciences (e.g., geology, chemistry, hydrology, biology agronomy) state & federal laws, rules & regulations & agency polices & procedures applicable to mineral resources programs*; safety practices. Skill in operation of personal computer; testing equipment (e.g., gas detector; pressure gauges; GPS; water testing equipment); 4 wheel drive motor vehicle*, mapping and hand held surveying equipment. Ability to define problems, collect, establish facts & draw complex conclusions; calculate fractions, decimals & percentages; use proper research methods in gathering data; gather, collate & classify information about data, people or things; compose technical reports, inspection reports & professional correspondence; communicate verbally & in writing; resolve complaints from angry citizens & government officials; demonstrate physical fitness.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in natural science (e.g., geology; chemistry; hydrology; biology; agronomy); 12 mos. exp. in natural resources with specialization in assigned area (e.g., coal or mineral surface mining & or oil & gas & solution mining); 1 course or 3 mos. exp. in public relations or communications; 1 course or 3 mos. exp. in operation of personal computer; must be able to provide own transportation; valid driver's license.

-Or 12 mos. exp. as Mineral Resources Inspector 1, 22931 in assigned area; must be able to provide own transportation; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: Any new hire accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment per Section123:1-76-09 of Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; conducts field inspections in inclement weather, on rough terrain & in heavy vegetation while carrying testing equipment weighing up to 20 lbs.; exposed to loud noises, dirt, mud at mine/well sites; may be exposed to toxic substances, blasting & potentially dangerous conditions at mine/well sites; spends high percentage of time alone in vehicle in remote areas; on call 24 hrs, 7 days per week; works around heavy equipment.

Class Title: Mine Rescue Operations Coordinator

Bargaining Unit: AFSCME

Class Code: 24710

\$19.88 - \$26.28 Hourly \$1,590.40 - \$2,102.40 Biweekly \$3,445.87 - \$4,555.20 Monthly Salary: \$41,350.40 - \$54,662.40 Annually

Print Job Information

Email me when jobs like this become available

Description Benefits

MAJOR AGENCIES:

Natural Resources

SERIES PURPOSE:

The purpose of the mine safety inspector occupation is to conduct mine inspections, investigate accidents & enforce compliance with state mining laws.

At the lower levels, incumbents maintain mine safety equipment (e.g., selfcontained breathing apparatus) used in cases of mine explosion / fire, inspect surface or underground mines & investigate accidents in order to determine adequacy of safety precautions & enforce industry compliance with mine safety regulations or inspect mine rescue equipment, train mine rescue crews & oversee mine rescue operations in case of disasters.

At the higher level, incumbents directly supervise mine safety inspection & rescue operations personnel & ensure effectiveness of state's mine safety inspection & enforcement program.

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of state mining & reclamation laws & safety practices inspection procedures & mine safety practices, principles of disaster training & operation of emergency mine rescue equipment in order to operate, inspect, repair, test & maintain rescue equipment (e.g., self-contained breathing apparatus) to ensure that all assigned equipment is maintained according to manufacturer's specifications, maintain mine rescue stations in constant state of preparedness, train mine rescue teams in procedures pertaining to mine explosions & fires, mine rescue, surface organization, mine gases, gas detectors, mine exploration, mine recovery, first aid, fire fighting procedures & recovery of victims.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates, inspects, repairs, tests & maintains rescue equipment (e.g., self-

contained breathing apparatus) to ensure that all assigned equipment is maintained according to manufacturer's specifications, train mine rescue teams in procedures pertaining to mine explosion & fire, mine rescue, surface organization, mine gases, gas detectors, mine exploration, mine recovery, first aid, fire fighting procedures & recovery of victims, fills self contained breathing apparatus cylinders with medical grade oxygen using air driven or electrical pumps cylinders, instructs mine supervisors in safety procedures & trains mining industry employees regarding state & federally mandated laws, operates state owned motor vehicle in order to conduct weekly inspections of mine rescue stations to ensure that all equipment is in constant state of readiness (e.g., rescue trucks, air quality monitoring equipment, communications equipment, pneumatic air pumps).

Oversees emergency mine rescue operations until relieved; seals &/or re-opens affected mines; assists in administering mine safety examinations for industry personnel; prepares & submits necessary reports; collects & analyzes mine air samples; assists mine safety inspectors when necessary.

Assists in developing budget & implements maintenance program for mine rescue equipment (e.g., self contained breathing apparatus); ensures compliance with United States Department of Labor federal oversight inspections of mine rescue stations, equipment & training of rescue teams on statewide basis; maintains inventory of mine rescue equipment

MAJOR-WORKER-CHARACTERISTICS:-

Knowledge of budgeting*; inventory control*; mine rescue safety practices; employee training & development*; public relations*; mine rescue procedures; principles of disaster training; mine inspection techniques; mine rescue supervisory principles/techniques*; United States Department of Labor, Mine Safety & Health Administration requirements & training procedure guidelines*; Ohio Safety & Health Administration (OSHA) regulations. Skill in operation of emergency equipment; personal computer *; word processing software (e.g., Microsoft Office; Word Perfect; PC Office Suites);*; self-contained breathing apparatus equipment*. Ability to deal with problems involving several variables in familiar context; maintain accurate records & prepare meaningful reports; cooperate with others involved in mine safety control operations; demonstrate physical fitness in order to clean, paint, mop & maintain mine rescue station & equipment (e.g., rescue van); fill & lift oxygen bottles / cylinders &/or breathing apparatus*;

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Letter of Certification from Division of Mineral Resource Management per Section 1561.11, 1561.12 & 1561.13 of Revised Code, for foreperson of gaseous mines, deputy mine inspector of underground mines & assistant superintendent of mine rescue operations; 6 yrs. exp. in underground mining to include 2 yrs. exp. in underground workings of mines in Ohio, related safety practices, disaster training & mine rescue procedures; 12 mos. trg. or 12 mos. exp. in mine inspection procedures, accident investigation & underground structure inspection techniques; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; work involves exposure to dangerous machinery, noise, explosives, coal dust, dirt, hazardous conditions & inclement weather; may be exposed to noxious &/or explosive gases; on call 24 hours per day, 7 days per week.

Class Title: Mine Safety Manager

Bargaining Unit: Exempt

Class Code: 24718

\$27.93 - \$36.59 Hourly \$2,234.40 - \$2,927.20 Biweekly \$4,841.20 - \$6,342.27 Monthly Salary: \$58,094.40 - \$76,107.20 Annually

Print Job Information

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Description Benefits

MAJOR AGENCIES:

395

Natural Resources

SERIES PURPOSE:

The purpose of the mine safety inspector occupation is to conduct mine inspections, investigate accidents & enforce compliance with state mining laws.

At the lower levels, incumbents maintain mine safety equipment (e.g., selfcontained breathing apparatus) used in cases of mine explosion / fire, inspect surface or underground mines & investigate accidents in order to determine adequacy of safety precautions & enforce industry compliance with mine safety regulations or inspect mine rescue equipment, train mine rescue crews & oversee mine rescue operations in case of disasters.

At the higher level, incumbents directly supervise mine safety inspection & rescue operations personnel & ensure effectiveness of state's mine safety inspection & enforcement program.

CLASS CONCEPT:

The management level class works under general direction & requires extensive knowledge of mining engineering, geology & state laws regulating mines & mining in order to manage mine safety inspection program, mine emergency response program, accident prevention program & supervise assigned lower-level mining-related staff.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages mine safety inspection program, mine emergency response program, accident prevention program & supervises assigned lower-level mining-related staff, formulates & implements policies & procedures for Division of Mineral Resources Management, Mine Safety Inspection Program & Mine Emergency Response, Accident Prevention Program to include inspection guidelines for statewide mine inspection, ensures mine emergency response network readiness, coordinates & participates in resolution of disputes associated with inspection activities, ensures staff, rescue teams & mining company staff receive mine emergency response training, supervise operations of mine emergency & rescue operations, conducts &/or assists in conducting safety inspections of surface & underground mines & prepares annual budget for statewide operations of programs, coordinates purchase of equipment & supplies for rescue stations & staff & participates in drafting mine safety laws, rules & guidelines.

Prepares & submits monthly & annual reports concerning number of inspections, accidents, violations & enforcement actions to include operational status of mine rescue stations & associated equipment; reviews inspection reports & provide guidance to mining staff.

Acts as Division Liaison with local, state &/or federal mine safety organizations; coordinates activities with Federal Mine Safety & Health Administration; leads accident investigation team; prepares, conducts & attends meetings & seminars concerning mine safety; conducts & participates in meetings to provide information on program goals, policies & procedures & serves as inter-agency & intergovernmental work groups &/or task forces.

MAJOR WORKER CHARACTERISTICS:

Knowledge of general management *; supervisory principles/techniques; employee training-&-development; state-laws-regulating-mines-&-mining-in-Ohio;-mine-safety--practices & procedures (e.g., mine ventilation, detection, prevention & removal of accumulated noxious, poisonous & explosive gases; dangers & uses of electricity); chemistry, physics, mineralogy & geology pertaining to mines & mining in Ohio; mining engineering. Skill in mining. Ability to deal with many variables & determine specific course of action; review & edit & prepare technical & administrative reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must possess foreman, gaseous mines certificate issued by Division of Mineral Resources Management; 5 years' practical exp. in mines & mining, 24 mos. of which shall have been in mines of Ohio (i.e., satisfactory proof of graduation from accredited school of mine engineering shall be accepted in lieu of 24 mos. of practical exp., but shall not be substituted for 24 mos. actual exp. required in mining in Ohio); 24 mos trg or 24 mos exp in supervisory principals & techniques; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; works outside exposed to all weather conditions; on call 24 hrs. per day, 7 days per week; exposed to dangerous conditions, coal dust & dirt during inspections; may be exposed to hazardous & poisonous gases.

lass Title: Natural Resources Administrator 2

Bargaining Unit: Exempt

Class Code: 22912

\$25.40 - \$33.16 Hourly \$2,032.00 - \$2,652.80 Biweekly \$4,402.67 - \$5,747.73 Monthly Salary: \$52,832.00 - \$68,972.80 Annually

Print Job Information

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Description Benefits

<u>Major Agencies:</u> Natural Resources only

SERIES PURPOSE:

The purpose of the Natural Resources Administrator occupation is to provide_coordination,_supervision_&/or_management_for_natural resources_ operations & activities of a division/office.

At the lowest level, incumbents direct & coordinate activities of assigned natural resources unit.

At the second level, incumbents act as special assistant to program operations.

At the third & fourth levels, incumbents act as primary assistant to division/office chief or serves as Assistant Division/Office Chief.

At the fifth level, incumbents act as Assistant Division Chief of Parks & Recreation or Wildlife.

Note: This class series is restricted to the technical programs with direct impact on land, water, wildlife, fish, parks & recreation, recycling, oil & gas & excludes budgetary/fiscal management programs and activities, legislative matters, personnel/labor relations operations or any administrative & business support services such as aviation transportation, carpentry, warehousing, purchasing, computer operations, accounting & bookkeeping & real estate activities.

CLASS CONCEPT:

The second managerial level class works under general direction & requires thorough knowledge of assigned natural resources area in order to act as special assistant for one or more designated components of overall division's/office's program operations, or formulate & implement statewide &/or district-wide natural resources program policies, field operations or programs (e.g., forestry, wildlife conservation programs, fish & wildlife management programs, mineral resources management, natural areas & preserves, recycling & litter prevention programs, real estate & land management, soil & water conservation programs; in division of water programs to include floodplain management & water supply planning).

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, supervises personnel engaged in & coordinates or acts as special assistant for one or more designated components of overall division's/office's program operations with impact restricted to assigned district or other designated geographical area, population or sector of state, or statewide for particular program component assigned & in addition, performs one of following options:

In Division of Water, coordinates statewide water planning program policies & oversees & directs division education program, or coordinates flood plain management program policy & oversees & directs floodplain information system;

OR

In Division of Mineral Resources Management, plans, directs & coordinates statewide mine safety training program, or manages statewide mine safety inspection program (e.g., mine rescue, electrical inspections, underground mine roof-control-inspections-&-all-surface-&-underground-inspections), or-manages-oneor more components of division's permitting, abandoned mined lands or technical section operations;

OR

In Division of Real Estate & Land Management, is responsible for environmental review, planning & grant coordination, or coordinates & oversees remote sensing &/or geographic information system projects & applications or plans, develops & manages real estate functions (e.g., land sales, leases, license agreements, easements, lease assignments, billing statements, inventory) for Real Estate Program (e.g., Property Management, Canal Lands, Acquisition, Negotiation, Statewide Land & Property Inventory/GIS System) & other real estate programs as necessary (e.g., donations, easements, boundary line agreements);

OR

In Division of Forestry, serves as assistant administrator for one or two statewide forestry programs (e.g., wildland fire management, forest law enforcement, state forest operations & maintenance, timber & forest land management, service forestry assistance, urban forestry assistance, reforestation, forest health management, forest utilization &/or forestry information & education) & identifies issues & concerns, performs wildfire support as directed within training & physical capabilities & supervises assigned staff within program areas;

OR

In Division of Parks & Recreation, plans, directs & coordinates division statewide dredging & construction projects, or provides appropriate guidance & advice to park managers on effective strategies to supplement & expand their operations

with community & corporate partnerships, volunteer groups & friends-at-the-parks associations; or plans, directs & coordinates division statewide environmental outreach program (e.g., provides appropriate guidance to park managers on interpretation of environmental issues; coordinates Ohio state fair participation; acts as technical resources contact on biological & zoological concerns;

OR

In Division of Wildlife, plans, directs & acts as section head for statewide communications, education, graphics, or special projects programs, or develops & implements statewide wildlife conservation program, or develops, coordinates & finalizes preparation of review of wildlife environmental assessments, impact statements or documents of alternative or mitigative measures which impact upon wildlife resources;

OR

In Division of Watercraft, plans & supervises personnel within statewide watercraft program (e.g., capital improvements, registration, titling, public information, education, water rescue, boating safety & law enforcement);

OR

In Division of Recycling, coordinates & manages field operations, or develops & maintains market development & procurement program, or collects, reviews & manages data & reports on statewide recycling, or prepares & implements education programs or creates & implements public awareness campaigns or organizes special event for statewide recycling program, or administers & manages scrap tire market development grant program & fund, or manages statewide material recovery facility efficiency program, or develops & maintains recycling interstate & intrastate methodology for division's program operations;

OR

In Division of Natural Areas & Preserves, coordinates & directs statewide special projects such as facility development, construction & on-site inspections, or coordinates & directs statewide field operations for nature preserves, or serves as statewide technical administrator, or coordinates & directs statewide scenic rivers programs, or coordinates land acquisition program for statewide acquisition of nature preserves & scenic river lands, or serves as chief botanist in coordination & direction of statewide plant communities, or serves as chief zoologist in coordination & direction of statewide baseline zoological data, or serves as Natural Heritage program administrator in collection of statewide ecological inventory & data;

OR

In Division of Soil & Water, serves as one of ten regional program specialists, formulates & implements policies & procedures for Soil & Water Conservation District Program, or formulates & implements statewide environmental education policy & implements statewide Nonpoint Source Education Program or coordinates & implements projects to restore & protect stream integrity & formulates & implements public information program on conservation education or coordinates & supervises state & federally funded Nonpoint Source Pollution Control Program;

OR

In Office of Coastal Management, develops & implements policies & procedures to implement consistency requirements of the Ohio coastal management program (OCMP).

Performs miscellaneous administrative duties (e.g., prepares reports & correspondence; prepares draft legislation; prepares cooperative agreements; prepares technical opinions; inspects & reviews surveys; assists in formulating budgets; maintains records; assists in writing, reviewing & editing publications; approves purchases; advises on personnel & collective bargaining laws, rules & procedures; prepares news releases).

Serves as liaison with other divisions & state, local & federal agencies; prepares & delivers speeches; attends hearings; participates in training schools; serves on task forces; conducts seminars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; state_&_federal-laws,-rules-&_guidelines-pertaining-to-assigned-area;-natural______ resources of assigned area (e.g., fisheries, forestry, wildlife, aquatic biology, botany, geology, ecology, zoology). Ability to write instructions & specifications concerning proper uses of machinery; resolve complaints from angry citizens & government officials; define problems, collect data, establish facts & draw valid conclusions; use research methods in gathering data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate major core program & 18 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or undergraduate major core program & 30 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or 54 mos. trg. or 54 mos. exp. in natural resources specialty indicated under job duties within approved position description; valid driver's license.

-Or 6 mos. exp. as Natural Resources Administrator 1, 22911, in assigned area; valid driver's license.

-or equivalent of minimum class qualifications for employment noted above.

NOTE: If assigned to work as Law Enforcement Officer, must also hold Ohio Peace Officers Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority that includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

In Division of Forestry only, must successfully complete basic firefighter/introduction to fire behavior course (S-130/S-190) within first year of employment. In addition, if position falls within Fire Management Program, must acquire Ohio Prescribed Fire Management Certification within first year of employment.

In Division of Forestry only, if position falls within Fire Management Program, must successfully complete Introduction to Incident Command System (I100), Portable Pumps & Water Use (S211), Wildfire Power Saws (S212), Basic Incident Command System (I200), Ignition Operations (S234), Interagency Fire Business Management (S260), Basic Air Operations (S270), Introduction to Wildland Fire Behavior Calculations (S390), Prescribed Burn Boss (RX300) & must be Qualified as Prescribed Fire Burn Boss Type 2 within 18 months of hire date.

Employees-assigned-to-perform-law-enforcement-activities-must-maintain-agencyrequired physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Requires travel.

Class Title: Office Assistant 3

Bargaining Unit: AFSCME

Class Code: 12513

\$15.62 - \$18.36 Hourly \$1,249.60 - \$1,468.80 Biweekly \$2,707.47 - \$3,182.40 Monthly Salary: \$32,489.60 - \$38,188.80 Annually

Print Job Information

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Description Benefits

Major Agencies:

All Agencies

SERIES PURPOSE:

The purpose of the office assistant occupation is to perform a variety of clerical & typing_tasks_in_order_to_provide_general_office_work_in_support_of_an_organizational_unit.

At the lower level, incumbents perform primarily clerical tasks, although typing is also a major duty. At the higher level, incumbents produce more complex typed materials while continuing to perform a variety of clerical tasks.

Clerical positions that do require typing less than 20% of the time are classified in the Clerk series. Positions performing administrative duties along with clerical duties are classified in the Secretary series.

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of typewriting format & procedures & clerical procedures in order to produce complex technical material (i.e., documents requiring use of legal, scientific, medical, statistical or foreign language terminology & applications) & provide full range of general office work.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Types complex technical material (i.e., documents requiring use of legal, scientific, medical, statistical or foreign language terminology) from notes, written copy, oral instructions or dictating machine, proofs typed documents & makes corrections (e.g., reports, correspondence, charts, briefs, pleadings, decisions & contracts).

Performs clerical tasks (e.g., sends out mail; receives & distributes mail; receives & logs in materials & information; orders supplies; answers telephone; maintains statistics & prepares reports).

Maintains office filing system & searches files for retrieval of material.

MAJOR WORKER CHARACTERISTICS:

Knowledge of general office practices & procedures; technical terminology in appropriate area; agency-specific office practices & procedures*; addition & subtraction. Skill in typing; transcription. Ability to carry out instructions in written, oral or picture form; deal with problems involving several variables within familiar context; read, copy & record figures; proofread technical materials, recognize errors & make corrections; copy records precisely without error; transcribe dictation; arrange items in numerical or alphabetical order; sort items into categories according to established methods; move fingers easily to perform manual functions repeatedly.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 courses or 6 mos. exp. in typing; 9 mos. trg. or 9 mos. exp. in general office practices & procedures; 1 course or 3 mos. exp. in appropriate technical terminology.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Confined to work area for long periods of time.

RE: Mine Safety Salary Survey

Corder, Craig [Craig.Corder@dnr.state.oh.us]

Sent: Friday, October 26, 2012 1:30 PM

To: Harris, Randy J

Cc: Erdos, Lanny [Lanny.Erdos@dnr.state.oh.us]

Attachments: Mine Inspector1 Surface .doc (36 KB) ; Mine Inspector 2 Undergrou~1.doc (47 KB) ; Mine Rescue Coordinator Cl~1.doc (38 KB) ; Mine Safety Manger Title.doc (36 KB) ; Natural Resources Administ~1.doc (43 KB) ; Office Assistant 3 Title.doc (35 KB)

Randy,

ýk-

Here is Ohio's part of the survey that you have requested. The Mine Safety Manager over see's the State Mine Safety Program (1). The Natural Resources Administrators are staff supervisors (3). The Inspector 2's are underground inspectors (7). The Inspector 1's are surface inspectors both coal and industrial minerals (9). We have (4) Mine Rescue Coordinators and (2) Office Assistant 3's. For a total staff count of 26 in our Mine Safety Program. If you need anything else please feel free to call or drop me a line Craig

From: Erdos, Lanny Sent: Tuesday, October 23, 2012 2:33 PM To: Corder, Craig Subject: FW: Mine Safety Salary Survey

Craig:

Please see below and attached. I would like for you to complete the request, and forward to my attention for review. I will also need the PD for each noted position.....thanks.

Lanny E. Erdos Chief ODNR, Division of Mineral Resources Management 330-284-3021 (cell)

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From: Harris, Randy J [mailto:Randy.J.Harris@wv.gov] Sent: Tuesday, October 23, 2012 1:41 PM

To: jsbaffoni@pa.gov; brian.wittwer@labor.alabama.gov; ed.fogels@alaska.gov; STEPHENS@adeq.state.ar.us; David.Berry@state.co.us; Loretta.Pineda@state.co.us; Bill.York-Feirn@state.co.us; Scott.Fowler@illinois.gov; LTorres@dol.in.gov; dmccorkle@dol.in.gov; freddie.lewis@ky.gov; elarrimore@mde.state.md.us; JCarev@mde.state.md.us; TForeback@admin.nmt.edu; mipodnie@gw.dec.state.ny.us; tracy.davis@ncdenr.gov; jdeutsch@nd.gov; Corder, Craig; Erdos, Lanny; MaryAnn.Pritchard@mines.ok.gov; JOHNBAZA@utah.gov; Butch.Lambert@dmme.virginia.gov; Mike.Willis@dmme.virginia.gov; tadcoc@wyo.gov; ColemaKM@dhec.sc.gov; Phillips, Cecil A; charles.y.williams@labor.alabama.gov; Michael.L.Woods@illinois.gov Cc: Harris, Randy J



Page 2 of 2

Subject: Mine Safety Salary Survey

All,

41 -

i 6

The WV Legislature has requested that we conduct a salary survey by the end of the year for our mine safety corps.

We request your assistance and in return will provide the nationwide results for your use.

Attached are the job descriptions for which they are requesting.

Please look these over and respond with the closest position you have in your organization and the salary range.

I appreciate your efforts.

Randall Harris

Ohio Inspection staff & Training

Ziants, John [John.Ziants@dnr.state.oh.us]

Sent: Tuesday, December 18, 2012 9:31 AM

To: Harris, Randy J

Cc: Corder, Craig [Craig.Corder@dnr.state.oh.us]; Sabo, Jeffrey [Jeffrey.Sabo@dnr.state.oh.us]

All,

Thanks to all that have sent info in. As soon as I get it done I will share with all.

The level of quality we require is impressive and the salaries we are able to offer not proportional. I think the combined data will be useful to all.

In looking through the information I think It would be good to add a section on the amount of training both new hire and ongoing that is provided for inspectors.

I know its an imposition but please, those that hire inspectors, can you please send me a summary of what training you do for a new hire and what if any ongoing training you require.

Additionally, if you could provide the number of inspectors, underground and surface, that you are allowed to hire.

Thanks

Hello Randy,

Mine Safety Program Manager Craig Corder has requested me to provide you some answers to your question here. Hope I can help, and sorry for delay in getting back with you.

ODNR – Mine Safety currently has a staff of about 29 people. Speaking specifically to our inspection staff, we have provisions for 9 underground inspectors but have only 7 at present due to budget and other constraints. There are no current plans to replace the two we have lost through attrition. Two of the seven work in mandated mine electrical inspections and certifications with the remaining five working in general, mandated mine inspections.

Staff does inspect all underground mines, (coal, salt, limestone), 4 times per year as mandated by state law. Ohio currently has 12 underground coalmines with 2 more one/two unit mines going in. Of course all Ohio coal is in the southeastern Appalachian part of our state. Two of the coalmines are large Murray Energy Corporation longwall operations, and the rest are room and pillar. We have two large UG salt mines up on Lake Erie, and five lime stone spread across the state from Youngstown to Cincinnati, with several more in the wings. We have 9 Surface Inspectors that inspect southeastern Ohio coal four times per year, and Surface Industrial Minerals across the state on lesser inspection schedules depending upon LTA frequency at the respective operations as mandated by 2007 legislation. Surface Inspectors also conduct a significant portion of ART for the state's surface miners.

As far as training for new hires, we have had virtually no turnover, so training has not been an over riding issue in recent years. Most or our underground inspection staff are older individuals and have accrued significant amounts of mining experience prior to joining our ranks. For instance, one of our inspectors is a retired MSHA supervisor with 33 years with MSHA plus having other industry practical mining experience prior to that. When needed, we do have a new hire travel and inspect with experienced inspectors to become well familiarized with all mining operations for whatever time it takes for that person to feel comfortable out in the field by him/her self, and that person is evaluated to be thoroughly aware of DMRM inspection procedures, protocol, office tools and records, and the important goals and priorities of our program. So we do not have a regimented training agenda for a newly hired inspector, per se. Therefore it would be difficult to break out the training cost separately, or speak to the specific types and amounts of training.

Training is a continuing hands-on process that takes into account the mining and practical experiences of the individual. We have on occasion sent staff to the mine Academy for Roof Control, Ventilation, and Accident, Investigation and Report writing classes. We are fortunate to have a Mine Engineer with well over 30 years of experience who focuses in Roof Control and does attend seminars and training refreshers as they are offered and available. One of the more valuable things we do which one might consider training and updating is a quarterly meeting of the underground inspection staff in which all mining operations inspected over the last quarter are discussed and reviewed by the past inspector in an informal manner that enable all inspectors to be abreast of what is going on at all underground mining operations. We try to rotate inspectors when & where possible that also keeps everyone updated and sharp, and prevents over familiarity.

We do train Inspection staff in Mine Rescue, usually in the Spring and just ahead of Mine Rescue competition season, as they are frequently called upon to officiate in these competitions including the Nationals. We have 4 Mine Rescue Operations Coordinators on staff who religiously train our state (company personnel) teams, and maintain our four rescue stations. When our Inspectors work with them, a goodly portion of that is refresher and update is on Rules changes during the past year and brushing up on field judging and the Rules.

We hope this response may help you out to some degree. If you would like to discuss any of this in more depth, by all means, please feel free to give me a call at your convenience.

On behalf of our Division Chief and our Mine Safety staff, we in Ohio wish you in West Virginia a Happy, Prosperous, and Safe 2013.

Regards, John Ziants ODNR-DMRM Underground Supervisor 614-205-4370

Pennsylvania

Position Information/Job Descriptions

Sbaffoni, Joseph [jsbaffoni@pa.gov] Sent: Friday, December 07, 2012 1:12 PM

To: Harris, Randy J

Randy, as requested. I am looking forward to viewing the information from the other states.

Mine and Electrical Inspector Training:

- 1) Inspectors receive training starting day one in new employee orientation regarding Job responsibilities, communication, office procedures, Bureau policies and procedures, and required online courses.
- 2) The inspector supervisor works closely with the new inspector and monitors his progress on a daily basis. New inspectors are trained to conduct inspections of working sections, longwalls, belts, seals, equipment inspection, record book review, training record review, and surface facility inspections. (Prep Plants, fan sites, GVB inspections, etc.). Inspectors are trained to observe workers in their job assignments to monitor safe work practices and correct unsafe habits if observed.
- Inspectors are given training in how to issue NOV's and Compliance Orders and how to terminate the same.
- -4)—Instruction-is-given-in-how-to-investigate-accidents,-incidents-and-how-to-investigate-public-complaints-
- 5) Inspectors also receive training from and travel with established inspectors for a period of 4-6 weeks.
- 6) Additional training comes from the inspector supervisor as he critiques the new inspectors work.
- 7) Inspectors receive quarterly SCSR training and attend staff meetings as required.
- 8) This list is by no means the entire training received, but an indication of training new inspectors receive.
- 9) Electrical training, diesel training and elevator inspection training is provided as needed.
- 10) Annual SCSR expectation training is provided to all employees working underground.

Emergency Response/Training Specialists receive training as follows:

- 1) New employee orientation regarding Job responsibilities, communication, office procedures
- 2) Bureau policies and procedures, computer literacy and required online courses.
- 3) The ERTS will be required at minimum, a MSHA sanctioned "Train the trainer" 3 day workshop for Part 46/48 mine refresher training, and a separate 3 day workshop on mine rescue training(both are conducted by Penn State Mining Extension Service) as soon as scheduling permits.
- 4) The new ERTS will be monitored on his/her progress on a daily basis.
- 5) New ERTS are trained to observe mine workers in their job assignments to monitor safe work practices and correct unsafe habits if observed.
- 6) ERTS' receive as well as instruct Bureau personnel quarterly SCSR training and attend staff meetings as required.
- 7) ERTS' receive the required EVOC (Emergency Vehicle Operation Course) mandated by the Department for all persons assigned operate the Mine Rescue vehicles.

Section 117. Bituminous mine inspector.

Notwithstanding the act of August 5, 1941 (P.L.752, No.286), known as the Civil Service Act, in order to become eligible for employment as a bituminous mine inspector, an individual must, at a minimum, meet the following qualifications:

- (1) Be a resident of this Commonwealth.
- (2) Be an individual of good moral character and known temperate habits.

(3) Be physically capable of entering and inspecting a coal mine.

(4) Have at least a high school diploma.

(5) Be at least 30 years of age.

(6) Have had at least ten years' experience in an underground bituminous coal mine.

(7) Hold a current, valid certificate as a bituminous mine foreman, assistant mine foreman or mine examiner.

(8) Pass, with at least a score of 90%, the mine inspector's examination as conducted by the State Civil Service

Commission in accordance with the Civil Service Act.

Section 118. Bituminous mine electrical inspector.

Notwithstanding the act of August 5, 1941 (P.L.752, No.286), known as the Civil Service Act, in order to become eligible for employment as a bituminous mine electrical inspector, an individual must meet at least the following qualifications:

(1) Be a resident of this Commonwealth.

(2) Be an individual of good moral character and known temperate habits.

(3) Be physically capable of entering and inspecting a coal mine.

(4) Have at least a high school diploma.

(5) Be at least 30 years of age.

(6) Have had at least ten years' experience in an underground bituminous coal mine.

(7) Hold a current, valid certificate as a bituminous mine electrician.

(8) Pass, with at least a score of 90%, the mine electrical inspector's examination as conducted by the State Civil Service Commission in accordance with the Civil Service Act.

Eligibility for Emergency Response & Training Specialist as listed on Job Posting:

Five years of underground mining experience, including one year of experience as a mine rescue instructor within the past five years; or Five years of underground mining experience including two years of experience as a member of a mine rescue team.

Joseph A. Sbaffoni | Bureau Director

Department of Environmental Protection Bureau of Mine Safety 100 New Salem Road | Room 167 Uniontown, PA 15401 Phone: 724.439.7469 | Fax: 724.439.7324 www.depweb.state.pa.us

Position Descriptions

Sbaffoni, Joseph [jsbaffoni@pa.gov]

Sent: Friday, December 07, 2012 1:13 PM

To: Harris, Randy J

Attachments: Mine Inspector.pdf.pdf (114 KB); Emergency Training Respons~1.pdf (121 KB); Electrical Inspector.pdf (111 KB)

Joseph A. Sbaffoni | Bureau Director Department of Environmental Protection Bureau of Mine Safety 100 New Salem Road | Room 167 Uniontown, PA 15401 Phone: 724.439.7469 | Fax: 724.439.7324 www.depweb.state.pa.us

Position Description	Page 1 of 3						
Commonweath of Denny dynain	STD.370						
POSITION D	SCRIPTION						
Last Name First Name Mi	Personnel Number						
Joh Tilla Joh Code What Jin Titl	Position						
Bitmps Undard Mn Insp	Hard Mn Insp						
	00032455						
Department Organization	Organization Code						
Environmntl Protectn EP BMS Bitmns N	In St Div 15830						
Supervisor's Last Name Supervisor's First Name Super	visor's Job Title Supervisor's Pos Number						
Biln	ins Deep Mn Insp Supv						
Start Time End Time Hours/Week Days Wo 0800 0430 40 S M T W Image: Check all that the second	rked (apply) Explain any schedule variations: T F S on call 24 hrs/day, 365 days/yr						
Position Purpose: Describe the primary purpose of this position Example: Provides clerical and office support within the Division effectively.	and how it contributes to the organization's objectives. a to ensure its operations are conducted efficiently and						
This position is responsible for enforcing the Pennsylvania underground mining laws in an assigned area by performing regular technical inspections of underground coal mines in the bituminous coal region.							
'Other' Requirement - Current, valid certificate as a bituminous mine foreman, assistant mine foreman, or mine examiner.							
Description of Duties: Describe in detail the duties and responsi the major end result of the task. Example: <i>Types correspondence</i> , for review and signature of the supervisor.	bilities assigned to this position. Descriptions should include reports, and other various documents from handwritten drafts						
The bituminous underground mine inspector is charge laws in an assigned district of the state through regular The enforcement duties include the discretionary author threatened with imminent physical danger and to close Duties include establishing maintaining good relations	d with enforcing the bituminous underground mining technical inspections. prity to order the withdrawal of mine employees if a mine until these conditions are corrected. hips with all mining personnel in promoting						
compliance with the mining laws. Work involves an element of physical danger when inspecting mines or directing mine rescue operations. Work is performed independently, but consultation with the inspector supervisor may be held on especially difficult or unusual problems							
Conducts investigations in underground bituminous coal mines as requested by the California District Mining Office to ensure compliance with the provisions of the Bituminous Mine Subsidence and Land Conservation Act.							
Inspects underground coal mines to enforce and promote compliance with the provisions of the Bituminous Coal Mine Act.							
Measures the velocity and oxygen content of the air and tests for the presence of explosive or noxious gases during mine inspections.							
gases during mine inspections. Explains unsafe conditions to mine officials and orders corrective actions. Investigates mining accidents to determine causes and responsibility and recommends measures to prevent							
Directs emergency response, rescue and recovery oper	ations in underground mines. Prepares detailed						
Advises mine officials and employees of provisions of	the Pennsylvania Bituminous Coal Mine Act.						
Conducts and participates in formal and informal training sessions and courses. Attends training to keep abreast of developments in equipment, techniques and procedures in the mining							
	·						

10/31/2012
Position Description

industry.

Serves on mine commissions for the purpose of investigation and reporting on any problems or questions of compliance with provisions of the bituminous mining laws.

Prepares and conducts certification exams as required by the mining law.

Utilizes a gas detector to detect for explosive and noxious gas.

Observes mine employees performing their duties to ensure work is carried out in a safe manner. This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.

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, I research the status of an activity and prepare a formal response for my supervisor's signature.

The Bituminous Underground Mine Inspector reports directly to the Mine Inspector Supervisor and receives all instructions, and forwards all reports relative to his work to said supervisor for review and approval.

Work is assigned both written and orally.

Each inspector has an assigned region with mandatory inspection frequency.

Work is reviewed through personal observation, investigations, and work products such as reports.

Requirements Profile: Identify any requirements, such as a licensure, registration, or certification, which may be necessary io 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.	Class	¢	Driver's	License
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2. OTHER

3. N/A

4.

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

- 1. Effectively communicate orally /written
- 2. Review & understand mining plans
- 3. Travel rough terrain
- 4. Physically negotiate undg workings
- 5. Drive automobile and stay overnight
- 6. Explain laws and procedures
- 7. Hold meetings and deliver speeches
- 8. Participate in investigations
- 9. Respond immediately to emergencies

10. Direct rescue and recovery operations

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Date

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Commonwealth of Pennsylv	ania				STD-370
		POSITION	N DESCRIPTIC	DN	
Last Name	First Name		MI	Personnel Numb	er
Job Title Dp Mn Sf Emgcy F	spnce Trng Sp	Job Code Working 71665 Dp Mn	Title Sf Emgcy Rspnce	e Trng Spcst	Position Number
Department	••••••••••••••••••••••••••••••••••••••	Organization		Organ	nization Code
Supervisor's Last Nam	ae Supervis	or's First Name	Deep Mn Sf Emge	e Supervisor's P cy Rspnce Trng	os Number
- Start Time End Tin 0800 0430	ne Hours/Weel 40	Days (Check a S M T X X X	Worked II that apply) W T F S X X X X X	Explain any schedule variation on call 24 hrs/day, 365 da	ns: ays/yr
Position Purpose: De Example: Provides cle effectively.	escribe the primary erical and office su	v purpose of this posi upport within the Div	tion and how it convision to ensure its o	tributes to the organization's obje perations are conducted efficient	ctives. ly and
This position is re- region and maintai	sponsible for de ining the Ebens	eveloping and cor burg mine rescue	nducting various station, mine re	training courses in the bitur scue vehicle, and equipmen	ninous t.
Description of Duties the major end result of for review and signate	2: Describe in deta f the task. Example are of the supervise	il the duties and resp e: <i>Types corresponde</i> or.	onsibilities assigned ance, reports, and of	t to this position. Descriptions she ther various documents from hand	ould include dwritten drafts
training sessions of surface organization explosions, mine re- of self-contained b Conduct initial and covering such subj and burns; treatme Conduct annual ref miners covering the roof control, ventil respiratory devices Conduct annual ref non-metal miners, Conduct training of maintenance of con- breathing apparatus Conduct cardiopublic	n the principles on, exploration, ecovery, rescue reathing appara l refresher train ects as artificia nt of fractures a fresher training e following: ma ation, escapewa , fire fighting, a fresher safety tr and surface me lasses for coal a npressed air, co s.	of mine rescue. S mapping, mine g of survivors, boo atus. ing courses in bas l respiration; cont and dislocations; a classes for under andatory safety an ays, emergency er accident preventio aining classes for tal and non-metal and non-coal pers ompressed oxygen	subjects covered subjects covered asses, gas detecti- dy recovery and sic first aid. This trol of bleeding a and transportatio ground training on the health regulat vacuation, barric on, electrical haz surface bitumin miners. onnel on the hist n, liquid oxygen	bives classroom and underging include the history of mine on, ventilation, fire fighting the function, use, care, and re- sincludes lecture and hands- and shock; treatment of oper- on of the sick and injured. classes for underground bitu- ions, transportation and con- ading, mine gases, self-resc ards, blasting, first aid and H ous coal miners, undergroun- tory, function, use, care and and chemical type self-cont-	round rescue, and maintenance -on training n wounds uminous coal umunication, uer and health. nd metal and ained
Conduct cardiopuli instruction on the a treatment, one pers conscious and unco Repair, maintain ar the mine rescue vel detectors, booster p manikins, audio-vis Training courses pe	nonary resuscit natomy and ph on, two person onscious person nd calibrate equ nicle, Draeger I oump, compress sual equipment, erformed involv	tation training for ysiology of the ha and infant CPR r is. ipment assigned 3G-4 self-contain sor, cap lamps, co , and fire-fighting ve developing cou	coal and non-co eart and lungs, ri nanagement of a to the Ebensburg ed breathing app ommunication eq g equipment. urse materials, pr	al personnel. Classes includ sk factors, signals of heart a foreign body obstructed air mine rescue station. Items paratus, self-rescuers, variou uipment, first aid equipmen rocuring audio-visual aids, e	te attack and way for included are is gas t, CPR stablishing
	÷				

Position Description

course objectives and preparing class outlines.

Responsible to secure travel arrangements, make hotel accommodations and locate and prepare classroom facilities.

Perform work as a field judge and benchman judge at regional, state and national mine rescue and first aid contests.

Schedule required testing and maintenance of emergency equipment and vehicle.

Prepare and maintain records pertaining to mine rescue. Included are equipment inventory, class attendance, class outline, notification of training for MSHA, coal companies and participants, physical exams for participants, notification of attendance/absence of participants, background information for each mine rescue team member and equipment testing.

On call 24 hours a day for rapid deployment of the mine rescue vehicle and equipment in the event of a mine emergency or disaster and provide technical assistance at the affected mine. Perform other duties as required.

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, I research the status of an activity and prepare a formal response for my supervisor's signature.

Supervision is provided by the Emergency Response and Training Manager. Work is assigned both written and orally.

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. Class C Driver's License

2. N/A

3. N/A

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

- 1. Develop and conduct training courses
- 2. Effectively communicate orally and in writing
- 3. Operate and maintain rescue equipment
- 4. Physically participate in mine rescue
- 5. Operate mine rescue vehicle
- 6. Physically negotiate rough terrain
- 7. Negotiate underground workings
- 8. Respond to emergency situations
- 9. Direct rescue and recovery operations
- 10. Deliver speeches and presentations

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Employeeta	Aalmoniadaamont
Employee's	Acknowledgement

Job Title:

	Da

file:///epmsuns03/bms\$/agaida/Personnel Info/ON-LINE POSITION DESCRIPTIONS/P... 10/31/2012

Commonwealth of Pennsylvania			STD-3
	-	POSITION DESCRIPTION	
Last Name	First Name	MI	Personnel Number
	······································		
Job Title	Job Co	ode Working Title	Position Number
Bitmns Undgrd Mn Ele	tl Insp 71550	0 Bitmns Undgrd Mn Electi Insp	00059348
Denartment	Or	rganization	Organization Code
Environmntl Protectn		P BMS Bitmns Electi Sf Div	5840
Supervisor's Last Name	Supervisor's Fir	st Name Supervisor's Job Title	Supervisor's Pos Number
		Mn Sf Electi Insp Supv	
		Days Worked	
Start Time End Time 8:00 a.m. 0430	Hours/Week 40 S	(Check all that apply) Exp SMTWTFSON ZMTZIZ	lain any schedule variations: call 24 hrs/day, 365 days/yr
Position Purpose: Descri Example: Provides clerico effectively.	be the primary purpo al and office support	use of this position and how it contribute within the Division to ensure its operation	es to the organization's objectives. ions are conducted efficiently and
This position is respon by performing regular region.	sible for enforcing technical electric	ng the Pennsylvania underground cal inspections of underground ec	l mining laws in an assigned area quipment in the bituminous coal
'Other' Requirement -	Current, valid ce	rtificate as a bituminous mine ele	ectrician.
Description of Duties: De the major end result of the for review and signature of	scribe in detail the d task. Example: <i>Type</i> f the supervisor.	luties and responsibilities assigned to the es correspondence, reports, and other very	is position. Descriptions should include arious documents from handwritten drafts
Duties include establi	shing and maintai	ining good relationships with all	mining personnel in promoting
Work involves an eler	nent of physical c	danger when inspecting electrical	l equipment on mine property or
directing mine rescue	operations.	least twice a year to prevent accid	lents caused by electrical
equipment, electrical i operated in and aroun their condition and ad corrective action; insp Mine Act and safety r powered by electricity assisting in directing e preparing detailed rep employees of provision technical problems; co and giving presentation report problems or qui that deal with electrici- observing mining equipment inclu-	nstallations and c d bituminous coal equateness of size ecting mining ma equirements; inve- to determine cau emergency respon- orts of inspection ons of the Pennsyl onducting and par estions of compli- ity; assisting mini- ipment in operati- luding multi-mete	diesel equipment; inspecting elect l mines; inspecting trailing cables e; explaining unsafe conditions to achinery for compliance with the estigating all mining accidents ca- uses and recommending measures as and rescue and recovery oper- as, investigations and commission lvania Bituminous Coal Mine Ac- rticipating in formal and informal ety organizations; serving on min- ance with provisions of the bitum e inspectors with the certification on to ensure it is functioning pro- ar TIC tracer multi-amp meter a	trical equipment installed and s on mining machinery to determine o mine officials and ordering Pennsylvania Bituminous Coal used by electricity or the equipment s to prevent similar accidents; ations in underground mines; ns; advising mine officials and t and discussing various safety and t training sessions; meeting with he commissions to investigate and hinous underground mining laws a process for mine electrician; perly; and operating specialized pround megger and multi-gas

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10/31/2012

Position Description

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, I research the status of an activity and prepare a formal response for my supervisor's signature.

The Bituminous Underground Mine Electrical Inspector reports directly to the Bituminous Mine electrical Inspector Supervisor and receives all instructions and forwards all reports relative to his work to said supervisor for review and approval. Work is assigned both written and orally. Work is performed independently, but consultation with the inspector supervisor may be held on especially difficult or unusual problems.

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. Class C Driver's License

2. OTHER

3. N/A

||4.

5.

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

1. Effectively communicate orally /written

2. Review & understand plans & schematics

3. Travel rough tererain

4. Physically negotiate undg workings

5. Drive automobile and stay overnight

6. Explain laws and procedures

7. Hold meetings and deliver speeches

8. Participate in investigations

9. Respond immediately to emergencies

10. Direct rescue and recovery operations

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Employee's Acknowledgement	Job Title:	Date
	Bitmns Undgrd Mn Electl Insp	5/9/2012 4:53:59 PM
Supervisor's Acknowledgement	Job Title:	Date
	Mn Sf Electl Insp Supv	4/30/2012 10:23:57 AM
Reviewing Officer's Acknowledgement	Job Title:	Date
	Mn Sf Prgm Mgr 2	5/9/2012 5:08:06 PM

http://www.occup.state.pa.us/Print/Print_Active.asp

10/31/2012

FW: Mine Safety Salary Survey

Sbaffoni, Joseph [jsbaffoni@pa.gov]

Sent: Wednesday, October 31, 2012 1:13 PM

To: Harris, Randy J



Attachments: Mine Inspector.pdf (114 KB); Electrical Inspector.pdf (111 KB); Emergency Training Respons~1.pdf (121 KB); Emergency Response Manager.pdf (128 KB)

Randy, attached is the information you requested. Thanks in advance for the other states information.

Subject: RE: Mine Safety Salary Survey

Underground Mine & Electrical Inspectors*, Pay Range 8, 40-hr work week, \$65,868 to \$82,058 Emergency Response & Training Specialists (Mine Safety Instructors), Pay Range 8, 40-hr work week, \$54,038 to \$82,058

Emergency Response & Training Specialist Manager, (Mine Rescue Coordinator) Pay Range 9 (management), 40hr work week \$58,148 to \$88,359

*Inspectors start at Pay Scale 10 *There are 20 steps in each range.

Joseph A. Sbaffoni | Bureau Director

Department of Environmental Protection Bureau of Mine Safety 100 New Salem Road | Room 167 Uniontown, PA 15401 Phone: 724.439.7469 | Fax: 724.439.7324 www.depweb.state.pa.us Virginia

Willis, Mike (DMME) [Mike.Willis@dmme.virginia.gov]	
Sent: Tuesday, October 23, 2012 3:20 PM	
To: Harris, Randy J	
Cc: Lambert, Butch (DMME) [Butch.Lambert@dmme.virginia:gov]; Moore, Marshall (DMME) [Marshall.Moore@dmme.virginia.gov]	
Randy, In Virginia:	
Instructors average \$67,000.	م. مسهم
Inspectors (including electrical inspectors) average \$70,000.	N.
Mine Rescue Coordinator (and Emergency Response Coordinator) average \$79,000.	, ^o , / .
Let me know if you have any questions. Thanks	
Michael L. Willis, P.E. Mine Safety Engineer Ph: 276-523-8231	•
Fx: 276-523-8242	

To: jsbaffoni@pa.gov; brian.wittwer@labor.alabama.gov; ed.fogels@alaska.gov; STEPHENS@adeq.state.ar.us; David.Berry@state.co.us; Loretta.Pineda@state.co.us; Bill.York-Feirn@state.co.us; Scott.Fowler@illinois.gov; LTorres@dol.in.gov; dmccorkle@dol.in.gov; freddie.lewis@ky.gov; elarrimore@mde.state.md.us; JCarey@mde.state.md.us; TForeback@admin.nmt.edu; mjpodnie@gw.dec.state.ny.us; tracy.davis@ncdenr.gov; jdeutsch@nd.gov; craig.corder@dnr.state.oh.us; Lanny.Erdos@dnr.state.oh.us; MaryAnn.Pritchard@mines.ok.gov; JOHNBAZA@utah.gov; Lambert, Butch (DMME); Willis, Mike (DMME); tadcoc@wyo.gov; ColemaKM@dhec.sc.gov; Phillips, Cecil A; charles.y.williams@labor.alabama.gov; Michael.L.Woods@illinois.gov Cc: Harris, Randy J

Subject: Mine Safety Salary Survey

All,

The WV Legislature has requested that we conduct a salary survey by the end of the year for our mine safety corps.

We request your assistance and in return will provide the nationwide results for your use.

Attached are the job descriptions for which they are requesting.

Please look these over and respond with the closest position you have in your organization and the salary range.

I appreciate your efforts.

Randall Harris

00307 Mine Inspector Recruitment Notice Notice 01-24-12.docx

Fleming, Sammy (DMME) [Sammy.Fleming@dmme.virginia.gov]

Sent: Wednesday, December 05, 2012 7:05 AM

To: Harris, Randy J

Attachments: 00307 Mine Inspector Recr~1.docx (141 KB) ; Blank Work Profile .docx (27 KB)

Randy, I hope this helps you. Most of our inspectors starting salary is around \$65,000.00. The average inspector salary is around \$70,000.00.

Directions to Virginia Department of Mines, Minerals and Energy Lebanon, VA Office

The Russell County Government Center is located off Main Street in Lebanon.

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1,0.24

From U.S. Route 19 North, take Exit 2, turn left at the bottom of the ramp (or right if exiting from U.S. Route 19 South) onto Pittston Road and travel to Main Street, turn left onto Main Street and travel to Highlands Drive and turn right (at Wendy's Restaurant).

Follow Highlands Drive and turn left into Russell County Government Center parking lot. A sign will be posted at the entrance of the DMME office.

*Click on the "Building Location" label below to view a photograph of the Russell County Government Center and location of the DMME offices.





Employee Work Profile

Parts I, II, III, and IV are written or reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

WORK DESCRIPTION/PERFORMANCE PLAN

F	PART I – Position Ide	entificati	on Informat	ion
1. Position Number: 00328 This position has been designated as required filing a Statement of Economic Interests in accordance with Section 2.2-3114 of the Code of Virginia.		2. Employee Name (last, first, middle initial):		
3. Agency Code; Division/Department:		4. Agei	ncy Location	Code & Work Location Code:
5. Occupational Family and Career Group		·		6. Pay Band:
7. Role Title and Code:		8. SO	C Title and C	ode:
9. Work Title: Coal Mine Inspector		10. Statement of Economic Interest Form [] Yes [] No		
11. Level Indicator:		12. FL	SA Status: Exempt	Non-Exempt
Employees Supervised:		12.a_N		
Does employee supervise 2 or more employees (FTEs)? Yes No			Yes 🗌	No
13. Supervisor's Position Nu	mber:	14. Su	pervisor's R	ole Title & Code:
15. EEO Code:	16. Date:			

PART II – Work Description & Performance Plan

17. Organizational Objective:

Protect the safety and health of those involved in the mining of coal.

18. Purpose of Position: Schedules and inspects coal mines, enforcing the Coal Mine Safety Laws, investigating accidents and complaints, offers assistance in accident prevention, and reviews plans for adequacy to support the achievement of the agency mission.

19. KSA's and or Competencies required to successfully perform the work (attach Competency Model, if applicable): Mining experience in various duties with knowledge of mining operations, mining laws, rules and regulations; with the ability to use computers for preparing written documents, entering reports, and retrieving data. Also, ability to communicate orally, makes sound decisions without close supervision, effectively interact with customers and co-workers, and the ability to work in adverse conditions.

20. Education, Experience, Licensure, Certification required for entry into position: Must hold a Virginia First Class Mine Foreman certification, successfully completed the Virginia Mine Inspector examination, and hold a valid Virginia driver's license and excellent driving record. This page is printed separate from the remainder of the Work Description/Performance Plan because it contains confidential employee information.

PART III – Employee	Development Plan
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27. Personal Learning Goals

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- Maintain / expand skills and knowledge current with underground and surface industry standards and new mine technology.
- Utilize DMME University training to improve KSA's associated with core responsibilities and appropriate departmental services.
- Mine rescue judges training
- Electrical training

28. Learning Steps/Resource Needs

Part IV - Review of Work Description/Performance Plan		
29. Employee's Comments:	Signature:	Date:
	Print Name:	
30. Supervisor's Comments:	Signature:	Date:
	Print Name:	
31. Reviewer's Comments:	Signature:	Date:
	Print Name:	

Department of Mines, Minerals and Energy Division of Mines

Mine Safety Law 45.1-161.82 was passed by the Virginia General Assembly and went into affect on July 1, 1994. The law required the Department to develop a procedural policy for scheduling mine inspections based on Risk Assessment. Surface and Underground mine inspections were scheduled and conducted based on Risk Assessment effective January 1, 1995. Surface and underground mines are assessed in each of **five categories including serious injury rate, violation rate, closure order rate, NFDL rate, and inspector's evaluation rate.**

Surface mines are ranked annually and underground mines are ranked every 6 months.

Surface mines ranked as:

di s

- low risk receive 1 regular inspection per year
- medium risk receive 1 regular and 1 spot inspection per year
- high risk receive 1 regular and 2 spot inspections per year

Surface mines which have experienced a fatality will receive 4 regular inspections and newly licensed surface mines will receive 2 regular inspections and 2 spot inspections during the following year.

Surface mines with active RED Zones/active highwalls will receive one spot inspection each quarter. These spot inspections should be conducted at the same time risk assessment regular/spot inspections are conducted.

Underground mines ranked as:

- low risk receive 1 regular inspection each 6 months
- medium risk receive 1 regular and 1 spot inspection each 6 months
- high risk receive 2 regular inspections each 6 months

Underground mines which have experienced a fatality or which are newly licensed receive 4 regular inspections per year.

1

The implementation of the Risk Assessment methodology has allowed the Department to allocate inspection resources to the critical health and safety areas. Through Risk Assessment, inspections have increased at high and medium risk mines. Risk Assessment has also allowed for additional spot and follow-up inspections of critical areas, "Surface Red Zones", and other areas of concern. Successful Risk Assessment has benefited every segment of Virginia's mining industry.

* Attached: Risk Assessment Methodology

Separate underground and surface coal mines into two groups. Using data collected during the previous year, assess risk in each of the following five , Zithr in hospited categories for each mine:

1. Serious Injuries:

(

2

*

Based on number of investigated

serious injuries at a mine / inspection hours

- we get Lomp DATA?. Number of violations / inspection hours
- Number of COs / inspection hours

3. Failure to abate / imminent danger CO Rate:

Violation Rate:

NDFL Rate Regular / Spot Rate:

Based upon MSHA data

Mine evaluation based on inspector review



- Underground mines will be ranked each 6 months. 4
- Underground mines will be ranked on January 1 and on July 1 (using previous year's data.
- * Surface mines will be ranked on July 1 for yearly ranking.
- 1) Determine a mine's score in each of the categories shown above, using the methodology shown below:
 - a) Determine the rate for each mine (for example, serious injury rate);
 - i) Determine from computer data the number of serious injuries investigated at a mine. Mines that had no serious injuries for the

evaluation period (0's) will be included in the calculations of the state average.

- ii) Divide the findings of (i) above by the number of inspection hours the mine received. The results is the mine's serious injury rate.
- b) Determine the average serious injury rate for the state by adding all of the mines' serious injury rates together, and then divide by the total number of mines to get the average serious injury rate for the state.
- c) Increase the state average by 10 percent for the high-risk grouping. Decrease the state average by 10 percent for the lowest risk grouping.
 - i) Lowest risk group gets 0 points. <-10% Aug
 - ii) Middle group gets 1 point. H-107 AJY
 - iii) High-risk group gets 2 points. >+10% Ary
- 2) Add up the score for each of the categories to determine the mine's total score. With five categories, a possible 10 points could be reached.
- 3) Rank the mines according to their overall score.
- 4) The type and frequency of inspection received by a mine will be determined by its overall score, in conjunction with the table shown below.

UNDERGROUND COAL MINES

Overall Score 0-1 2-4 5-10 Fatality New Mine	Type/Frequency of inspections 1 regular inspection per 6 months 1 regular and 1 spot inspections per 6 months 2 regular inspections per 6 months 4 regular inspections per year 4 regular inspection per year	nths
	SURFACE COAL MINES	
Overall Score	Type/Frequency of Inspections	
0-1	1 regular inspection per year	
2 - 4	1 regular and 1 spot inspections per yea	r
5 - 10	1 regular and 2 spot inspections per year	r
Fatality	4 regular inspections per year	
New Mine	2 regular and 2 spot inspections per yea	r
ADDED DED ZONCS ODDED ATLEDST 4 More	Spar 3	12/06/12

5) Use of the Risk Assessment Forms

1

Along with the statistical data that will be tracked by the computer, DMME inspectors will use a "Risk Assessment Form" tailored for either surface or underground coalmines. This form will allow the inspector to rate the mine in such areas as roof conditions, ventilation, etc. Use of this form will allow the inspector to assess the risk potential of these areas <u>before</u> a data collection event (such as a serious injury or CO) occurs.

4

		101
Date		
	Evaluation	core Company
Low Risk - 0 Med	ium Risk - 1 High Risk - 2 Not App	blicable (N/A) - N
General Mine Conditions	Bleeder System	Operating Supplies
Roof Conditions	Seals	Equipment Condition
Roof Falls	Abandoned Works	Electrical Permissibility
Ventilation	Inundation Gas/Water	Fàilure to Report
Methane Liberation	Gas Well/VVHs	Correction of Conditions
Méthane Problems	Moving Section/Longwall	Personal Protective Equipment
lgnitions /	Conveyor/Haulage Conditions	Communication Facilities
Fires 🗌	- Pillaring	→ ALC A SHIP REPORT AND A SHIP AND A SHI
	Total # of Categories (23 minus # of N	/Aş) Total # of Points
Add Edit De	oleto: 2	Save Cancel Exit
Underground Disk Assessm	ent 0 of 0	Duplicate Preview

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Date 12/10/12	
Inspection j Evaluation	Score Company
Low Risk - 0 Medium Risk - 1 High Risk - 2	Not Applicable (N/A) + N
Blasting Practices 0	Operating Supplies 0
Storage of Blasting Material 🧧	Equipment Conditions
General Mine Conditions	Electrical Installations 0
Highwalls, Berms, Benches, Roads, etc. 0	Dust/Noise Control
Gas Wells/VVHs	Reporting of Occurrences
Fire Protection	Correction of Conditions 0
Intersecting Old Works	Personal Protective Equipment 0
Haulage Conditions	Communication Systems
Total # of Calegories (16 minus # of N/As)	
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West Virginia

Mine Safety Salary Survey

Harris, Randy J

Sent:	Tuesday, October 23, 2012 1:41 PM
То:	jsbaffoni@pa.gov; brian.wittwer@labor.alabama.gov; ed.fogels@alaska.gov; STEPHENS@adeq.state.ar.us; David.Berry@state.co.us; Loretta.Pineda@state.co.us; Bill.York-Feirn@state.co.us; Scott.Fowler@illinois.gov; LTorres@dol.in.gov; dmccorkle@dol.in.gov; freddie.lewis@ky.gov; elarrimore@mde.state.md.us; JCarey@mde.state.md.us; TForeback@admin.nmt.edu; mjpodnie@gw.dec.state.ny.us; tracy.davis@ncdenr.gov; jdeutsch@nd.gov; craig.corder@dnr.state.oh.us; Lanny.Erdos@dnr.state.oh.us; MaryAnn.Pritchard@mines.ok.gov; JOHNBAZA@utah.gov; Butch.Lambert@dmme.virginia.gov; Mike.Willis@dmme.virginia.gov; tadcoc@wyo.gov; ColemaKM@dhec.sc.gov; Phillips, Cecil A; charles.y.williams@labor.alabama.gov; Michael.L.Woods@illinois.gov
Cc:	Harris, Randy J
Attachments:	Mine_Rescue_Coordinator.pdf (33 KB) ; Mine_Underground_Inspector.pdf (30 KB) ; Mine_Safety_Instructor.pdf (30 KB) ; Mine_Electrical_Inspector.pdf (31 KB)

All,

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The WV Legislature has requested that we conduct a salary survey by the end of the year for our mine safety corps.

We request your assistance and in return will provide the nationwide results for your use.

Attached are the job descriptions for which they are requesting.

Please look these over and respond with the closest position you have in your organization and the salary range.

I appreciate your efforts.

Randall Harris

MINE RESCUE COORDINATOR

NATURE OF WORK

a. ,

Under minimal supervision, coordinate all agency operation and training matters relating to mine rescue. Will personally develop and implement mine rescue training and preparedness programs for agency mine rescue teams. Will have responsibility to ensure that agency mine rescue equipment is operational and ready at all times. Will require travel.

EXAMPLES OF WORK

Train mine rescue personnel in techniques necessary to handle mine explosions and fires. Inspect mine rescue stations to see that they are properly maintained and equipped. Plan and coordinate all agency matters relating to mine rescue contests. Supervise agency mine rescue practices and preparatory work.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of mine rescue techniques and procedures. Knowledge of mine gases and ventilation methods. Knowledge of mine rood support methods. Knowledge of state and federal mine safety requirements. Ability to operate mine rescue apparatus. Ability to safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Training: Graduation from a standard four-year high school or the equivalent.

- **Experience:** Five years of full-time or part-time paid practical experience in coal mines, at least two years of which must have been in mines in this state, PROVIDED, that graduation from an accredited college of mining engineering may be considered the equivalent of two years of practical experience.
- **Special Requirement:** A valid license to operate a motor vehicle in this state. Must have a mine rescue instructor certificate and extensive experience in mine rescue.

SPECIAL REQUIREMENTS PER HOUSE BILL 4491:

(1) A citizen of West Virginia, in good health, not less than twenty-four years of age, of good character and reputation and of temperate habits; (2) a person who has had practical experience with dangerous gases found in coal mines; and who has a good theoretical knowledge of mines, mining methods, mine ventilation, sound safety practices and applicable mining laws and rules; and (3) a person of who possesses a WV mine foreman-fireboss certification; or a person who has had at least three years of experience as an actual working team member of a mine rescue team, or at least three years of experience as a member of a first aid team or emergency medical technician; or a person who has had at least three years of experience as a porved by the Mine Inspector's Examining Board or a person who has had at least three.

MINE RESCUE COORDINATOR

MINIMUM QUALIFICATIONS - CONT'D.

Special Requirements per House Bill 4491:

Must pass the required examination administered by the Mine Inspector's Examining Board with an average grade of at least 80%.

 Established:
 5/17/2007

 Effective:
 7/16/2007

MINE ELECTRICAL INSPECTOR

NATURE OF WORK

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Under general supervision, inspects all electrical systems and equipment in and around mines to determine compliance with mining laws and regulations and to assure safe operations and work practices are followed.

EXAMPLES OF WORK

Inspects all electrical equipment and machinery within the mine using amp-meters, volt-ohm meters, diode testers, filler gauges and other equipment to determine compliance with mine

laws and regulations and to ensure safe working conditions.

Inspects preparation plants and surface structures for electrical hazards.

Investigates serious and fatal accidents to determine cause.

Writes reports on findings from inspections and investigations.

Issues notices of violations to mine operators and unsafe workers.

Checks for proper certification of employees operating electrical equipment and oversees work practices to ensure safe operations.

Reviews electrical records to assure proper testing and maintenance of mining equipment and facilities.

Prepares training materials and administers electrical certification test to prospective coal mine electricians.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of state and federal laws and regulations pertaining to mining.

Knowledge of the technical operations, machines, tools, electrical system and standard practices of mines.

Knowledge of occupational hazards and applicable precautionary measures.

Knowledge of the state and national electrical codes.

Ability to understand and apply laws and regulations pertaining to mining.

Ability to inspect electrical systems and write technical reports on findings.

Ability to operate and read testing devices used in electrical testing.

Ability to calculate and interpret electrical test results.

Ability to establish and maintain effective working relationships with mining officials and employees.

Ability to communicate and effectively in oral and written form.

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's degree in Mining Technology, Electronics, a natural or applied science, or closely related field.

- **SUBSTITUTION:** Four years of full-time or equivalent part-time paid experience in practical electrical mining experience may be substituted for the required training.
- **EXPERIENCE:** Five years of full-time or equivalent part-time paid experience of practical electrical experience in coal mines, at least two years of which have been in mines in this state, or a degree in electrical engineering from an accredited electrical engineering school and three years of practical electrical experience in underground coal mining.

MINE ELECTRICAL INSPECTOR

MINIMUM QUALIFICATIONS: - CONT'D.

SPECIAL REQUIREMENTS: Electrician's certification and a valid license to operate a motor vehicle in West Virginia.

SPECIAL REQUIREMENTS PER HOUSE BILL 4491:

- (1) a citizen of West Virginia, in good health, not less than twenty-four years of age, of good character and reputation and of temperate habits;
- (2) Practical electrical experience means the performance of duties requiring a person to be a certified electrician prior to actually performing such duties.

Must pass required examination with an average grade of at least 90%. Examination administered by the Mine Inspectors' Examining Board.

Established:	9/16/93
Revised:	4/11/05
Effective:	4/11/05

UNDERGROUND MINE INSPECTOR

NATURE OF WORK

12.

Under general supervision, inspects all areas and equipment in and around underground mines within an assigned district to determine compliance with safety and health laws and regulations. May specialize in mine roof inspection. May be required to be a member of a mine rescue team or perform related duties. Performs related work as required.

EXAMPLES OF WORK

Inspects underground mine working conditions, equipment, airways, haulage ways, work practices, mining operations and all mining procedures for compliance with federal and

state laws and regulations.

Writes reports on findings from investigations and inspections.

Investigates serious and fatal accidents to determine cause.

Issues notices of safety violations to mine operators and unsafe workers.

Observes miners work practices to determine compliance to safety standards.

Prepares-written applications for mine openings, blasting permits and other mine related permits.

Investigates mine fires, explosions and other accidents to determine cause.

Gives miner's certificate test to apprentice miners.

Gives a gas examination test to personnel using methane detectors.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of state and federal laws and regulations pertaining to underground mining.

Knowledge of the technical operations and safety practices of underground mines.

Knowledge of mining hazards and applicable precautionary measures.

Ability to understand and apply laws and regulations pertaining to underground mining.

Ability to investigate and prepare technical reports on findings.

- Ability to make recommendations to mine operators on corrections for unsafe mine practices and conditions.
- Ability to establish and maintain effective working relationships with mine company officials and employees.
- Ability to communicate effectively in oral and written form.

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's degree in a natural or applied science or closely related field, or graduation from an approved reclamation technology program.

SUBSTITUTION: Four years of full-time or equivalent part-time paid employment in underground mining, natural resource management, natural resources law enforcement or closely related field may be substituted for the above training on a year for year basis.

UNDERGROUND MINE INSPECTOR

MINIMUM QUALIFICATIONS - CONT'D.

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- **EXPERIENCE:** Five years of full-time or equivalent part-time practical experience in coal mines, at least two years of which have been in mines of this state, PROVIDED, that graduation from any accredited college of mining engineering may be considered the equivalent of two years of the practical experience.
- **SPECIAL REQUIREMENT:** Must pass a physical examination and periodic physical examination(s) after employment.

SPECIAL REQUIREMENTS PER HOUSE BILL 4491:

- (1) a citizen of West Virginia, in good health, not less than twenty-four years of age, of good character and reputation and of temperate habits;
- (2) a person who has had practical experience with dangerous gases found in coal mines; and
- (3) a person who has a good theoretical and practical knowledge of mines, mining methods, mine-ventilation, sound-safety-practices and applicable mining laws and rules.

Must pass required examination with a grade of at least 75%, or an overall combined average score of 80%. Examination administered by the Mine Inspectors' Examining Board.

Established: 9/16/93 Revised: 4/11/05, 6/23/06 Effective: 6/23/06

§22A-1-12. Employment of underground mine inspectors; eligibility; qualifications; examinations; salary and expenses; reinstatement; removal.

(a) The office shall employ as many underground mine inspectors as the director determines to be reasonably necessary in fully and effectively carrying out the applicable provisions of this chapter.

(b) To be eligible for employment as a mine inspector the applicant shall be: (1) A citizen of West Virginia, in good health, not less than twenty-four years of age, of good character and reputation and of temperate habits; (2) a person who has had at least five years of practical experience in coal mines, at least two years of which have been in mines of this state: *Provided*, That graduation from any accredited college of mining engineering may be considered the equivalent of two years of practical experience; (3) a person who has had practical experience with dangerous gases found in coal mines; and (4) a person who has a good theoretical and practical knowledge of mines, mining methods, mine ventilation, sound safety practices and applicable mining laws and rules. For the purpose of this section, practical experience of competency and qualification as an experienced underground miner prior to actually performing such duties.

(c) In order to qualify for appointment as an underground mine inspector, an eligible applicant shall submit to written, oral and practical examinations administered by the mine inspectors' examining board and furnish evidence of good health, character and other facts establishing eligibility as the board may require. The examinations shall relate to the duties to be performed by an underground mine inspector and, subject to the approval of the mine inspectors' examining board, may be prepared by the director. If the board finds after investigation and examination that an applicant: (1) Is eligible for appointment; and (2) has passed each required examination, with a grade of at least seventy-five percent or an overall combined average score of eighty percent, the board shall add the applicant's name and grades to the register of qualified eligible candidates and promptly certify its action in writing to the director. The director shall then appoint one of the candidates from the three having the highest grades.

(d) Underground mine inspectors shall be paid an annual salary of <u>not less than thirty-eight thousand one</u> hundred sixty dollars; assistant inspectors-at-large, not less than forty-four thousand four hundred fortyeight dollars; inspectors-at-large, not less than forty-six thousand one hundred four dollars, each of which shall be fixed by the director, who shall take into consideration ability, performance of duty, and experience. In accordance with established rules of the state's travel management office, underground mine inspectors shall also be allowed and paid expenses necessarily incident to the performance of their official duties: *Provided*, That no reimbursement for expenses may be made other than upon the timely submittal of a properly itemized expense account settlement completed by the underground mine inspector, approved and countersigned by the director, or his or her designated representative, verifying that the expenses were actually incurred in the performance of official duties. Underground mine inspectors shall devote all of their time to the duties of the office and shall be afforded compensatory time or compensation of at least the regular rate for all time in excess of forty hours per week.

(e) (1) An underground mine inspector, after having received a permanent appointment, may be removed from office only for physical or mental impairment, incompetency, neglect of duty, public WHAT intoxication, malfeasance in office or other similarly good cause.

(2) Proceedings for the removal of an underground mine inspector may be initiated by the director whenever there is reasonable cause to believe that adequate cause exists, warranting removal. The proceeding may be initiated by a verified petition, filed with the mine inspectors' examining board by the director, setting forth with particularity the facts alleged. Not less than twenty reputable citizens, who are operators or employees in mines in this state, may petition the director for the removal of an underground mine inspector. If the petition is verified by at least one of the petitioners, based on actual

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knowledge of the affiant of the alleged facts, which, if true, warrant the removal of the inspector, the director shall cause an investigation of the alleged facts to be made. If, after the investigation, the director finds that there is substantial evidence, which, if true, warrants removal of the inspector, the director shall file a petition with the board requesting removal of the inspector.

(3) On receipt of a petition by the director seeking removal of an underground mine inspector, the board shall promptly notify the inspector to appear before it at a time and place designated in the notice, which time shall be not less than fifteen days thereafter. There shall be attached to the copy of the notice served upon the inspector a copy of the petition filed with the board.

(4) At the time and place designated in the notice, the board shall hear all evidence offered in support of the petition and on behalf of the inspector. Each witness shall be sworn, and a transcript shall be made of all evidence taken and proceedings had at the hearing. No continuance may be granted except for good cause shown. The chair of the board and the director have power to administer oaths and subpoena witnesses.

(5) If any mine inspector against whom a petition has been filed willfully refuses or fails to appear before the board, or having appeared, refuses to answer under oath any relevant question on the basis that the testimony or answer might incriminate him or her or refuses to waive immunity from prosecution because of any relevant matter about which the inspector may be asked to testify, then the inspector shall forfeit his or her position.

(6)-If, after-hearing, the board-finds that the inspector should be removed, it shall enter an order to that effect. The decision of the board is final and is not subject to judicial review.

11 [Enr. Com. Sub. for H. B. 4351

96 (15) Impose reasonable fees for the issuance of97 certifications required under this chapter.

98 (16) Prepare study guides and other forms of publications
99 relating to mine safety and charge a reasonable fee for the
100 sale of the publications.

101 (17) Make all records of the office open for inspection of102 interested persons and the public.

103 (c) The Director of the Office of Miners' Health, Safety 104 and Training, or his or her designee, upon receipt of the list 105 of approved innovative mine safety technologies from the 106 Mine Safety Technology Task Force, has thirty days to 107 approve or amend the list as provided in section four, article 108 thirteen-bb, chapter eleven of this code. At the expiration of 109 the time period, the director shall publish the list of approved 110 innovative mine safety technologies as provided in section 111 four, article thirteen-bb, chapter eleven of this code.

§22A-1-13a. Study of mine inspector qualification, compensation, training and inspection programs.

1 The director is directed to conduct a study of the 2 minimum qualifications for mine inspectors, the minimum 3 compensation paid to mine inspectors and the overall training program established for mine inspectors. The study shall 4 5 identify ways to attract and retain new, qualified mine 6 inspectors to minimize the effect of the anticipated retirement 7 of a significant number of current inspectors. Additionally, 8 the study shall examine ways to improve the training 9 programs for mine inspectors by focusing on technological 10 advances in coal mining techniques, best practices used in 11 modern coal mines and proper mine ventilation. Further, the 12 director shall perform an assessment of the resources and

Enr. Com. Sub. for H. B. 4351] 12

13 qualification of inspectors necessary to approve mine 14 ventilation plans. Finally, the study shall make 15 recommendations on how to reassess mine inspection priorities to ensure that mines having a history of numerous 16 safety violations are inspected more frequently than mines 17 having a history of comparatively few safety violations while 18 preserving the minimum number of inspections required by 19 the code. By December 31, 2012, the Office of Miners' 20 21 Health, Safety and Training shall report to the Legislature's Joint Committee on Government and Finance with 22 recommendations regarding the implementation of its 23 24 findings.

§22A-1-14. Director and inspectors authorized to enter mines; ______duties_of_inspectors_to_examine_mines;_no_ advance notice of an inspection; reports after fatal accidents.

1 (a) The director, or his or her authorized representative, 2 has authority to visit, enter, and examine any mine, whether underground or on the surface, and may call for the assistance 3 4 of any district mine inspector or inspectors whenever 5 assistance is necessary in the examination of any mine. The 6 operator of every coal mine shall furnish the director or his or 7 her authorized representative proper facilities for entering the 8 mine and making examination or obtaining information.

9 (b) If miners or one of their authorized representatives, 10 have reason to believe, at any time, that dangerous conditions 11 are existing or that the law is not being complied with, they 12 may request the director to have an immediate investigation 13 made.

(c) Mine inspectors shall devote their full-time and
undivided attention to the performance of their duties, and
they shall examine all of the mines in their respective districts