

SAFETY OFFICER

DEFINITION

Under general direction, performs a variety of professional, supervisory, and administrative duties in the development, organization, implementation, and coordination of a safety and risk management program; oversees workers' compensation, occupational safety, insurance and general liability, safety training, and emergency management program activities and services; plans, schedules, assigns, and reviews the work of assigned staff; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Director. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is a supervisory-level class that exercises independent judgment on diverse and specialized occupational safety and risk management program activities, with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Oversees and participates in the management and implementation of the District's safety and risk management programs; performs a variety of professional level duties involved in the development, organization, implementation, and coordination of workers' compensation, occupational safety, insurance and general liability, safety training, and emergency management programs.
- Implements the District's safety programs; maintains, oversees, and updates the Injury and Illness Prevention Plan (IIPP); reviews, develops, and updates safety related policies and procedures; develops and provides training of various safety topics to employees; inspects District facilities, equipment, and records for compliance with state and federal occupational safety and health standards; prepares reports to executive management regarding program emphasis, recent accomplishments, and areas of concern.
- Plans, organizes, assigns, supervises, and reviews the work of staff participating in District-wide safety and risk management program; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors occupational safety and risk management program activities; identifies opportunities for improving service delivery and procedures; provides recommendations

concerning process changes and reviews with appropriate management staff; implements improvements.

- Coordinates assigned services and operations with those of other divisions and outside agencies; organizes, coordinates, and solicits feedback and input from the employee safety committee.
- Serves as the District's liaison to Cal/OSHA regarding questions, inquiries, employee claims, inspections, injuries, and compliance.
- Responds to the scene of accidents/injuries; investigates and analyzes conditions and circumstances related to the accident/injury; develops findings and recommends corrective action, as necessary.
- Represents the District and promotes the District's interests with joint powers authorities (JPAs) self-insurance pools, third-party administrators, and consultants; attends meetings and participates in issues involving member agencies; advocates for the fiscal health of the self-insurance pools.
- Oversees and participates in the development, management, and implementation of the District's Emergency Management Program; ensures the District is prepared to respond during a disaster; trains staff on the principles of the Standardized Emergency Management System (SEMS); participates in the development of emergency exercises and drills and analyzes staff response and efforts.
- Oversees and manages the development and implementation of the District's safety training program; ensures employees receive required training and meet regulatory obligations; oversees the development and maintenance of a training database.
- Receives and processes liability and property loss claims; coordinates with claimants, attorneys, insurance carriers and District personnel; participates in the negotiation of claim settlements; representing the District; advises management on recommended resolution.
- Participates in annual budget preparation; identifies resource needs and prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files.
- Resolves complex customer questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Reviews contract documents and audits existing contracts and service providers to ensure that insurance requirements are met and maintained; reviews contract language to ensure effective risk transfer has taken place.
- Maintains files, databases, and records related to workplace safety and risk mitigation; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of occupational safety, risk assessment and loss control, and claims management.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to occupational safety, general liability, and insurance.
- District and mandated safety rules, regulations, and protocols.

- Principles of self-insurance.
- Principles and practices of program development and administration.
- Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Adult learning and training principles and practices.
- Recent developments, research methods, current literature, and sources of information related to safety and risk management programs and service areas.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Develop and implementing goals, objectives, practices, policies, procedures, and work standards for a comprehensive occupational safety program.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in occupational safety, risk management, human resources, business or public administration, or related field.

Experience:

- Five (5) years of increasingly responsible experience in occupational safety and risk management, including (2) years of lead experience.

Licenses and Certifications:

- Possession of a valid Class C California driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting with occasional exposure to non-office settings when investigating claims or performing work-site inspections.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting and to travel to various locations as the need arises; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; ability to conduct inspections and investigations at varying locations.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.