

EXHIBIT A



Classification Specification

CLASS TITLE: Safety Analyst

DESCRIPTION:

Under direction, the Safety Analyst administers and coordinates the City's workplace safety program including training, worksite inspections, accident investigations, wellness and return to work programs; administers the City's Injury and Illness Prevention Program (IIPP); participates in the administration of the City's Workers' Compensation program; assists with department specific safety programs as assigned; maintains compliance with applicable state and federal laws and regulations.

DISTINGUISHING CHARACTERISTICS:

The incumbent is responsible for employee workplace safety and safety training on a city-wide basis as well as participating in the administration of workers' compensation claims. Successful job performance requires technical subject matter knowledge and expertise in both workplace safety and workers' compensation, as well as the exercise of considerable initiative, a high degree of tact, discretion and judgment, and close coordination with City supervisors, managers, outside third party administrators and contractors.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Human Resources Manager. The Safety Analyst may provide direct and indirect supervision to administrative and clerical staff, as well as outside contractors.

ESSENTIAL DUTIES, KNOWLEDGE AND ABILITIES:

Duties may include, but are not limited to, the following:

- Administering employee work place safety programs for the City and serving as the primary point of contact for these programs; coordinating with department managers and supervisors to ensure compliance with all applicable state and federal laws and regulations; overseeing the work of third party administrators (TPA), contractors, consultants and others retained to support these programs.
- Assisting with the Workers' Compensation and Return-to-Work Programs.
- Maintaining accurate records and processes and preparing reports, specialized forms and other required documents to track and monitor workers' compensation and safety program elements such as safety violations, employee injuries and accidents, leaves of absence, lost time, transitional light duty, and requests for accommodation and return to work.

- Administering the City wellness program; coordinating the implementation of program activities, including scheduling, promoting and program evaluation.
- Administering the Citywide Pull Notice and DOT program.
- Coordinating and conducting work area assessment, surveys and program evaluations to determine the presence of hazardous conditions, such as noise exposure, chemical exposure, indoor/outdoor air quality, light levels, confined space, ventilation, traffic and construction activities; recommending engineering and/or administrative controls and/or personal protective equipment.
- Provide safety training to employees on a variety of topics.
- Regularly analyzing trends and developing new programs or revising existing procedures as needed to meet new or anticipated regulations related to employee work place safety and/or workers' compensation administration.
- Participate with Cal/OSHA reporting and follow-up inspections.
- Other related duties may also be performed.

Knowledge of:

- Federal, state, and local laws, standards, regulations, and policies pertaining to environmental health and safety.
- Ergonomic assessments and implementation of solutions to control hazards.
- Principles of effective case management.
- Current safety practices and industry standards related to injury and illness prevention.
- Basic inspection and investigation procedures.
- Adult learning concepts.
- Basic principles of technical and professional report writing.
- Statistical methods as applied to loss prevention.

Ability to:

- Interpret and implement existing and new state/federal safety standards and Workers' Compensation program requirements applicable to City operations.
- Evaluate and analyze trends, barriers to performance of safe work and root causes of accidents; develop action plans to control or eliminate organizational barriers and/or hazards in the workplace.
- Oversee and coordinate the work of third party administrators, consultants and contractors.
- Review and evaluate work practices to ensure safe conditions. Recommend and develop clear, focused, and cost-effective Environmental health, safety and accident prevention employee training programs.
- Work well with a minimum of supervision.
- Exercise initiative, good judgment, tact, and discretion.
- Maintain confidentiality.
- Understand and appropriately manage sensitive and/or complex employment situations.
- Prepare clear and concise reports, memoranda, procedures and correspondence.
- Speak well and make effective training and public presentations.
- Conduct effective interviews.
- Operate modern office equipment and standard software programs.

QUALIFICATIONS:

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

Experience: Professional level experience administering employee health and safety programs, regulatory compliance, the implementation of corrective action plans, and administering workers' compensation claims programs which included responsibility for the resolution of claims.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, industrial engineering, human resources, law, environmental health and safety, or a related field. Additional qualifying experience may be substituted for education on a year-for-year basis.

Special Requirements: Possession of a valid California Class C Driver's License with a satisfactory driving record is required. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis. Willingness to travel to various locations within and outside the City limits; and to work flexible hours in order to provide training or investigation as needed.

Classified
AMP Unit
FLSA Exempt
Adopted: 6/2018
Class Code: