

COUNTY OF SOLANO

CLASS SPECIFICATION

SAFETY SPECIALIST

CLASS SUMMARY:

Under general supervision, incumbents in the class of Safety Specialist implement safety, health, and risk control programs for a specific department from an integrated risk management approach. Incumbents assist in the implementation of county-wide safety programs and may perform as a program staff specialist or as a department safety specialist coordinating safety programs and having functional responsibility for safety activities within a county department; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Risk Analyst (Entry)** class which assists in administration of worker's compensation, general liability, property liability, medical malpractice, and fleet vehicle loss, the Injury and Illness Prevention Program, and the Family Medical Leave Act and other leaves.
- **Compliance and Quality Assurance Analyst (Entry)** class which reviews, monitors and evaluates program areas within the Department of Health and Social Services for regulatory compliance and continuous quality improvement.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the supervisor of the work unit.
- No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Assigned responsibility for a department's safety, health, and risk control programs and is responsible for:
 - coordinating a department's Safety and Risk Control Program, including developing goals and objectives, measuring performance, and providing input for departmental policies and procedures related to risk management, loss prevention;
 - performing safety and loss inspections which include regularly monitoring high risk potential throughout the assigned department and employing best risk management practices to lower the frequency and severity of exposure, and recommending corrective action and conducting follow-up inspections to ensure compliance;
 - conducting safety meetings and advising employees, supervisors and managers on incident prevention and other safety-related matters;
 - investigating injuries and property damage, inspecting accident scenes, reviewing incident reports; taking photographs, collecting and preserving evidence; analyzing data and determining causes of loss;
 - assisting in developing and implementing a comprehensive program of incident prevention, safety, and risk management education; researching codes, regulations, and legislative requirements; assisting in the preparation of safety manuals and memoranda;
 - maintaining department specific integrated interior pest control management system;
 - reviewing, inspecting, and updating all assigned departmental practices and procedures, facilities, and equipment for conformance with all applicable federal and state safety, environmental and risk management codes and standards, or grants and certifications;

- compiling risk management reports related to incidents and meeting with all levels of management within the assigned department to implement loss prevention strategies and best risk management practices;
- overseeing the development and implementation of related record-keeping systems;
- recommending appropriate practices and controls to ensure employee and public safety;
- chairing the department safety committee in accordance with department policy, and related duties which may include setting the meeting schedule, compiling meeting minutes, following-up on unresolved issues within the committee, establishing subcommittees, and distributing information and meeting minutes to department management and the County Risk Manager;
- acting as a liaison between the department, Risk Management; and the General Services Department.
- providing the assigned department with best risk management practices based on analyzing trends from a variety of electronic reports and correspondence;
- communicating, supporting and enforcing County and Department policies and procedures including those related to safety.
- Coordinating with Risk Management on the implementation of county-wide safety, health, and risk control programs.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree or higher from an accredited college or university is required, preferably with a major in risk management, industrial hygiene, safety, business administration, or a closely related field;

AND

- **Experience:** One (1) year of experience in risk management, safety, workers' compensation, or insurance is desirable.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.
- OSHA Certified – General Industry, Hazardous Waste Operations and Emergency Response, Certified Healthcare Safety Professional, or Certified Healthcare Environmental Manager are desirable.

Note: All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- State and federal laws, regulations and policies applicable to safety and occupational health standards which may include the Safety Orders of the Division of Industrial Safety of the State Department of Industrial Relations, the Environmental Protection Act, Occupational Safety and Health Act, Resource Conservation and Recovery Act, Toxic Substances Control Act, Clean Air and Clean Water Acts.
- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.

- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change effectively.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Gather and analyze statistical data and prepare comprehensive statistical reports.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion to conduct inspections.
- Employees in this class will be exerting up to 25 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work: Employees in this class will most often be working in an office setting.
AND depending on assignment conditions may include:
- Office Work plus Outdoor Work: While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts. **AND/OR**
- Work in a Medical Clinic Facility: Employees in this class may be working in a medical clinic facility and thus will be subject to exposure to chemicals, toxic agents, blood and other bodily fluids, and communicable diseases. There may also be occasional exposure to extreme temperatures, inadequate lighting, and work space that restricts movement. **AND/OR**
- Work in a Jail: Employees in this class may be working in a jail environment and thus will be subject to exposure to communicable diseases, disruptive and confrontational people, intense noises, odors, and blood and other bodily fluids.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Age: Candidates must be eighteen (18) years of age prior to appointment because of the hazards of the job, as defined by the Fair Labor Standards Act.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: March 11, 2020
- Date Adopted by the Board of Supervisors: March 24, 2020
- Class Code: 423160