

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Safety Security Analyst

DEFINITION

Under general supervision performs a variety of professional work in support of District safety and security programs. Assist in the development, administration and enforcement of the District's Injury and Illness Prevention Program (IIPP) and other safety and security policies and programs; provides associated training to employees. Interprets and ensures compliance with all Federal and State safety codes, regulations, and standards. Performs a variety of professional and technical tasks related to assigned responsibilities.

DISTINGUISHING CHARACTERISTICS

Safety Security Analyst - This is single journey level class. Employees within this class perform the full range of duties as assigned including the development, analysis, and implementation of safety and security related programs. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned manager, director or the Safety Security Officer.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Participates in, influences and assists with the formulation, planning, organization, implementation, evaluation, and enforcement of the District's comprehensive safety and security policies and programs.

Participates in and assists with the planning, introduction, and effectively facilitates special safety emphasis campaigns for prevention and reduction of accidents and injuries; investigates occupational injuries or illnesses; analyzes accident/injury reports and recommends mitigating measures to eliminate reoccurrences.

Designs, implements, and administers safety training programs and activities, including the scheduling, documentation, and database tracking of such programs; assists with conducting safety inspections to ensure a safe and healthy workplace environment.

Coordinates and participates in workers' compensation administration activities including case management, transitional duty assignments, and return to duty procedures; completes related paperwork for claims; maintains case files.

Collects, monitors, and analyzes data, documents, findings, and prepares reports and recommendations regarding enterprise risk management, technical matters, program evaluation, and performance measurements.

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Maintain District safety and training records including but not limited to, permits, training, inspections, Cal-OSHA 300, injury reporting, written safety programs, Safety Data Sheets (SDS), DOT processes and emergency response compliance with District, local, State and Federal policies, rules and regulations; facilitates on-going District-wide safety planning and recordkeeping utilizing database or on-line programs.

Assists in the administration of the District's DMV Pull and DOT programs as the Designated Employer Representative (DER) ensuring compliance with State and Federal laws and District personnel rules and policies; works with departments to determine appropriate administration.

Serves as a resource to District management in the oversight and analysis of effective health and safety practices and provides expert advice and expertise on program elements in support of safe work practices and methods. Evaluates employee safety performance measures and makes recommendations to management.

Consults with management personnel on, or may process advanced confidential information regarding disposition of, management directives or decisions resulting from safety/security policy or program violations by employees and related disciplinary actions; maintains confidential management reports and information.

Researches, analyzes, and interprets legislation, laws regulations and standards to determine effect on safety and security policies, programs and services; develops and delivers safety training programs to District employees, coordinates and conducts safety meetings with departments and the Safety Committee.

May serve as liaison with safety officials of other governmental agencies and committees in response to inspections and audits; answers questions and provides information to the public; investigates safety and security incidents and recommends corrective action as necessary to resolve complaints.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of federal, state, and local laws, rules, standards, and regulations regarding occupational health and safety; knowledge of general electrical and water utility related safety practices, Title 8, and California Code of Regulations. Practical knowledge of the methods, principles, and techniques of ergonomics sufficient to minimize adverse health conditions affecting employees in the work environment.

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Skill/Ability to:

Demonstrated ability to plan, organize, and evaluate safety programs with an emphasis on accuracy and attention to detail. Ability to investigate and report on-the-job accidents and work-related incidents. Ability to identify unsafe working conditions and practices through on-site inspections. Demonstrated ability to research, interpret, and apply technical information, e.g. laws, standards, regulations, and policies relating to occupational health and safety, to prepare clear and concise reports. Must be able to respond to hazardous and/or emergency situations and make independent decisions that could affect employee safety and the District's liabilities.

Demonstrated ability to manage multiple projects, priorities, and deadlines. Ability to analyze problems; apply logic; identify alternative solutions; project consequences of proposed actions and recommend/implement effective solutions in support of stated goals and objectives and/or recommendations. Demonstrated ability to develop and disseminate preventive information and conduct effective training to adults of diverse backgrounds. Ability to work independently and as a team leader. Ability to maintain regular and predictable attendance. Demonstrated ability to establish and maintain cooperative working relationships at all levels of the organization. Ability to use computers, computer applications, and software and other modern office equipment proficiently. On a continuous basis, sit at desk or stand for long periods of time; intermittently twist and reach; walk on uneven terrain; lift, push, pull up to 25 pounds or less.

Experience and/or Education:

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

Experience:

Three years of increasingly responsible professional experience developing, implementing and administering employee health and safety and industrial safety programs. Experience with a public utility agency is highly desired.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in occupational health and safety, safety engineering, or a directly related field. Additional years of qualifying experience may be substituted for the required education on a year-for-year basis.


SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

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Associate Safety Professional (ASP) or Certified Safety Professional (CSP) certifications through the Board of Certified Safety Professionals (BCSP) or any equivalent certification from a nationally recognized association is desired.

 _____ Human Resources Authority	<u>08/30/2018</u> Date
Established: 08/21/2018 Revised: FLSA: Exempt Unit: Safety Sensitive	