

**ASSISTANT SAFETY OFFICER**

DEFINITION

To plan, coordinate and conduct the activities of the County's safety programs.

DISTINGUISHING CHARACTERISTICS

This single-position classification is distinguished by the responsibility of implementing the County's safety programs and coordinating procedures and information county-wide.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level management staff; may exercise direct supervision over clerical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Plan, develop and coordinate the County's safety programs in compliance with state and federal guidelines and regulations.

Recommend appropriate policies and procedures related to County's safety, Injury and Illness Prevention Program (IIPP), and employee wellness programs.

Establish, coordinate and implement the County's Injury and Illness Prevention Program (IIPP), setting program goals, objectives, priorities, procedures and policies.

Perform policy research and analysis, develop occupational safety compliance procedures, and make recommendations on a variety of program related issues and concerns.

Provide information to County personnel regarding changes in pertinent laws and regulations, including Cal/OSHA and federal and state regulations related to safety issues; act as a resource person regarding mandated state and federal safety requirements.

Monitor pending legislation and regulatory developments.

Promote preventative programs to identify and reduce risk from potential hazards in the workplace, delegating where appropriate.

Provide consultation, guidance and technical assistance to departments on matters related to workplace safety, including SB 198 requirements and other Cal/OSHA standards.

Coordinate, plan, and facilitate County's Safety Committee meetings and provide technical assistance to members, train Safety Representatives from County departments in a variety of safety precautions, injury prevention programs and employee wellness issues.

Assistant Safety Officer

New - 02/19/08 (Effective 9/25/07)

Rev. - 01/13/08

Rev. - 07/13/08

Res. 2008-12

M.O. #22-2/6/07

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Act as primary resource to assist departments in determining appropriate safety standards for their staff and assessing potential loss controls problems/issues in order to develop a continuous and comprehensive loss prevention program; recommend plans for meeting legal requirements as well as establishing and maintaining safety principles for employees and the public.

Provide systems and procedures guidance to assist departmental personnel in complying with State and Federal occupational safety and health compliance standards.

Perform or oversee audits of operations, facilities, and equipment; helping to identify unsafe practices, procedures, and conditions; recommend corrective actions; conduct follow-up to promote the implementation of corrective action.

Develop, implement, and maintain County-wide and specialized training programs to enhance and encourage employee awareness of occupational safety issues in the workplace and to support the County's safety, injury prevention and wellness programs; plan and coordinate training activities; schedule classes; participate in the development of courses, handbooks, manuals, course outlines and other informational/educational materials.

Visit facilities County-wide to conduct inspections, evaluations, training and to participate in meetings.

Investigate serious accidents and/or incidents of injury or property damage at County worksites to ascertain cause and need for corrective action; develop and implement measures and strategies to prevent their recurrence in order to meet long-range loss-reduction goals; advise departments as to the keeping of records.

Make presentations to the Board of Supervisors.

Maintain awareness of and participation in external professional associations and resources to ensure that the highest level of professional standards are applied in the County.

Attends a variety of meetings with staff, other departments/divisions, boards, committees, and/or outside agencies as appropriate; prepares presentation materials and meeting agendas/minutes; disseminates meeting information to departmental staff.

Performs general administrative duties as required, including but not limited to compiling data for reports, completing and processing various forms, maintaining inventory, developing schedules and calendars, maintaining computer record-keeping operations, creating databases and charts, ordering supplies and materials, etc.

Performs routine clerical duties as required, including but not limited to typing reports and correspondence, copying and filing documents, entering computer data, assembling materials, faxing information, answering the telephone, processing mail, etc

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Modern office practices and technology, including the use of computers for data and word processing.

Basic budgeting procedures and techniques.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Principles and procedures of filing and record keeping.

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Ability to:

Learn, understand and interpret pertinent federal, state and local laws, codes and regulations.

Learn the operation, policies and procedures of the department.

Plan, organize and schedule meetings.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Proficiently perform required tasks using word processing and related software.

Maintain records and prepare required reports.

Maintain confidentiality as required.

EXPERIENCE AND TRAINING GUIDELINES:

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

Experience:

Five years of increasingly responsible clerical and/or secretarial experience including duties related to safety and departmental administrative operations.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training or business course work from an accredited college, university or recognized technical training institution.

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Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	355