

WORKERS COMPENSATION & SAFETY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job*

DEFINITION

Under general direction, to plan, develop, organize and direct an occupational safety education and enforcement program, loss prevention education and loss control with city departments, coordinate environmental health programs; and to do other related work as required.

CLASS CHARACTERISTICS

The Workers Compensation & Safety Manager is responsible for developing, coordinating, and administering the City's, Workers Compensation program, safety training programs, employee occupational safety and loss prevention programs as they interface with Worker's Compensation and Claims Liability. Responsibility for providing direction and assistance to all City safety activities distinguishes this position from any specialized part-time safety positions or departmental assignments, which may be located within other departments.

EXAMPLES OF DUTIES - *Examples of duties performed by incumbents in the class may not include all required duties. The class specification is intended to present a descriptive list of the range of duties performed by the incumbent.*

Plans, develops, implements and directs the City's Workers Compensation Program, coordinates and supervises. Through professional and subordinate professional and technical staff, the processing, investigation, adjustment and settlement of Workers Compensation claims and litigation; develops and implements a City-wide program of safety and training; analyzes and determines departmental training needs and develops programs to meet the requirements; develops and maintains a resource center for safety training aids, literature, films, and videos; designs, develops, implements and maintains a safety inspection program to identify recognized hazards, screens products and equipment to ensure appropriate safety standards are met; plans, organizes, designs and implements accident/incident investigation and prevention training for City employees; analyzes, evaluates and monitors accident/incident losses and trends and prepares management reports showing loss control program results; maintains record keeping systems for safety and loss statistics; researches, reviews and interprets federal, state and local safety laws and regulations; ensures compliance and reporting with all required state and federal agencies; monitors, coordinates and assists in safety program activities/committees within all city departments; designs, develops, coordinates and implements safety and environmental compliance policies and procedures including, but not limited to, life safety, loss prevention, job safety analysis; works with employee benefits in developing and implementing health education programs; develops and implements a broad and continuous program of safety and loss prevention for the city; implements loss prevention rules and standards for City employees and activities; consults with management to implement

loss prevention measures; interact with employee organizations as necessary; may assume supervisory responsibility when assigned; and performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and methods used in the organization and operation of municipal government;
- Principles and practices of supervision and training;
- Federal, state, and local occupational safety regulations, as well as, proper loss prevention practices as they relate to the City's Workers Compensation and claims liability programs;
- Accident prevention and investigation program, including safety inspection practices and procedures;
- Techniques used to identify unsafe conditions and make appropriate recommendations for corrective action;
- Methods and techniques to develop materials, aids, and standards for employee safety training programs;
- OSHA, Cal/OSHA, EPA and other related governmental codes and regulations;
- Accident investigation techniques; accident/incident record keeping techniques;
- Safety, health, and environmental compliance training required by laws and regulations;
- Budget development, analysis, administration and implementation;
- Principles and practices of internal and external customer service.

Ability to:

- Develop and conduct effective safety training programs;
- Identify areas of particular risk and develop loss reduction and prevention programs;
- Direct, evaluate and supervise the work of assigned staff;
- Perform quantitative and qualitative analysis;
- Plan and organize work with a high degree of independence;
- Conduct research and prepare complete and accurate analysis, reports and recommendations related to safety and loss prevention;
- Establish and maintain effective record keeping systems;
- Effectively communicate orally and in writing;
- Utilize computer systems to enter and retrieve data;
- Maintain effective working relationships with employees, management, attorneys, other governmental organizations and the general public.

Experience and Training Guidelines

Experience: Five years of increasingly responsible experience in the development, implementation, and administration and evaluation of occupational health and safety training programs, inspecting equipment and facilities for compliance with federal and state OSHA requirements and conducting field investigations.

Education/Training: Graduation from an accredited college or university with a Bachelor's degree in Occupation Health and Safety, Industrial Engineering, Health Science, or a closely related field. A Master's degree is highly desirable.

License: A valid California driver license (Class C or higher) will be required at the time of appointment and must be maintained throughout employment.

WORKING CONDITIONS

Environmental Conditions: Primarily office environment, however, maybe be exposed to heat, high levels of noise and hazardous materials in the course of performing incumbent duties.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting prolonged periods of time. Incumbents may be required to climb ladders, stairs, and lift objects wieghing up to 50 pounds.

Former Title: Safety Officer