

**TITLE:**                   **SAFETY SPECIALIST I-III**

**DEFINITION:**       Under general supervision, positions in this series participate in developing, implementing and administering a comprehensive safety management program for the City; conduct field audits, investigations and job safety analyses; and develop and conduct safety, hazardous materials and safety training programs and meetings in compliance with federal and state laws and regulations.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - The journey-level class in the series. Incumbents perform the more routine duties in the development and administration of the City's safety management program.

Grade Level II - The advanced journey-level class in the series. Incumbents have greater responsibility for developing and implementing comprehensive department-wide safety programs in compliance with federal and state law and regulations.

Grade Level III - Only used in the Department of Human Resources, Water Department and Harbor Department, performs advanced journey-level duties of a large scope with a greater level of independence and responsibility for developing and implementing comprehensive department-wide safety programs for several large, complex departments and/or divisions in compliance with federal and state law and regulations. Knowledge of Cal/OSHA regulations are required. Incumbents also act as a lead employee over other health and safety personnel within the Human Resources, Harbor, and Water Departments.

**EXAMPLES OF DUTIES:**

- Participates in developing, implementing, coordinating, and administering a comprehensive health and safety program, including industrial safety, occupational health and safety, hazardous materials and hazard abatement, and accident prevention programs, to ensure compliance with all federal and state laws and regulations for employee occupational health and safety;
- Coordinates and conducts a variety of training classes and programs to ensure employee compliance with City safety measures, including confined space, air monitoring, personal protective equipment, respiratory protection, construction and work zone traffic safety, fall protection, alcohol and drug awareness, lifting techniques,

CPR and first aid, hearing protection, hazard communications, hazardous waste operations and emergency response and others; tracks dates and schedules required annual retraining classes;

- Conducts manager and supervisor training on managing employee health and safety; conducts and participates in safety meetings with departments;
- Conducts special and periodic health and safety inspections of City facilities and operations to identify safety and environmental hazards;
- Performs routine job safety analyses of facilities, equipment, work areas and work practices and prepares reports of findings and recommendations; performs industrial hygiene and noise monitoring of specific work sites and locations; performs ergonomic evaluations of employee work stations and processes; performs periodic special inspections and investigations, including noise level analyses, indoor air quality and others; follows up to ensure action on safety and other abatement notices;
- Responds to the scene of employee personal injury accidents and environmental-related incidents and conducts accident/incident investigations; analyzes details, devises effective countermeasures and prepares detailed reports of findings and recommended remedial actions; prepares incident documentation and necessary reporting;
- Participates in drafting new safety policies and procedures; reviews work specifications for safety and health regulations and codes; enforces City safety and health policies and procedures;
- Maintains departmental records for federal and state occupational health and safety regulatory compliance;
- Periodically checks the operation of, monitors and calibrates safety equipment to ensure conformance with City standards in use;
- Performs other related duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of methods and practices for developing and administering a comprehensive safety program, conducting accident and work place safety audits and investigations, and designing employee safety training programs;
- Knowledge of citywide Safety Programs and its safety and environmental policies and practices;
- Knowledge of City and Department operations and associated safety and chemical/hazardous materials issues;
- Knowledge of standard safety equipment used in public sector occupations;
- Knowledge of basic research methods and statistical analysis techniques;
- Knowledge of principles and practices of sound business communication;
- Knowledge of Federal and state laws, regulations and standards for employee health and environmental safety;

- Ability to understand, explain, interpret and apply complex federal, state and City requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances;
- Ability to evaluate workplace safety programs and practices and make sound recommendations for improvement;
- Ability to conduct effective employee training programs, and accident and workplace safety investigations;
- Ability to exercise sound independent judgment and initiative within policy guidelines;
- Ability to prepare clear, concise and comprehensive investigative reports and other materials;
- Ability to communicate effectively, both orally and in writing;
- Ability to understand and follow written and oral instructions;
- Ability to operate a computer and standard business software;
- Ability to establish and maintain effective working relationships with all those encountered in the course of work.

**MINIMUM QUALIFICATIONS:**

- A valid California Class C Driver License and the ability to maintain insurability under the City's vehicle insurance program.

**Safety Specialist I** requires graduation from an accredited four-year college or university with major course work in occupational health studies, environmental studies, industrial health or a closely related field, and at least one year of paid, full-time equivalent experience in occupational health and safety programs, including conducting accident or safety investigations or designing and conducting employee safety training programs in an industrial setting; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Safety Specialist II** requires graduation from an accredited four-year college or university with major course work in occupational health studies, environmental studies, industrial health or a closely related field, and at least three years of increasingly responsible paid, full-time equivalent experience in occupational health and safety programs, including conducting accident or safety investigations or designing and conducting employee safety training programs and thorough knowledge of the Citywide Safety Program rules, policies and procedures.

**Safety Specialist III** requires graduation from an accredited four-year college or university with major course work in occupational health studies, environmental studies, industrial health or a closely related field, and at least five years of increasingly responsible paid, full-time equivalent experience in occupational health and safety programs, including conducting accident or safety investigations or designing and

conducting employee safety training programs and thorough knowledge of the Citywide Safety Program rules, policies and procedures.

Possession of at least one of the following certifications at the time of appointment is highly desirable:

- Associate Safety Professional by the Board of Certified Safety Professionals.
- Certified Safety Professional by the Board of Certified Safety Professionals.
- Occupational Health and Safety Technologist by the Board of Certified Safety Professionals.
- Certified Industrial Hygienist by the American Board of Industrial Hygiene.
- Construction Health and Safety Technologist by the Board of Certified Safety Professionals.
- Other equivalent professional safety certifications that will be considered on a case-by-case basis

**HISTORY:**

Title change from Safety Specialist to Accident Prevention Coordinator I-II: 06/27/1980

Title change from Accident Prevention Coordinator I-II to Safety Specialist I-II: 11/10/2004

New grade level Safety Specialist III: 02/21/2014

Revision Dates: 02/21/2014

Approval/Adoption Date: 02/03/2016

Revised Classification

Approval/Adoption Date: 06/20/2018 – Civil Service Commission