

CLASS SPECIFICATION
Safety and Risk Officer II

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, organizes, coordinates and supervises a comprehensive safety management, risk management and/or loss control program for a major bureau; supervises and takes action to ensure compliance with safety, health and environmental safety regulations and requirements; advises bureau managers on safe work methods and practices and the elimination of environmental hazards; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Safety and Risk Officer II is responsible for managing and administering a comprehensive risk management, safety management and loss control program for a major bureau in compliance with federal and state laws and regulations and in a manner consistent with sound human resource management principles. An incumbent may also be responsible for development and administration of associated safety and loss control programs, including an Owner Controlled Insurance Program (OCIP) for bureau construction contractors and comprehensive bureau-wide safety training programs. A Safety and Risk Officer II is expected to exercise sound independent judgment regarding issues of broad bureau impact requiring the application of seasoned professional risk management experience.

Safety and Risk Officer II is distinguished from Safety and Risk Officer I in that an incumbent in the former class manages and supervises a moderate sized staff engaged in administering a broad range of safety and risk management functions, programs and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for

performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, supervises and participates in development and administration of a comprehensive safety program, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement, to ensure compliance with all federal and state laws and regulations for employee occupational health and safety.
5. Develops, recommends and implements bureau policies, procedures and programs, consistent with regulatory requirements and City-wide standards and guidelines to comply and to reduce incidents of employee accidents and injuries; advises and consults with bureau management on the design and implementation of safety programs; monitors safety program compliance through review of accident reports, field visits and safety committee reports and suggestions; supervises and participates in the development and delivery of safety training programs for managers, supervisors and employees; coordinates and conducts safety meetings with bureaus.
6. Supervises and conducts special and periodic inspections of bureau facilities and operations to identify safety and environmental hazards; issues notices of hazards and required abatements; responds to the scene of employee personal injury accidents; prepares required reports on employee accidents and accident trends; coordinate programs and activities with Risk Management.
7. Depending on program area, researches, prepares and manages RFPs/RFQs and contracts for brokerage services, industrial hygiene services, risk and safety professional and technical consultants, legal and medical services; assists, supports, coordinates and advises on physical capacity testing, ADA, returns-to-work, medical restrictions/accommodations and physician contacts.
8. Supervises and participates in developing and marketing OCIP carriers for underwriting cases; recommends appropriate coverage; determines self-assumption of risk; negotiates coverage endorsements, exclusions, pricing and levels of contractor liability.
9. Analyzes property and general liability loss trends, exposures to potential future loss and other data; evaluates the adequacy of current insurance coverage; works with insurance carriers to resolve and adjudicate pending claims; evaluates reserve and retention levels based on loss trends; recommends the addition of coverage types and/or change in coverage levels consistent with loss control and cost objectives.

OTHER DUTIES

1. Recommends remedial action to avoid future accidents or injuries; recommends procedural or engineering changes to eliminate the causes of accidents, injuries and other losses.
2. Monitors insurance industry trends and risk management program initiatives and practices and loss patterns of other similar employees.
3. Prepares or advises on the development of specifications for the purchase of safety and safety-related equipment; periodically checks the operation or use of safety equipment to ensure conformance with City standards in use.
4. Monitors health and safety legislative and regulatory changes; evaluates implications for City policies, programs and operations and recommends changes to ensure compliance; stays abreast of industry practices and trends.
5. Serves as liaison with safety officials of other governmental agencies, industry organizations and committees and with representatives of state and federal regulatory agencies.
6. Maintains occupational health and safety and hazardous materials regulations and requirements and other regulatory and industry reference materials; maintains records and files on City safety programs and activities.
7. Coordinates and directs fleet acquisition and maintenance and facilities maintenance and construction activities on behalf of bureau with the Bureau of General Services; coordinates communications services, including land lines, cell phones, pagers and radio services, with ComNet.
8. Plan, coordinate, schedule, implement and manage special projects in area of responsibility.
9. Represent the City or bureau to other City, state and outside agencies and professional societies in task forces, committees or work groups.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and techniques of developing and administering safety management, risk management and/or loss control programs, particularly related to ensuring adequate general and financial liability protection.
2. Federal and state laws and regulations governing work place occupational health and safety, risk management, asset protection and workers' compensation.
3. Practices and procedures for managing, administering, analyzing, adjudicating and litigating claims.

4. Methods of identifying exposure to loss and investigating and correcting industrial and environmental hazards.
5. Bureau functions, programs and operations, including field staff operations and capital project construction plans, and associated occupational health and safety and loss control/prevention issues and challenges.
6. City policies and procedures for reporting property damage and personal injury and adjudicating associated claims.
7. State Industrial Insurance System regulations, procedures and requirements.
8. Property casualty and liability insurance industry trends and practices.
9. Record keeping principles and practices.
10. Principles and practices of effective management and supervision.
11. City human resources policies and labor contract provisions.

Ability to:

1. Plan, organize, supervise and administer a comprehensive bureau safety, risk and loss control program, within City policy guidelines.
2. Operate a computer and word processing, spreadsheet and risk and/or safety management records software.
3. Analyze, classify and rate risks, exposures and loss expectancies.
4. Evaluate alternatives and reach sound conclusions.
5. Analyze insurance policy provisions.
6. Conduct efficient, thorough investigations of damage and injury claims.
7. Negotiate the settlement of claims, with or without legal counsel.
8. Represent the City effectively in hearings and litigation on claims.
9. Collect, evaluate and interpret data in statistical and narrative form.
10. Understand, interpret, explain and apply complex laws, regulations, policies and procedures.

11. Prepare clear, concise reports and other written materials.
12. Communicate effectively, orally and in writing.
13. Maintain accurate and complete program records and files.
14. Exercise sound independent judgment within established guidelines.
15. Establish and maintain effective working relationships with bureau managers and supervisors, employees, representatives of other governmental agencies, insurance brokers and carriers, contractors, Risk Management staff and others encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlines above is graduation from a four-year college or university with major coursework in safety and environmental health, with complimentary course work in finance, business administration or a closely related field; and five years of increasingly responsible professional experience in the administration of risk management, safety management and/or loss control programs and the investigation and adjudication of claims; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license is required.

Safety and risk management certifications and professional designations are desirable.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0970 PROGRAM MANAGER II. Adopted: 07-01-92

June 2009 - Change Job Class number from 7193 to 30000486, due to system change.