NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 20
Fiscal Year: 2012/2013
Posted Date: 02/28/2013
Reposted Date: 03/06/2013

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>6130</td>
<td>Safety Analyst</td>
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For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Support Services
    Micki Callahan, DHR
    Jennifer Johnston, CSC
    Sandra Eng, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/Budget Division
    Theresa Kao, Controller/Budget Division
    Chris Trenschel, Controller/Budget Division
    E-File
Title: Safety Analyst  
Job Code: 6130

INTRODUCTION

Under general direction, plans and conducts worksite hazard analysis to identify occupational safety hazards and establishes comprehensive occupational safety programs to ensure compliance with occupational safety and health regulations. Supervision, develops and implements occupational safety programs and procedures. The essential functions of this class include planning, advising, and conducting work-site inspections to identify safety hazards; investigating accidents to identify causal factors; developing controls or work practices to minimize or eliminate hazards; develop written codes of safe practice; conducting safety training; explaining safety issues clearly and concisely; drafting reports or memos recommending changes in policies and procedures; reviewing and maintaining OSHA and other records; performing trend analysis; developing emergency response plans; reviewing, analyzing, and monitoring workers’ compensation claims; evaluating and developing systems safety programs; ensuring safe and/or ergonomic work environment and conditions; recommending corrective actions to reduce accidents; participating in regulatory inspections and compliance activities; and analyzing loss-run reports and other injury data to identify trends and target loss prevention activities; and using computers to communicate and prepare reports.

DISTINGUISHING FEATURES

This classification is distinguished from class 5177 Safety Officer in that the latter class functions as the highest level technical advisor concerned with occupational safety policies and procedures. It is distinguished from class 6138 Industrial Hygienist in that the latter class functions as a journey level specialist in the recognition, evaluation and control of environmental health hazards and provides technical expertise on hazardous materials/waste policies and procedures.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to these classes and are not intended to be an inclusive list.

1. Review existing status, policies, and procedures utilized by departments to address safety needs. This may include operational and systems safety issues and procedures.

2. Research applicable regulations and injury standards relating to safety issues.

3. Make recommendations for proper procedures to prevent injuries and comply with regulations and industry standards.

4. Draft reports or memos recommending changes in safety program policies and procedures.

5. Select and evaluate equipment, furniture, and materials to ensure safe and/or ergonomic work environment and conditions.

6. Interview employees and supervisors to obtain information about equipment use, exposures, and work practices to facility.

7. Inspect/observe work practices, equipment, and physical conditions to identify potential hazards and ensure compliance with regulations.
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8. Draft report documenting deficiencies and make recommendations with specific time lines for compliance with safety regulations.

9. Investigate accidents to identify causal factors and develop recommendations to prevent recurrence.

10. Develop controls or work practices to minimize or eliminate hazards identified.

11. Consult with managers and employees and make recommendations for different methods of implementing safety changes.

12. Recommend corrective actions to reduce potential for future accidents.

13. Identify needs for safety training from baseline inspections, accident trend analysis, and review of regulation requirements.

14. Develop and present safety training to diverse audiences.

15. Review, analyze, and monitor workers' compensation claims to ensure employees receive appropriate workers' compensation benefits, minimize costs, and analyze injury causation.

16. Analyze loss run reports and other injury data to identify trends and target loss prevention activities.

17. Participate in regulatory inspections and compliance activities to represent City Department.

18. Review and make recommendations on facility designs and construction to enhance safety and ensure regulatory compliance.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: occupational safety principals, procedures, and standard practices; state and federal regulations and procedures such as OSHA and California State Workers’ Compensation; personal protective equipment; and equipment design and usage to ensure appropriate ergonomic standards and practices.

Ability to: read, interpret, and apply technical information; analyze existing procedures and conditions to identify potential hazards and recommend corrective action; apply logical, rational, and supporting information to justify decisions and recommendations; organize written information; use appropriate grammar, punctuation, and syntax; identify causal factors and hazards; orally define and explain safety issues; organize numerical data; analyze safety factors; develop and present effective technical training; utilize computer functions and software programs; and establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Master’s Degree in Safety, Occupational Safety and Health, Safety Management or equivalent degree in a
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TRAINING, EDUCATION and EXPERIENCE REQUIRED:

1. Requires a Master’s Degree from an accredited college or university in Safety, Occupational Safety and Health, Safety Management or a closely related field; AND

2. Two (2) years of professional occupational safety experience such as implementing occupational safety programs, conducting worksite inspections and conducting safety training. (Weapons/Ordnance Safety experience is not qualifying).

SUBSTITUTION:

A. A baccalaureate degree from an accredited college or university in Safety, Occupational Safety and Health, Safety Management or a closely related field; AND four (4) years of professional occupational safety experience as described above may substitute for the requirements described above.

B. A baccalaureate or graduate degree from an accredited college or university in Engineering or Physical and Natural Sciences; AND five (5) years of professional occupational safety experience as described above may substitute for the requirements described above.

C. A baccalaureate or graduate degree from an accredited college or university in any major; AND six (6) years of professional occupational safety experience as described above may substitute for the requirements described above.

D. A baccalaureate or graduate degree from an accredited college or university in any major; AND Certification as a Certified Safety Professional (CSP) issued by the American Board of Certified Safety Professionals substitute for the requirements described above.

E. Certification as an Associate Safety Professional (ASP) by the Board of Certified Safety Professionals may substitute for one (1) year of the required occupational safety experience described above.

LICENSE AND CERTIFICATION

Possession and maintenance of, or the ability to obtain and maintain, a valid California Class C Driver’s License.

SUPPLEMENTAL INFORMATION

Special Requirements: In order to perform the essential functions of the class, Safety Analysts must be able to wear personal protective equipment, climb ladders, bend, squat, and crawl in tight spaces.