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: 30
Fiscal Year: 2012/2013
Posted Date: 06/11/2013
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>5177</td>
<td>Safety Officer</td>
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For additional information regarding this proposed classification action, please contact DHR Classification Action and Compensation Unit by email at DHR.ClassificationActionPostings@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
INTRODUCTION

Subject to administrative approval, plans, develops, reviews and directs a comprehensive program of operational, occupational and industrial safety and loss control; investigates and recommends on specific and more general aspects of safety factors; may supervise subordinates; and performs related duties as required.

DISTINGUISHING FEATURES

This classification is characterized by its responsibility for: the systematic identification, elimination and control of hazards; the development of safety programs; and the enforcement of safety procedures and regulations in connection with departmental operations. Additionally, incumbents act as the advisor to departmental management on safety related matters and represent their respective department before governmental safety regulatory agencies or other bodies concerned with industrial and operational safety matters. This classification exercises primary responsibility for compliance with all provisions of the California Occupational Safety and Health Act (OSHA) and related legislation.

The Safety Officer is responsible for directing a comprehensive program for the assigned department, which may include elements of occupational, operational and/or industrial safety and loss control. Essential functions may include: evaluating the effectiveness of Occupational Safety programs; analyzing injuries and costs to target injury prevention programs; monitoring compliance with Cal/OSHA and other agency regulations; monitoring Workers’ Compensation claims and advising management on cost containment and injury prevention strategies; developing and revising safety procedures and training; evaluating and selecting personal protective equipment; developing or monitoring reports for Cal/OSHA, senior management and other regulatory agencies; and providing safety training, technical information and advice to departmental personnel. Performs related duties as required.

SUPERVISION EXERCISED

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Directs and participates in investigations and surveys of plants, facilities and buildings and field worksites; evaluates fire, electrical, mechanical, structural or other potentially hazardous conditions; observes work activities on an ongoing basis for potentially hazardous work methods and procedures and recommends__improvements__corrective actions.

2. Establishes department-wide safety training programs for all operating and maintenance personnel including supervisors, team leaders and lead workers; provides for appropriate courses of instruction in safety procedures; develops a variety of safety training materials,
including manuals, bulletins and written procedures, in this connection. Organizes, conducts and participates in regularly scheduled safety meetings with workers, supervisors and management personnel.

3. Recommends on the removal from service or operation unsafe machinery, electrical services, automotive equipment and machinery and orders appropriate repairs, alterations or replacement of such; in this connection, prepares detailed cost estimates for the correction of unsafe working or operating conditions and participates in the preparation of budgetary requests. Evaluates the effectiveness of occupational safety programs and recommends modifications to comply with legal requirements, prevent injuries, minimize Workers’ Compensation costs and reduce liability.

4. Organizes, conducts and participates in regularly scheduled safety meetings with workers, supervisors and management personnel. Obtains, maintains, and analyzes occupational safety and health data to identify trends, develop and recommend corrective actions, track Workers’ Compensation costs, prepare management reports, and comply with regulatory recordkeeping requirements.

5. Maintains current information in the field of industrial and occupational safety as it applies to work activities; keeps informed on State, Federal and local legislation relating to transportation, industrial and occupational safety.

6. Participates in the investigation of accidents and cooperates along with operating and management personnel in determining causes of accidents; recommends appropriate corrective action; prepares reports of investigations for management, legislative bodies and industrial safety agencies.

7. Develops, maintains, reviews and revises occupational policies and procedures.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: the theory and practice of modern industrial safety, particularly as applicable to Public Works, public transit, mechanical maintenance and repair, electric power transmission and water distribution activities; electrical, mechanical and structural factors affecting industrial safety; Federal, State and local legislation relating to safety practices and procedures. Requires a comprehensive knowledge of the theory, principals and practices of occupational safety and health, and Cal/OSHA regulations and requirements. Specific knowledge of California occupational injury and workers’ compensation reporting and recordkeeping requirements is essential.

Requires the ability to: plan, revise and carry out a comprehensive program in occupational and industrial safety including personnel training, inspection and correction of unsafe conditions; deal effectively with employees, supervisors and managers in carrying out safety programs and procedures; write and speak clearly, communicate effectively both orally and in writing, and work independently. Such experience must have included the planning and conduct of safety training
MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Requires completion of a 4 year college or university and possession of a baccalaureate degree in engineering supplemented by 5 years experience as a professional engineer in a position involving considerable responsibility for industrial and/or operational safety or an equivalent combination of training and experience. Such experience must have included the planning and conduct of safety training programs, inspection of equipment and related safety activities.

1. Possession of Masters Degree in Safety, Occupational Safety and Health, Safety Management or equivalent degree in a closely related field from an accredited college or university; **AND**
2. Four (4) years of professional industrial or occupational safety experience, which must include work safety assessments, engineering design review, accident investigation, safety program development and safety management; **AND**
3. Certification as a Certified Safety Professional (CSP) by the American Board of Certified Safety Professionals; **AND**
4. Possession of current valid California Driver’s License.
5. Ability to wear personal protective equipment, such as respirator and the ability to climb ladders, bend, squat and crawl in tight spaces to safely access work sites. Note: A medical examination and the probationary period will be used to evaluate this qualification.

SUBSTITUTIONS:

A. Combination of a baccalaureate degree in one of disciplines specified in MQ #1 and six years of experience as described in MQ #2 may substitute for qualifications #1 and #2.
B. Combination of baccalaureate or graduate degree in Engineering, Physical or Natural Sciences from an accredited college or university and seven years experience as described in MQ #2 may substitute for qualifications #1 and #2.
C. Combination of any baccalaureate or graduate degree from an accredited college or university and eight years experience as described in MQ #2 may substitute for qualifications #1 and #2.
D. Registration as a Professional Engineer in Safety by the State of California Board of Professional Engineers and Land Surveyors may be substituted for the certification MQ #32.
E. A graduate degree as described in MQ #1 and six years experience as described in MQ
#23, without a CSP, is qualifying.

**LICENSE AND CERTIFICATION**

Requires registration by the state of California as a Professional Safety Engineer. See Minimum Qualifications above.

**ORIGINATION DATE:**

July 18, 1977

**AMENDED DATE:**

Nov. 1, 1982; June 11, 2013

**REASON FOR AMENDMENT**

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

(Abolishes class 5175 Director, Bureau of Safety, Public Utilities Commission)

**BUSINESS UNIT(S):**

COMMN SFUSD SFCCD SFMTA