NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: June 18, 2013

Re: Notice of Proposed Classification Actions – Final Notice No. 30 FY 12/13 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective June 18, 2013.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

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
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
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INTRODUCTION

Subject to administrative approval, plans, develops, reviews and directs a comprehensive program of operational, occupational and industrial safety and loss control; may supervise subordinates; and performs related duties as required.

DISTINGUISHING FEATURES

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

None

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 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. Organizes, conducts and participates in regularly scheduled safety meetings with workers, supervisors and management personnel.

3. 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. 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 along with operating and management personnel to determine 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, 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; communicate effectively both orally and in writing, and work independently.

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.

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 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.
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Safety Officer
Job Code: 5177

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 #3.

E. A graduate degree as described in MQ #1 and six years experience as described in MQ #2, without a CSP, is qualifying.

LICENSE AND CERTIFICATION

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.

BUSINESS UNIT(S): COMMN SFUSD SFCCD SFMTA