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.

<table>
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<tr>
<th>Posting No:</th>
<th>15</th>
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<tbody>
<tr>
<td>Fiscal Year:</td>
<td>2014/2015</td>
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<tr>
<td>Posted Date:</td>
<td>9/30/2014</td>
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<tr>
<td>Reposted Date:</td>
<td>N/A</td>
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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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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 affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


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 – Client Services 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
    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.

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.

SUPERVISION EXERCISED

Safety Analysts may supervise Industrial Injury Investigators and/or clerical staff as assigned.

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. 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 and make recommendations for procedures to prevent incidents and comply with regulations and industry standards.

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

4-3. Draft reports or memos recommending changes in safety program policies and procedures.

5-4. Select and evaluate equipment, furniture, and materials to ensure safe and/or ergonomic work environment and conditions.

6-5. Interview employees and supervisors to obtain information about equipment use, exposures, and work practices.

7-6. Inspect/observe work practices, equipment, and physical conditions to identify potential hazards and ensure compliance with regulations; develop controls or work practices to minimize or eliminate hazards identified.

8-7. Draft report documenting deficiencies and make recommendations with specific time lines for compliance with safety regulations. Write clear and concise reports.
Title: Safety Analyst
Job Code: 6130

9.8. Investigate accidents to identify causal factors.
10. Develop controls or work practices to minimize or eliminate hazards identified.
11.9. Consult with managers and employees and make recommendations for different methods of implementing safety changes.
12.10. Recommend corrective actions to reduce potential for future accidents.
13.11. Identify needs for safety training from baseline inspections, accident trend analysis, and review of regulation requirements.
14.12. Develop and present safety training to diverse audiences.
15.13. Review, analyze, and monitor workers’ compensation claims to ensure employees receive appropriate workers’ compensation benefits, and other data to minimize costs, and analyze injury causation and reduce incidents.
17.15. Participate in regulatory inspections and compliance activities to represent City Department.
18.16. 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 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.

Master’s Degree in Safety, Occupational Safety and Health, Safety Management or equivalent degree in a closely related field from an accredited college or university and two (2) years of professional occupational safety experience.

Special Requirements: In order to perform the essential functions of the class, Safety Analysts...
Title: Safety Analyst  
Job Code: 6130

must be able to wear personal protective equipment, climb ladders, bend, squat, and crawl in tight spaces.

LICENSE AND CERTIFICATION

Possession of a valid California Driver License.

PROMOTIVE LINES

ORIGINATION DATE: 4/6/92

AMENDED DATE: 10/31/02

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 SFCCD SFMTA SFUSD