NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: October 8, 2014

Re: Notice of Proposed Classification Actions – Final Notice No. 15 FY 14/15 (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 October 8, 2014.

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 – 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
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: 15  
Fiscal Year: 2014/2015  
Posted Date: 10/08/2014  
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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6130</td>
<td>Safety Analyst</td>
</tr>
</tbody>
</table>

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
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 safety issues and procedures.
2. Research applicable regulations and standards relating to safety issues and make recommendations for procedures to prevent incidents and comply with regulations and industry standards.
3. Assess and recommend equipment, furniture, and materials to ensure safe and/or ergonomic work environment and conditions.
4. Interview employees and supervisors to obtain information about equipment use, exposures, and work practices.
5. Inspect/observe work practices, equipment, and physical conditions to identify potential hazards and verify compliance with regulations; Develop controls or work practices to minimize or eliminate hazards identified.
6. Write clear and concise reports.
7. Investigate accidents to identify causal factors.
8. Consult with managers and employees to make recommendations for implementing safety changes.
9. Recommend corrective actions to reduce potential for future accidents.
10. Identify needs for safety training from inspections, trend analyses, and review of regulatory
Title: Safety Analyst  
Job Code: 6130  

11. Develop and present safety training to diverse audiences.
12. Review, analyze, and monitor workers’ compensation claims and other data to minimize costs and reduce incidents.
13. Participate in regulatory inspections and compliance activities to represent City Department.
14. Review and make recommendations on facility designs and construction to enhance safety and 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 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’s License.

PROMOTIVE LINES
Title: Safety Analyst
Job Code: 6130

ORIGINATION DATE: 4/6/92
AMENDED DATE: 10/31/02; 10/8/2014

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