

**City and County of San Francisco**  
Carol Isen  
Human Resources Director



**Department of Human Resources**  
*Connecting People with Purpose*  
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**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: September 13, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 13 FY 2023/2024  
(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 September 13, 2023.

Carol Isen  
Human Resources Director

by:   
\_\_\_\_\_  
Steve Ponder  
Classification and Compensation Director  
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 Operations  
Carol Isen, DHR  
Sandra Eng, CSC  
Erik Rapoport, SFERS  
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:** 13  
**Fiscal Year:** 2023/2024  
**Posted Date:** 09/05/2023  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	6130	Safety Analyst

**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](mailto: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.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
All Departmental Personnel Officers  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: 6130**

**Job Code: Safety Analyst**

**DEFINITION**

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.

**EXAMPLES OF 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.

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9. Recommend corrective actions to reduce potential for future accidents.
10. Identify needs for safety training from inspections, trend analyses, and review of regulatory requirements.
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.

**KNOWLEDGE, 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 or Skill 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.

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.

**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.*

**Education:**

Baccalaureate degree from an accredited college or university

**Experience:**

Four (4) years of professional occupational safety experience, such as implementing occupational safety programs, conducting worksite inspections and conducting safety training. (Weapons, Ordinance, and Systems Safety experience is not qualifying)

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License and Certification:

Possession of a valid California Driver's License.

Substitution:

1) A Master's Degree in Safety, Occupational Safety and Health, Safety Management, or a closely related field may substitute for two (2) years of the required experience.

2) Certification as a Certified Safety Professional (CSP) may substitute for the required experience described above.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 4/6/1992

**AMENDED DATE:** 10/31/02; 10/8/14; 3/11/15; 9/13/23

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA