

LOSS CONTROL ANALYSTDEFINITION

Under direction, performs responsible professional and technical work relating to occupational safety and health and loss prevention/control programs for the City.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plans, designs, develops and implements industrial safety and health programs and loss prevention/control training programs. Researches and evaluates proposed and enacted legislation or case law pertaining to occupational health and safety and recommends policies or procedures to ensure compliance. Conducts research, gathers and analyzes data, and writes comprehensive reports. Investigates loss prevention issues, oversees loss control inspections of City facilities and operations, and recommends appropriate actions or establishes preventive programs to reduce exposure and ameliorate conditions. Coordinates and/or administers a variety of health and safety programs, including Medical Screening, Blood Lead Level Testing, Hearing Conservation and Safety Incentive Program. Administers the City's DMV pull notice program. Advises and trains managers, supervisors, and employees on a variety of safety related issues. Develops and presents health and safety presentations to City Departments and other agencies. Provides leadership and technical guidance to department safety representatives of the Citywide safety committee. Implements Loss Prevention Fund program and makes recommendations of disbursements. Prepares loss control portion of Department budget. May supervise support staff and performs other related duties as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the professional classification in the Loss Control series. This class is assigned a wide variety of administrative projects requiring independent judgement and initiative. It is distinguished from the Loss Control Technician by the complexity of assignments and responsibility to plan, design and develop as well as administer occupational health and safety programs.

RECOMMENDED MINIMUM QUALIFICATIONS

Education equivalent to graduation from an accredited college or university with a Bachelor's degree in Safety Management, Safety Engineering, Personnel Administration, Industrial Relations, Occupational Health and Safety, Public or Business Administration or related discipline. Two years of increasingly responsible experience in developing and administering loss control, industrial safety or related programs, or any equivalent combination of training and experience, which provides the following knowledge and abilities:

Knowledge of: Federal, state and local laws and guidelines pertaining to occupational health and safety, including OSHA reporting procedures and requirements; methods, techniques and practices used in the determination and elimination of occupational safety hazards; statistical and research methods; practices of program development.

Ability to: Plan, develop and implement health and safety programs; understand, interpret and apply rules, regulations and legal provisions pertinent to program and policy administration; identify hazardous conditions; gather and present information effectively orally and in writing; establish and maintain effective working relationships with other employees and the public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a proactive problem solver who recognizes actual or potential hazards and develops appropriate solutions. He or she is an effective communicator who can convey complex information to individuals or groups in both informal and formal settings. The incumbent is an excellent planner with the interpersonal skills to coordinate well with a wide variety of employees at all organizational levels and with the public.

Class title established per Council Resolution No. 99-013,
effective 3-1-99

Prepared and ADA approved 9/9/99
Reviewed: 05/02

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