

LOSS CONTROL OFFICE SPECIALIST (UC)

DEFINITION

Under general supervision, performs responsible, specialized clerical and some technical functions relating to occupational safety and health and loss prevention/control programs for the City.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Enters into the computer and maintains comprehensive loss control records as required by the state. Types correspondence and reports; receives and refers phone calls; schedules meetings and appointments. Conducts research and writes reports from prepared material and assists in developing articles for newsletter publication. Assists in the development and implementation of training programs for industrial safety and health and loss prevention/control programs. Assists in conducting loss control inspections of City facilities and operations. Acts as secretary for City Safety Committee. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The work of this class is responsible clerical work of a specialized and confidential nature and includes some technical functions. This is the entry level class in the Loss Control career ladder series.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to graduation from high school and two years of responsible clerical experience, preferably in the Loss Control field, or any equivalent combination of education and experience which provides the following knowledge, skills and abilities.

Knowledge of: general familiarity with CAL/OSHA terminology, modern office practices, procedures, equipment, standard clerical techniques, and organizational skills.

Skill in: operating programmable word processing equipment with proficiency on IBM or IBM compatible P.C.; maintaining accurate, complex records and extracting data from such records for reporting purposes; implementing and improving filing systems; following oral and written directions; compiling data for reports; composing routine correspondence; typing at a corrected rate of 40 words per minute; performing simple calculations.

Ability to: interpret, explain and apply with consistency, laws, regulations, policies and procedures pertaining to occupational safety and health and loss prevention/control; maintain confidentiality; assist in facility inspections; communicate effectively both orally and in writing; establish and maintain effective working relationships with employees and general public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is well organized and flexible and can easily coordinate a wide variety of tasks with strict deadlines and varying levels of priorities requiring considerable initiative and judgment. This individual recognizes the importance of maintaining confidentiality and is customer-service oriented.

Class title established per Council Resolution No. 89-070,
effective 7-1-89

Class specification reviewed: 8/02

ADA approved: 7/02