

RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST

DEFINITION

Under general direction, to ensure adequate safety principles, practices, and techniques are applied in workplaces, to plan, organize, develop, implement, coordinate and administer comprehensive risk management, loss control, County self-insured Workers Compensation, County-wide occupational and industrial safety programs, policies, including inspections, training and related functions and activities; analyze, develop and recommend risk management procedures and programs; performs risk identification and analysis, recommends appropriate corrective action; statistical and systems analysis of special projects and programs; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position classification responsible for the overall direction and coordination of the County's Risk Management Programs. This position consults with the Workers Compensation Claims Adjusters, Liability Claims Adjuster, other employees and private providers and contractors. This position is expected to at all times observe the procedures and limitations set forth by the Board of Supervisors and County Counsel for the adjustment and settlement of claims; this position focuses upon the area of employee safety, coordination and monitoring multiple programs funding under Risk Management. This position is responsible for preparation of documentation to OSHA citations/appeal processes and should be familiar with OSHA policies and procedures. Conducts safety inspections, training, accident/injury investigations, and regulatory compliance; promotes a high level of safety consciousness and loss prevention throughout the County.

REPORTS TO

Reports directly to the Board of Supervisors

CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise support staff as assigned

EXAMPLES OF DUTIES

- Plans, organizes, coordinates and supervises a comprehensive risk management and loss control program, including but not limited to liability insurance self-insured employee insurance, self-insured workers compensation, and industrial safety programs.
- Reviews, evaluates and reports on the effectiveness of the comprehensive risk management program such as safety, loss control, claims management and the like.
- Regularly identifies and analyzes risks, recommends appropriate risk transfers, risk controls and risk financing techniques.
- Directs development and recommendations and administration of risk management budget/internal services funds; directs actuarial reviews of funds; develops recommendation for cost applied charges.
- Conducts or directs the conduct of studies of operations and researches data and information to identify potential risk exposure and liability; analyzes trends and information and makes recommendations.
- Establish and direct safety training to meet compliance with State and Federal OSHA, Department of Transportation and other applicable State and Federal labor regulations, standards and codes where appropriate; maintain data information to provide quarterly statistical reports and meet OSHA record keeping standards and requirements.
- Develops, implements, and manages the County's Injury/Illness Prevention Program and directly coordinates the participation of departments within the program; creates or modifies safety program and updates County IIPP (Injury & Illness Prevention Program) as needed.
- Conducts regular safety audits of County departments including the inspection of facilities, worksites, equipment, work practices and safety devices to ensure compliance with required workplace safety standards, regulations.
- Prepares or oversees staff in preparing monthly, quarterly and annual reports; maintains proper documentation to conform record-keeping requirements of Cal OSHA and California Labor Code.
- Performs comprehensive investigations of serious accidents and/or incidents of injury or property damage; develops and implements measures and strategy to prevent their recurrence in order to meet long-range loss-reduction goals; and prepares responses to OSHA citations/appeals resulting from serious accidents/injuries and participates as a County representative, when appropriate, in administrative court proceedings resulting from appeal processes.

EXAMPLES OF DUTIES CONTINUE

- Assist departments in establishing departmental specific safety manuals to minimize or eliminate hazards while maintaining consistency with County policies.
- Monitors and presents written and oral reports concerning legislation, changes in insurance coverage and costs, loss trends, and other topics that may impact the County.
- Examines and test machinery and equipment, such as lifting devices, machine guards, scaffolding.
- Ensure the machinery and equipment meet appropriate safety regulations.
- Check that personal protective equipment, such as masks, respirators, protective eyewear, or hardhats, is being used in workplaces according to regulations.
- Check that dangerous materials are stored correctly.
- Test and identify work areas for potential accident and health hazards, such as toxic fumes and explosive gas-air mixtures.
- May implement appropriate control measures, such as adjustments to ventilation systems.
- Investigations may involve talking with workers and observing their work, as well as inspecting elements in their work environment, such as lighting, tools, and equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; stooping, bending, kneeling, crouching, crawling reaching, lifting up to 50 lbs, climbing ladders, verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX; equipment would also include motor vehicle.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment, the community or regional setting; may work outdoors, continuous contact with staff, public and local and state agencies

RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST – 4

KNOWLEDGE OF

- Principles and practices of Risk Management, Insurance, Occupational Health and Safety, Claims, Risk control, Risk Financing, Wellness and Legal programs and procedures.
- Principles and practices of evaluating and implementing a comprehensive safety program training techniques.
- Techniques of accident prevention; methods of assessing safety hazards and controls, and conducting accident/injury investigations and safety inspections.
- Laws and regulations applicable to employee safety and occupational health (i.e. Cal OSHA standards and California Labor Code).
- OSHA policy and procedures, citation and appeal processes, and Cal OSHA Standards Board processes.
- Industrial safety practices.
- General liability, employment liability, automobile, property, environmental liability and other insurance or self-insurance program development and administration.
- Principles, practices and methods of administrative, organizational, economic and procedural analysis.
- Principles and practices of budget development and administration, organizational planning, work measurements capital improvement programming and planning and personnel management.
- Statistical and financial analysis, recordkeeping and report generating principles and techniques.
- Applicable laws and regulations.

ABILITY TO

- Interpret and apply laws, regulations, policies and procedures.
- Investigate and evaluate complex safety problems and issues.
- Collect, interpret and evaluate data.
- Develop management information systems to establish loss history for risk analysis.
- Prepare clear concise reports and recommendations.
- Communicate effectively orally and in writing.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Analyzing insurance policy provisions to determine the existence and extend of liability
- Establish and maintain effective working relationships with those contacted during the course of the work.

- Represent the County effectively and in a professional manner in meetings, hearings, administrative court proceedings with other governmental agencies, boards and commissions, and with the public.

RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST – 5

TRAINING AND EXPERIENCE

Possession of a Bachelor's Degree from an accredited college or university in safety or industrial engineering, and three years of experience in coordinating safety and loss prevention activities for an insurance company, independent administrator, or large employer with a diverse work environments.

OR

Possession of a bachelors degree in social sciences, human resources, or a closely related field and supplemental training in safety, industrial hygiene, and three years of experience coordinating safety and loss prevention activities for an insurance company, independent administrator, or large employer with diverse work environments.

OR

Possession of a bachelors degree in social sciences, human resources, or a closely related field and supplemental training in safety, industrial hygiene, and three years of experience performing duties equivalent to the class of safety officer.

OR

Possession of Professional Certificate in Occupational Health and Safety or certificates from any one or combination of the following; Board of Certified Safety Professionals (BCSP), American Board of Industrial Hygiene (ABIH). Certified Safety Professional (CSP) credential, Certified Industrial Hygienist (CIH), Certified Associate Industrial Hygienist (CAIH) credentials, Occupational Health and Safety Technologist (OHST) credential; or a combination of one certificate and other training, education and experience that's equivalent to one of the standards listed above and that provide the required knowledge and abilities.

OR

Possession of a Bachelor's Degree in Risk Management or related field, with four years of professional level experience in risk analysis, safety operations, claims adjustments, liability and workers compensation.

A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities is qualifying.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.