

SAFETY SPECIALIST



Job Number: 79

Salary Range: \$1,618.08 to \$2,556.24 Biweekly; \$3,518 to \$5,558 Monthly

APPLICATIONS AVAILABLE: 7:30 A.M. to 4:30 P.M., FEBRUARY 23, 2007 THROUGH MARCH 30, 2007.
FILING DEADLINE: 4:30 P.M., MARCH 30, 2007. COMPLETED APPLICATIONS AND SUPPLEMENTAL APPLICATIONS MUST BE RECEIVED IN THE CIVIL SERVICE DEPARTMENT ON OR BEFORE THE FILING DEADLINE. APPLICATIONS WILL NOT BE ACCEPTED AFTER THAT DATE AND TIME. POSTMARKS WILL NOT BE ACCEPTED.

EXAMPLES OF DUTIES: Under general supervision, assists in the administration of the Citywide Safety Program and may perform as a program staff specialist or as a department safety specialist coordinating the safety programs and having functional responsibility for safety activities within a City department; assists in developing and evaluating safety goals and standards; assists and advises management in promotion of an overall safety culture; advises employees and supervisors on injury prevention and safety related matters; performs safety inspections of offices, grounds, shops, construction work sites, equipment, vehicles, and tools for compliance with Cal/OSHA safety standards and other standards including ANSI and NFPA; provides on-site or classroom type training and instruction on a wide range of safety related matters such as hazard communication, accident investigation, injury and illness prevention plan, personal protective equipment, and other subjects; conducts industrial hygiene sampling including indoor air quality assessments, noise exposure monitoring, and chemical exposure monitoring; utilizes computerized systems to track and identify accident causes to make recommendations for the prevention of similar injuries and illnesses; prepares statistical reports and correspondence related to program evaluation and performance measures; oversees the maintenance of required records and reports; makes recommendations on Citywide safety policies and standards; develops instructional materials for safety related topics; and performs other related duties as required.

REQUIREMENTS TO FILE:

- 1) Proof of graduation from an accredited four-year college or university with a Bachelor's Degree in Safety Management, Safety Technology, Industrial Hygiene, Environmental Technology, Environmental Science or a closely related field (copy of diploma or transcripts are required by close of filing)* **AND** recent experience in safety education, industrial hygiene, and/or facility safety inspections. Additional experience offering specific and substantial preparation for the duties may be substituted for the required education on a year-for-year basis.

OR

One of the following certificates (proof required):*

- Associate Safety Professional (Board of Certified Safety Professionals)
- Occupational Health and Safety Technologist (Council on Engineering and Scientific Specialty Boards)
- Certified Associate Industrial Hygienist (American Board of Industrial Hygiene)
- Associate in Loss Control Management (Council on Certification of Health, Environmental and Safety Technologists)
- Alternate professional safety certifications may be submitted for consideration and will be evaluated for equivalency.

- 2) Knowledge of California Code of Regulations, Title 8, Chapter 3.2; ability to effectively communicate both orally and in writing; ability to independently apply procedures and regulations affecting safety operations; willingness to respond to emergency calls at night and on weekends; willingness to work irregular hours, holidays and weekends as scheduled, willingness to travel occasionally, as required.
- 3) Proof of a valid motor vehicle operator's license is required at time of appointment. A current DMV driving record must be submitted to the hiring department at the time of the selection interview.
- 4) Applicants must be able to pass a comprehensive background investigation and polygraph examination prior to appointment in some Departments.

*** Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by April 4, 2007.**

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Written Examination	Qualifying
Evaluation of Work Experience, Education, Training and Personal Qualifications Interview.....	100%

A minimum rating of 70 must be attained in each part of the examination. Certification by score bands will be considered based on an analysis of test results. Based upon the number of accepted applications, the selection procedure may change. In the event a revision is necessary, the affected persons will be notified.

THE EXAMINATION WILL BE SCHEDULED SHORTLY AFTER CLOSE OF FILING. IF YOU HAVE NOT RECEIVED NOTIFICATION BY APRIL 18, 2007, CONTACT THE CIVIL SERVICE DEPARTMENT AT (562) 570-6202.

This information is available in alternative format by request to (562) 570-6202.