

Bulletin Number	104BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Internal Services
Position Title	SAFETY OFFICER II
Rebulletin Information	THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD. APPLICANTS WHO HAVE PREVIOUSLY APPLIED WITHIN THE LAST SIX (6) MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.
Exam Number	W3039D
Filing Type	Open Continuous
Salary Type	Monthly
Salary Minimum	5014.18
Salary Maximum	6576.09
Benefits Information	<p>Non-Represented Employees</p> <ul style="list-style-type: none"> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Flexible Work Schedules
Position/Program Information	<p>Has responsibility for the development and administration of a comprehensive safety and accident prevention program for the medium to large departments with significant risk exposure.</p> <p>Positions allocable to this class report to a higher level administrative manager and are responsible for independently identifying, diagnosing, developing and implementing the safety and accident prevention program for a department with significant risk exposure due to the arduous and/or dangerous work performed by employees in the department. Departments currently allocated to this level include Parks AND Recreation, Public Works, and Internal Services. Incumbents research, design and implement safety policies and procedures, safety plans, facilities and operations safety audits/inspections, and conduct and coordinate training programs to eliminate workplace hazards to ensure compliance with the California Occupational Safety and Health Act as well as other</p>

federal, state and local safety codes and departmental policies. This position also coordinates the department's safety activities with the Chief Administrative Office, County Counsel and state and federal safety and health agencies. Incumbents must possess a thorough knowledge of state and federal safety regulations; departmental safety policies, procedures, and guidelines; and the County's Workers' Compensation program. Incumbents must also have the ability to supervise staff and prepare and administer significant portions of the safety/risk management budget.

Essential Job Functions

Develops and revises safety policies, including the Injury and Illness Prevention Program (IIPP), procedures, guidelines, promotional materials, and training programs to insure compliance with federal, state and local rules, regulations, procedures, and departmental safety directives.

Identifies, diagnoses and provides recommendations for the elimination or mitigation of safety problems within the department.

Supervises subordinate staff in the Department's Safety Office.

Oversees the investigation and preparation of reports on industrial injuries.

Ensures Cal/OSHA logs are properly compiled and posted as required by state law.

Researches and sets standards for the implementation and use of safety equipment including specialized equipment used.

Directs, and participates in, safety audits of department facilities and operations to reduce occupation safety risk factors and ensure compliance with County safety directives, and federal, state and local regulations.

Coordinates the departmental safety training programs.

Represents the department at meetings conducted by the County and other agencies including Cal/OSHA hearings.

Prepares, coordinates, conducts, and supervises

training sessions in respiratory protection, hearing conservation, asbestos, confined space, hazard communication and other departmental safety training programs.

Prepares and obtains training manuals and materials for all safety programs.

Conducts and supervises work site and field monitoring inspections using air monitoring, sound monitoring, and other personnel monitoring devices as needed.

Analyzes data and makes recommendations for personnel protection.

Researches, develops, implements, and conducts ongoing programs in asbestos, respiratory protection, hearing conservation, confined spaces, medical monitoring, and other safety programs.

Reviews injury reports, accident investigations, safety grievance reports; develops and reviews statistics, and, by other means, evaluates the effectiveness of the existing safety program.

Advises departmental management on equipment purchases and facility modifications necessary to achieve safety goals and to ensure ergonomic standards are met.

Investigates and reviews reports of injuries, property damage, non-employee accidents, automotive and industrial accidents, and claims involving the department, and initiates appropriate action.

Acts as departmental liaison and coordinator with Workers' Compensation's Third Party Administrator (TPA) and County Counsel on claims against the County on injury cases.

Investigates and evaluates safety suggestions made by employees of the department.

Formulates or participates in the formulation of departmental security policies and procedures and ensures their implementation.

Requirements

SELECTION REQUIREMENTS:

OPTION I: A Bachelor of Science in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene or a closely related field -AND- Three years of professional level experience in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene, or a closely related field at the level of Safety Assistant*.

OPTION II: Five years experience at a professional level in Safety, Safety Engineering, Environmental Safety, Industrial Hygiene, or closely related program responsibilities in a large department at the level of Safety Assistant*.

OPTION III: One year's experience as head of a comprehensive occupational safety and accident prevention program in a department. A Master's degree from an accredited** college in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene or closely related field may be substituted for one year of the required experience.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Knowledge of federal, state, and local environmental, health, and related safety regulations.
- Experience in writing and implementing safety programs for a large organization.
- Excellent oral and written communications skills.
- Excellent customer service and interpersonal skills.

Special Requirement Information

*Experience at the level of Los Angeles County's class of Safety Assistant is defined as assisting in planning, conducting, coordinating, evaluating and maintaining of a comprehensive occupational, environmental, or safety and illness/injury prevention program in a large department.

In order to receive credit for any college work, or any type of college degree such as a Bachelor, Master, or Doctorate degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows area of specialization; or official certificates with your application at the time of filing.

Accreditation Information

****Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of an interview designed to assess knowledge in the field of safety, regulations, and general ability to perform the duties of the position weighted at 100%. You must achieve a passing score of 70% or higher in this examination in order to be placed on the Eligible Register.

Special Information

A thorough background investigation (including fingerprint search) will be required of candidates. Candidates who are found unsuitable for employment as a Safety Officer II will be removed from the certification list pursuant to Civil Service Rule 6.04.

DISQUALIFYING FACTORS INCLUDE BUT ARE NOT LIMITED TO:

- Felony convictions
- Certain job-related misdemeanor convictions
- Certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence)
- Illegal use of certain controlled substances
- Poor employment history

Vacancy Information

The resulting eligible register for this examination will be used to fill vacancies in the Human Resources Division, Administration and Finance Service of the Internal Services Department.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the Eligible Register in the order of their score group for a period of six (6) months following the date of promulgation. Passing this examination and being placed on the Eligible Register do not guarantee an offer of employment.

No person may compete for this examination more than once every six (6) months.

Shift

Any

Job Opportunity Information

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO**

NOT HAVE TO BE INCLUDED.

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

Application and Filing Information

Fill out your application and Job Specific Questionnaire (if any) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may not accept your application at any time during selection process.

We may close this examination without prior notice.

File using ONE of the methods below:

FILING ONLINE

We encourage you to apply online so you can track the status of your application and get notified of your progress by email.

We must receive your application and Job Specific Questionnaire (if any) by 5:30 p.m., Pacific Time, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (323) 780-9006 within five (5) days of filing. Please include exam number and exam title.

FILING BY U.S. MAIL OR IN PERSON

We must receive your completed application and Job Specific Questionnaire (if any) at the address below by 5:30 p.m., Pacific Time, on the last day of filing.

INTERNAL SERVICES DEPARTMENT
1100 N. Eastern Ave. – Trailer Annex
Los Angeles, CA 90063
Insert Office Hours: 7:00 a.m. – 5:30 p.m., Pacific Time

**County of Los Angeles
Information**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Department Contact Name	Martha M. Sandoval
Department Contact Phone	(323) 881-4655
Department Contact Email	msandoval@isd.lacounty.gov

ADA Coordinator Phone	(323) 267-2432
Teletype Phone	(213)974-0911
California Relay Services Phone	(800) 735-2922