

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

8/11/2000

SAFETY ADMINISTRATOR, 1728

**Summary of Duties:** A Safety Administrator, plans, organizes, directs, and supervises, the development and administration of a comprehensive occupational safety and industrial hygiene program for City departments; applies sound management principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities and does related work.

**Distinguishing Features:** A Safety Administrator's primary responsibility is to direct and administer a comprehensive safety and industrial hygiene program for the City, including the technical, policy, and administrative and managerial aspects. Assignments are received in terms of policy statements, and reviewed mainly in terms of objectives accomplished, results obtained, compliance with policies and problems solved. A Safety Administrator supervises professional, technical and clerical personnel.

### **Example of Duties:**

- Plans, organizes, directs, and supervises the overall development and administration of a comprehensive industrial safety, vehicular safety, and industrial hygiene program for the city;
- Directs and supervises the technical and professional employees engaged in planning and implementing the safety and industrial hygiene activities for City departments other than Department of Water and Power, Harbor and Airports;
- Directs the preparation of safety and industrial hygiene programs and rules;
- Directs and supervises awards and recognition programs for safe performance;
- Advises City management on problems involving safety and industrial hygiene;
- Formulates policy recommendations affecting administration of City safety and loss prevention programs;
- Represents the City at State hearings and at other meetings of safety administrators, safety engineers and directors;
- Coordinates the safety effort of City departments with City management;
- Prepares and directs citywide training activities relating to safety;
- Disseminates accident prevention information, and application of the provisions of Federal, State and local statutes, rules, and regulations relating to employee safety and accident prevention, including the provisions of CAL/OSHA safety orders, the California Vehicle Code, and Executive Directives;
- Directs the preparation, revision and implementation of departmental illness and injury prevention programs;
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

**Qualifications****Knowledge of:**

- The administrative principles and practices required to effectively manage an overall comprehensive safety and industrial hygiene program to ensure employee safety and improve the City's safety record;
- The hazards encountered in construction operation, maintenance work in City service, and applicable accident prevention techniques and devices;
- The health and environmental hazards encountered by City employees, and appropriate solutions;
- The methods used to correct existing and potential safety hazards in all areas of City employment;
- The provisions of Federal, State, and local laws and regulations relating to employee safety and accident prevention in City service, including pertinent provisions of the Safety Orders of the California Division of Health and Safety and the California Vehicle Code;
- Safety engineering principles and practices;
- The media used to disseminate accident prevention information;
- The principles and methods of employee safety training;
- The laws and regulations as they relate to equal employment opportunity;
- Employee relations including memoranda of understanding as they related to subordinate personnel;
- The activities and services of national, state and local safety and industrial hygiene organizations;
- The principles and practices of supervision;
- City personnel rules, regulations, and policies;
- The City's budgetary process.

**Ability to:**

- Initiate, develop, implement and secure cooperation with programs directed towards the improvement of safe working conditions and reduction of hazards and accidents;
- Prepare clear and concise written reports;
- Make clear and convincing oral presentations to elected officials, City Managers and others on behalf of the City;
- Issue safety bulletins and other communications on changes in law, policy or procedure affecting workplace safety;
- Prepare and analyze statistical data;
- Deal tactfully but persuasively and effectively with management, employees, and the public;
- Supervise a group of professional, technical, and clerical employees.

**Requirements:**

1. Three years of full-time paid experience as a Safety Engineer or Senior Industrial Hygienist for the City of Los Angeles; **or**

2. Five years of full-time paid professional experience in a position at least at the level of Safety Engineer, of which three years must have been in supervising a complex safety program involving survey, analysis, training, enforcement, program development and implementation.
3. Graduation from a recognized four-year college or university with a degree in environmental and/or occupational health science, health and safety studies or a closely related field may be substituted for up to two years of the required experience in Requirement number 2.

Appointment to a position in this class is subject to a one-year probationary period under the provisions of Section 1011 of the City Charter.

Possession of a current Certified Safety Professional designation or Certified Industrial Hygienist designation is highly desired.

**License:** A valid California driver's license may be required.

**Physical Requirements:** Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**