

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

11/09/06

**ERGONOMIST, 1743**

**Summary of Duties:** An Ergonomist, under general supervision of the Safety Administrator, directs, coordinates and develops ergonomic safety and injury prevention programs; may supervise or act as lead to a group of employees performing these duties; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and performs related work.

**Distinguishing Features:** The primary responsibilities of ergonomist personnel are the development of methods to promote the recognition and prevention of short, and especially long term, ergonomic workplace conditions that eventually contribute to work related incapacities such as repetitive motion injury (RMI), and to train employees to develop an attitude of ergonomic consciousness. Incumbents in the position will study and attempt to control factors affecting employee ergonomic environment through application of basic ergonomic and human engineering principles; convert changes in risk and injury rates into productivity, efficiency and performance coefficients, demonstrate proficiency in training, design and implementation as well as behavior modification principles to facilitate the reduction of injury risks to employees. Incumbents serve as consultants on ergonomic matters and recommend the correction of ergonomically unsound practices, conditions, tools, equipment and furniture. Since the incumbents have no direct authority to enforce their recommendations, they must use considerable tact, diplomacy, and persuasiveness to obtain the cooperation of management, supervisory personnel, and employees in implementing their recommendations.

Assignments are received in terms of policy statements, and general reviews are made of obtained results. The Ergonomist is responsible for ensuring that all employees recognize the nature of ergonomics. An employee of this class may supervise professional and clerical personnel engaged in ergonomical safety and health work.

**Examples of Duties:**

- Organizes ergonomic awareness programs;
- Develops an awareness of potential short and long term occupational injuries, and instills a sense of personal responsibility for occupational injury prevention;
- Investigates and observes the design, placement, arrangement, interaction, utilization and working procedures, tools, equipment, and material, employees

work with, on, under or around, so that the employees interact most efficiently and safely;

- Recommends changes to correct ergonomically unsound working conditions;
- Investigates ergonomically created occupational injuries and prepares detailed reports for management;
- Analyzes employee reports to determine causes, and recommends remedial safety measures including work environment modifications and/or equipment changes;
- Assists in developing proper ergonomic equipment;
- Compiles records and prepares statistical and other periodic summary reports of accidents and recommended changes;
- Consults with management and supervisors on the establishment, development and operation of an ergonomic program for the prevention of repetitive motion, and similar injuries;
- Plans, institutes, and makes follow-up checks on ergonomic evaluations and training programs for use by supervisors;
- Reviews plans and specifications for department building, machinery, and equipment to assure conformance with ergonomically sound work practices and procedures and the correction of mechanical, physical and health hazards;
- Gives advice on ergonomically safe practices and procedures for new operations and processes;
- Reviews equipment, facilities, and buildings for existing or potentially ergonomically unsound practices or procedures and recommends intervention measures;
- Works closely with professional human engineering organizations in the exchange of ideas and the development of ergonomically safe practices, devices and procedures;
- Develops course outlines and recommends means of presenting ergonomic awareness training;
- Develops work instructions emphasizing optimum ergonomic work conditions for specific operations;
- Holds training meetings with supervisors and other employees to stress proper ergonomic practices;
- Provides management with information regarding occupational safety and health laws and codes pertinent to department operations, including the Federal Occupational Safety and Health Act, California Workers' Compensation Act and State Safety Orders, and City safety ordinances in regard to repetitive motion injuries (RMI);
- May supervise field and office staff engaged in the dissemination of proper ergonomic policies and procedures, and prevention of ergonomic occupational injuries;
- Fulfills supervisory equal employment opportunities responsibilities as set forth in the City's Equal Employment Opportunity program;

- Reviews periodic reports to ensure that the ergonomic program is functioning properly;
- Directs subordinates in the improvement of ergonomic procedures; plans, organizes, and coordinates the activities of ergonomic committees;
- Cooperates with training units and supervises in conducting employee ergonomic training meetings;
- Assists management in occupational injury analysis and prevention;
- Works with a medical staff in the analysis of injuries in promoting an occupational health program;
- Prepares and maintains a comprehensive set of safety rules with the assistance of ergonomic committees;
- May represent the City at State hearings on the developments and revision of State Safety Orders and at other meetings of ergonomic engineering professionals; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** An Ergonomist must have the following knowledge and abilities:

Knowledge of:

- Principles of human factors engineering;
- The potential long term occupational harm encountered in construction/maintenance, and non-construction/maintenance work in City service, and the applicable of sound ergonomic prevention techniques and devices;
- Media used to disseminate injury prevention information;
- Provisions of Federal, State, and local laws and regulations relating to ergonomics/human factors engineering and injury prevention in City service, including pertinent provisions of both Federal and State Occupational Safety and Health Acts;
- Principles and methods of ergonomic utilization training;
- Activities and services of national, state, and local ergonomic organizations;
- Principles and practices of supervision;
- Laws and regulations related to equal employment opportunity;
- City personnel rules, policies and procedures; and
- Memoranda of understanding as they apply to subordinate personnel.

The ability to:

- Detect potential ergonomic hazards in construction/maintenance and non-construction/maintenance environments, and devise intervention methods that include procedures and designs for workplace equipment that will have adequate ergonomic safeguards;

- Conduct lecture and conference type training meetings;
- Obtain the cooperation of employees, supervisors and management in adopting and using adequate ergonomic devices and injury prevention methods;
- Prepare clear and concise reports;
- Analyze injury data;
- Deal tactfully and effectively with management, employees and the public;
- Supervise a group of employees engaged in planning, implementing, and administering a comprehensive ergonomically orientated occupational safety and health program; and
- Plan, organize, coordinate and direct an effective ergonomic safety and injury prevention program for a large department.

**Minimum Requirements:**

1. Graduation from a recognized four-year college or university with a degree in Ergonomics, Physical Therapy, Occupational Therapy, or Industrial and Organizational Psychology; **and**
2. Two years of full-time paid professional ergonomic experience; **and**
3. A valid California driver's license; **and**
4. Either a Certified Professional Ergonomist (CPE) or a Certified Ergonomics Associate (CEA) certificate.

Some positions may require an Occupational or Physical Therapist license.

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 reasonable accommodate the limitation.

**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 the duties and responsibilities of any position shall be.**