



Safety & Risk Management Analyst

Confidential/Supervisory Range: 19

Board Approved: 06/13/2024

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, the Safety & Risk Management Analyst, performs analytical and specialized functions to support comprehensive human resources and safety & risk management programs for academic and classified employees; performs related duties as required.

The Safety & Risk Management Analyst requires in-depth knowledge of organizational structure, risk management, employee safety training programs, environmental and occupational health and safety management programs, workplace violence processes and practices, District policies and procedures, regulations; exercise of discretion and maintenance of confidentiality. This incumbent is required to be self-directed and may provide work direction, supervision, and guidance to personnel assigned to the area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs specialized duties related to the planning, implementation, and coordination of a variety of environmental health and safety, emergency preparedness, safety, and risk management programs and activities, including but not limited to, accident or injury prevention and control, workplace violence prevention and investigation, safety education, analysis and reporting, industrial hygiene, and occupational health.
2. Participates in the application of related programs, plans, and procedures, such as the medical waste plan development, hazardous waste reporting, hazardous materials inventory and relevant reporting processes or procedures.
3. Performs duties related to the District's infectious disease reporting and tracking policies; conducts contact tracing, provides resources, and reports cases to relevant agencies.
4. Serves as a point of contact for employees who have concerns or complaints related to workplace violence incidents and ensuring clear communication throughout the process.
5. Implements and coordinates protocols for responding to workplace violence incidents, including emergency response procedures and support for affected individuals.
6. Assists in conducting job hazard and risk analysis; schedules, conducts, and/or assists in evaluations and inspections to ensure compliance and identify environmental, occupational health and safety hazards; provides recommendations for corrective action.
7. Assists in conducting investigations into complaints, gathers information regarding workplace accidents, hazards, and workplace violence incidents; prepares investigations report and provides high level information pertaining to resolution.



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8. Coordinates medical evaluations appointments for employees as required by environmental and occupational health and safety programs; coordinates monitoring for environmental hazards as to ensure the health and safety for employees.
9. Coordinates and administers ergonomic evaluations for employees; makes recommendations for suitable equipment or workstation modifications to minimize the risk of injuries related to posture or workspace design; prepares related reports for internal use and regulatory compliance.
10. Assists in budget preparation and administration, including creating cost estimates, creation of purchase requisitions, and expenditure tracking; provides regular budget reports and assists in addressing budget-related issues.
11. Assists in the maintenance of the District's Online Safety Data Sheet (SDS) database and the online safety training database by running reports, updating user data/rights and the assignment of online safety training modules in conjunction with the assigned employees in the Human Resources Office.
12. Develops educational, technical, and promotional materials such as posters, brochures, newsletters, to create and increase the District's Safety & Risk Management Department and programs; assists in maintaining the department's website.
13. Prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff safety complaints.
14. Compiles, review and analyzes data; prepares a variety of reports using statistical and historical data; maintains files and related records.
15. Serves as liaison for District vendors, and government agencies involved with safety and risk management; assures compliance with applicable laws and regulations.
16. Attends and represents the department at events and/or meetings; stays current with new trends and innovations related to safety and risk management.
17. Performs related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Current relevant federal and state laws and regulations related to safety and risk management.
- Knowledge of Clery Act and Title IX regulations as they pertain to campus safety.
- Principles and practices of safety and risk management program administration.
- Environmental health standards and practices, including hazardous materials management, waste disposal, and pollution prevention.
- Methods, terminology and procedures used in safety and risk management program administration.
- Risk management principles and practices, including risk assessment, mitigation strategies, and insurance management.



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- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.

Ability to:

- Perform a variety of para-professional safety and risk management program administration functions with minimal guidance and supervision.
- Analyze and interpret data, identify trends, and develop actionable insights.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of rules, laws and policies.
- Compile detailed information and prepare clear and concise reports.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.
- Communicate clearly and concisely, both orally and in writing to effectively convey safety information, policies, and procedures to diverse audiences.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university in science, occupational health, public health, public administration or a related field.

Experience:

Three (3) years of experience in health and safety management programs and/or working with hazardous materials (HAZMAT).

Desired Education and Experience

- Possession of a HAZWOPER certification, OSHA 10 or 30-hour training for construction or general industry.

EQUIVALENCY PROVISION

In the absence of a Bachelor's degree, an Associate's degree or sixty (60) semester units from an accredited college or university with major course work in environmental science, occupational or public health, public administration or a related field and five (5) years of experience in health and safety management programs and/or working with hazardous materials (HAZMAT).



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and travel from site to site; exposure to fumes and hazardous/toxic materials.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.