



City of Phoenix

SAFETY ANALYST I

JOB CODE 05050

Effective Date: 2/14

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to function as the safety specialist for an operating department. Incumbents perform safety inspections, investigate accidents, monitor and process worker's compensation claims, conduct safety training, conduct tests for potentially hazardous substances, coordinate loss prevention efforts, and perform other safety functions to minimize risk for the City. Safety Analysts I work under the general supervision of a Safety Analyst II, Human Resources Supervisor/Officer, Management Services Administrator, or other supervisor.

ESSENTIAL FUNCTIONS:

- Coordinates or assists in the implementation, and management of Department safety programs;
- Provides safety analysis and regulatory interpretation as needed;
- Interprets rules, regulations, and procedures for management and employees;
- Performs safety inspections of job sites, equipment tools, and other working conditions and practices in order to identify potentially hazardous conditions;
- Counsels employees and management regarding assigned areas of responsibility and makes recommendations for solutions to safety problems;
- Recommends, develops, implements, and administers safety policies, procedures, and guidelines for compliance with City and governmental regulations;
- Monitors and processes worker's compensation claims and coordinates loss prevention activities;
- Conducts accident investigations as needed and reviews Department accident report findings to provide possible solutions;
- Provides occupational safety and health technical assistance to City staff and other entities as directed;
- Trains employees and supervisors in safety management responsibilities and awareness and demonstrates proper use of safety equipment and work practices;
- Coordinates and communicates safety program issues to department safety liaisons;
- Analyzes department safety statistics in order to evaluate, detect, and respond to trends and patterns and recommends corrective action to management staff;



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- Conducts or facilitates safety or industrial hygiene surveys as needed to maintain a safe, healthy workplace;
- Conducts ergonomic reviews of workstations and tools to make recommendations for corrective action;
- Develops occupational safety programs to ensure compliance with Federal, State, and City rules and regulations;
- Participates on the accident review board;
- Keep current on new ideas and techniques for reducing workplace accidents, managing risk, and reducing worker's compensation costs;
- Works in a safe manner, maintain an acceptable driving record, and report unsafe activity and conditions;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of occupational safety, environmental health, accident prevention, industrial hygiene, and worker's compensation.
- Safety related policies, ordinances, laws, and regulations.
- City, government, and industry policies, rules, regulations, and standards (e.g., OSHA, ANSI, NEC, NFPA, General Industry Standards, etc.)
- Medical requirements for standard and commercial driver's license as specified by Arizona's Department of Transportation.
- Principles of effective training and program management.
- Industrial hygiene testing equipment and interpretation of data provided.

Ability to:

- Communicate orally in the English language with individuals in a face-to-face, one-on-one setting or by telephone.
- Detect and correct unsafe working conditions and practices in order to prevent accidents or injuries to employees or citizen passers-by.
- Gather and compile information, following oral and written instructions, in order to prepare information for agency use.
- Establish priorities for own workload based upon such factors as needed for immediate action, work objectives, work schedule, knowledge of future needs, etc.
- Comprehend and make inferences from written materials such as OSHA standards.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.



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- Keep current on new ideas and techniques in the accident prevention and risk management field.
- Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with other City employees and representatives from other governmental agencies.
- Enter information into a computer or online system.
- Maintain confidentiality of sensitive information.
- Work safely without presenting a direct threat to self or others.
- Understand, manage, and implement environmental compliance requirements.
- Work around dangerous machinery, harsh weather conditions (heat, dust, cold, etc.), hazardous chemicals, and lifts, carries, or moves bulky items, equipment, supplies, and materials weighing up to 50 pounds.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of experience in accident prevention or loss control programs and a bachelor's degree in safety management or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.



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