



City of Phoenix SAFETY ANALYST II

JOB CODE 05060

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform advanced professional work in the development and implementation of a comprehensive safety program which assures that the City of Phoenix provides a safe and healthy work place for all employees. Work areas include safety, accident prevention, loss control, risk management, Worker's Compensation program administration, accident investigation, safety training, equipment training, development of safety and training materials and programs, procedures analysis, trend analysis, and equipment modification studies. The Safety Analyst II works with considerable independence under the general direction of the Safety Administrator. The Safety Analyst II differs from the Safety Analyst I in the degree of independent action and Citywide responsibility.

ESSENTIAL FUNCTIONS:

- Supervises Safety Division clerical staff in accomplishing division objectives;
- Conducts safety inspections, training programs and safety award programs;
- Conducts safety and industrial hygiene surveys of employee work practices and City operations;
- Administers the Worker's Compensation Program for City of Phoenix employees and the employee work fitness evaluation program;
- Conduct safety training programs;
- Makes recommendations to departments based on results of safety and industrial hygiene surveys;
- Introduces and interprets Federal, State, City and industry-recognized rules, regulations and procedures dealing with work place safety, to department heads and employees;
- Monitors industrial claim investigations;
- Recommends corrective action to appropriate management as a result of accident research and review of industrial injuries;
- Determines validity of industrial injury claims and reviews correctness of information;
- Keeps current on new ideas and techniques in the accident prevention, risk management and industrial compensation field;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles of accident prevention, loss control, and industrial hygiene.
- OSHA, ANSI, NEC, NFPA, General Industry Standards, etc.
- Worker's Compensation laws and case decisions relating to those laws.
- Long Term Disability guidelines.
- Medical requirements for standard and commercial driver's license as specified by Arizona's Department of Transportation.
- Principles of effective training.
- Principles of program management.

Ability to:

- Gather and compile information, following oral or written instructions, in order to prepare information for agency use.
- Establish priorities for own workload based upon such factors as need for immediate action, work objectives, work schedule, knowledge of future needs, etc.
- Communicate orally in the English language with individuals in a face-to-face, one-on-one setting or by telephone.
- 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.
- Operate audio visual equipment.
- Incorporate computerization of various department programs and needs.
- Work safely without presenting a direct threat to self or others.
- Detect and correct unsafe working conditions and practices in order to prevent accidents or injuries to employees or citizen passers-by.

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. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (CDL).



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Pre-employment drug testing is required for CDL positions. Employees in CDL positions will be subject to unannounced alcohol and drug testing as a condition of continued employment. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

- Some positions will require the performance of other essential and marginal functions depending upon work assignment, location or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of experience in accident prevention and loss control programs, including at least one year of professional work experience with department-wide safety and employee occupational health, training, and motor vehicle safety programs, and a bachelor's degree in risk management, safety management, or a related field. Other combinations of education and experience which meets the minimum requirements may be substituted.