

Staff Report

TO: Board of Directors

FROM: Greg Jones, Assistant General Manager

DATE: July 12, 2023

SUBJECT: Modification of Position Classification for the Safety Department (Consent)

ADMINISTRATION

RECOMMENDATION:

Approve a proposed position description and classification adjustment for the Safety Analyst I/II.

BACKGROUND:

On June 28, 2023 the Board conducted a Workshop to discuss and comment on the proposed position description and classification adjustments for the Safety Analyst I/II. During the Workshop, there was a requested modification to amend/adjust the proposed descriptor of “mid-level” and “experienced-level” as noted under “Distinguishing Characteristics”. Upon further review, staff removed these references to more clearly define the position.

As the position responsible for District-wide safety instruction & training, workplace OSHA compliance, and incident/accident investigations, among other activities, it has become clear the position description should be updated in order to better reflect District needs. Amending the Safety Analyst description to a two-step classification encourages internal growth capability and advancement opportunities for current and future position candidates.

BUDGETARY IMPACT:

A budget transfer of approximately \$5,100 is anticipated and can be absorbed in Fund 70's 2023 Budget through a reduction in anticipated expense from the Management budget (70115) Consultants line item (52603).

Attachments: (2)

- Safety Analyst I/II DRAFT - Redline
- Safety Analyst I/II DRAFT - Clean

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Safety Analyst <u>I/II</u>	Reports To:	Assistant General Manager <u>or Assigned Supervisor</u>
Salary Range:	<u>UOB45/UOB72</u>	Approved by Board of Directors:	<u>05/26/2010 7/12/2023</u>
FLSA Status:	Non-exempt	Unit:	<u>Unrepresented</u>
<p><i>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.</i></p>			

Definition

To serve as a resource to District departments by performing ~~professional~~ oversight and analysis of the effectiveness ~~of the field application~~ and ~~deployment implementation~~ of ~~the~~ District's ~~environmental~~ health and safety practices; to provide advice ~~, analysis~~ and expertise on program elements to maintain ~~a occupational health & safety and~~ risk controls ~~program performance~~ that will reduce conditions which could harm or endanger District employees or the public; ~~to identify and assess potential safety hazards, develop and implement safety protocols, and ensure compliance with regulatory OSHA and EPA standards;~~ and to provide ongoing training and advice to District staff ~~and supervisory and management personnel~~ regarding safe work methods.

Distinguishing Characteristics

Safety Analyst I: Employees in this classification work under immediate supervision while gaining experience in specific job tasks while progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Safety Analyst II: This is distinguished from the I level by the assignment of the full range of duties, instructor/training responsibilities and certification requirements. Employees receive occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies of the District as well as regulatory requirements of oversight agencies. Positions in this unit are normally filled by advancement from the I level.

Supervision Received and Exercised

Receives direction from the Assistant General Manager or assigned supervisor.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Identify physical safety hazards District-wide and assess associated risks; develop and implement safety procedures and protocols to mitigate risks.
- ~~1.2. Recommend actions~~ Evaluate, maintain and ensure compliance related to regulatory requirements and to the District's comprehensive health and safety programs.
- ~~2.3. Apply Provide ongoing tactics~~ employee safety instruction/training and support ~~and approaches~~ that will lead to a safety focused culture of ~~enhanced safety~~ capabilities and competencies championed by employees among employees.

4. Conduct, investigate and report on accidents and incidents identifying opportunities for improvement; interpret and evaluate data for trends; recommend corrections to mitigate further risk.

~~3-5.~~ Facilitate the development of specific risk-occupational health & safety control capabilities-processes and procedures to more effectively control District ~~hazards/risks not covered under OSHA, State, local, or Federal standard regulations~~ which will lead to a reduction or elimination of employees-hazards and exposures.

~~4-6.~~ Implement ~~and maintain~~ the District's Injury and Illness Prevention Plan; plan and coordinate drills and other employee, supervisor and manager training as required.

~~5-7.~~ Maintain safety training and inspection records in compliance with District, local, State and Federal policies, rules and regulations.

8. In conjunction with District ~~supervisors and managers~~staff, complete ~~site specific~~site-specific safety plans that establish safety protocols for employee ~~and subcontractor~~ projects.

~~6-9.~~ Provide technical support to the Safety Committee as necessary.

~~7.~~ Continually evaluate the effectiveness of interdivision operations risk control coordination and as needed, facilitate the development and implementation of safety work practices and/or processes that enhance the ability to coordinate work projects safely.

~~8-10.~~ Assist management in identifying and implementing the most effective communication methods between ~~management and employee work groups~~employees to ensure safety information is effectively and consistently communicated to all District staff.

11. Conduct ~~field-office and field~~ safety inspections; identify

~~9-12.~~ Identify and work collaboratively with ~~supervisors and managers~~staff in the identification of uncontrolled hazards; assess the capabilities of District staff in the identification and control of hazards and development and implementation of hazard control techniques; advise, coach and train ~~supervisors, managers, and~~ employees in hazard recognition and control strategies that lead to ~~their improved ability to proactively and effectively~~proactive control workplace hazards.

13. Regularly provide constructive feedback to District management on the effectiveness of overall health & safety management practices.

~~10-14.~~ Maintain the District's safety equipment and inventory.

15. Participate in the development and implementation of emergency response planning, training and ongoing drills.

~~11-16.~~ Ensure that safety, instruction and training records are being maintained ~~from a regulatory perspective~~ and as necessary ~~to~~ prepare clear and concise safety reports for the District.

17. Assist in employee accident/incident investigation, workers compensation review, property damage claims assessment, tracking and insurance processing.

~~12-18.~~ Build and maintain positive working relationships with all District employees and the public using principles of good customer service and communication.

~~13-19.~~ 13-19. Facilitate on-going District wide safety planning process and employee training, including online programs such as Target Solutions.

~~14-20.~~ 14-20. Perform related duties as assigned.

Qualifications

Knowledge of:

- Appropriate [occupational health & safety](#) precautions, procedures, practices and regulations, particularly as they relate to the water utility industry.
- Federal, State and local laws, rules, regulations, and standards applicable to employee health and safety, [environmental-occupational](#) programs, and emergency preparedness.
- Methods and practices for conducting workplace [environmental](#) health and safety audits and investigations.
- Methods for developing and presenting employee training.
- [Workplace](#) Injury/risk analysis [approaches](#).
- Techniques associated with collaborative decision making.
- Technical report, policy and correspondence writing.
- Principles and practices of effective customer service.
- Effective team building techniques.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Perform professional and technical [health and environmental-occupational health and safety](#) inspections, training and consulting for District staff and management.
- Recommend, interpret, explain and enforce pertinent policies, procedures, rules and regulations related to health and safety.
- Evaluate, develop and implement effective health and safety programs.
- Understand, explain, interpret and apply complex Federal, State and District requirements regulating work place health and safety and the use, storage and disposal of chemicals and hazardous substances.
- Analyze problems, identify alternative solutions, communicate consequences of proposed actions, and collaboratively implement recommendations to support District safety goals.
- Develop and deliver effective [instruction and](#) training materials to District staff at all levels.
- Compile technical safety data and prepare technical reports, correspondence, policies and procedures.
- Ensure the maintenance of accurate safety records in compliance with District policies and procedures and local, State and Federal regulations.
- Effectively assess situations threatening health and safety and collaboratively negotiate and recommend resolutions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.

- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Safety Analyst I: Four years of experience involving the development and implementation of employee health and safety programs.

Safety Analyst II: Three or more (3+) years as a Safety Analyst I or in some other capacity possessing a similar level of progressively responsible work experience in developing and implementing comprehensive health & safety protocols and procedures. Specialty training certifications are highly desirable.

Education:

Equivalent to a Bachelor's degree from an accredited college with major course work in occupational health, industrial hygiene, safety engineering, or a related field.

License and Certificate:

Possession of a valid California driver's license.

Possession of specialty training certificates including, but not limited to, Forklift Trainer, Confined Space Trainer, Fall Protection Trainer within 12 months of appointment.

Possession of a Safety Professional Certificate, issued by the American Society of Safety Engineers Certified Safety Professional (CSP) or Certified Health and Safety Manager (CHSM) within 12 months of appointment.

Working Conditions

Environmental Conditions:

~~Work is normally~~ Some duties are performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time, frequent site visits to outdoor construction sites; maneuvering rough terrain under moderate weather conditions, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to focus.

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

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; handle conflict.

DRAFT

NEVADA IRRIGATION DISTRICT

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1. Identify physical safety hazards District-wide and assess associated risks; develop and implement safety procedures and protocols to mitigate risks.
2. Evaluate, maintain and ensure compliance related to regulatory requirements and to the District's comprehensive health and safety programs.
3. Provide employee safety instruction/training and support that will lead to a safety focused culture of capabilities and competencies championed by employees among employees.

4. Conduct, investigate and report on accidents and incidents identifying opportunities for improvement; interpret and evaluate data for trends; recommend corrections to mitigate further risk.
5. Facilitate the development of specific occupational health & safety control processes and procedures to more effectively control District risks which will lead to a reduction or elimination of hazards and exposures.
6. Implement the District's Injury and Illness Prevention Plan; plan and coordinate drills and other employee, supervisor and manager training as required.
7. Maintain safety training and inspection records in compliance with District, local, State and Federal policies, rules and regulations.
8. In conjunction with District staff, complete site-specific safety plans that establish safety protocols for employee projects.
9. Provide technical support to the Safety Committee as necessary.
10. Assist management in identifying and implementing the most effective communication methods between employees to ensure safety information is effectively and consistently communicated to all District staff.
11. Conduct office and field safety inspections.
12. Identify and work collaboratively with staff in the identification of uncontrolled hazards; assess the capabilities of District staff in the identification and control of hazards and development and implementation of hazard control techniques; advise, coach and train employees in hazard recognition and control strategies that lead to proactive control workplace hazards.
13. Regularly provide constructive feedback to District management on the effectiveness of overall health & safety practices.
14. Maintain the District's safety equipment and inventory.
15. Participate in the development and implementation of emergency response planning, training and ongoing drills.
16. Ensure that safety, instruction and training records are being maintained and as necessary prepare clear and concise safety reports for the District.
17. Assist in employee accident/incident investigation, workers compensation review, property damage claims assessment, tracking and insurance processing.
18. Build and maintain positive working relationships with all District employees and the public using principles of good customer service and communication.
19. Facilitate on-going District wide safety planning process and employee training, including online programs such as Target Solutions.
20. Perform related duties as assigned.

Qualifications

Knowledge of:

- Appropriate occupational health & safety precautions, procedures, practices and regulations, particularly as they relate to the water utility industry.
- Federal, State and local laws, rules, regulations, and standards applicable to employee health and safety, occupational programs, and emergency preparedness.
- Methods and practices for conducting workplace health and safety audits and investigations.
- Methods for developing and presenting employee training.
- Workplace Injury/risk analysis.
- Techniques associated with collaborative decision making.
- Technical report, policy and correspondence writing.
- Principles and practices of effective customer service.
- Effective team building techniques.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Perform professional and technical occupational health and safety inspections, training and consulting for District staff and management.
- Recommend, interpret, explain and enforce pertinent policies, procedures, rules and regulations related to health and safety.
- Evaluate, develop and implement effective health and safety programs.
- Understand, explain, interpret and apply complex Federal, State and District requirements regulating work place health and safety and the use, storage and disposal of chemicals and hazardous substances.
- Analyze problems, identify alternative solutions, communicate consequences of proposed actions, and collaboratively implement recommendations to support District safety goals.
- Develop and deliver effective instruction and training materials to District staff at all levels.
- Compile technical safety data and prepare technical reports, correspondence, policies and procedures.
- Ensure the maintenance of accurate safety records in compliance with District policies and procedures and local, State and Federal regulations.
- Effectively assess situations threatening health and safety and collaboratively negotiate and recommend resolutions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

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- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.

- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

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License and Certificate:

Possession of a valid California driver's license.

Possession of specialty training certificates including, but not limited to, Forklift Trainer, Confined Space Trainer, Fall Protection Trainer within 12 months of appointment.

Possession of Certified Safety Professional (CSP) or Certified Health and Safety Manager (CHSM) within 12 months of appointment.

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