



Safety Officer II

Salary Group: B18

Class Code: 2731

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
SAFETY OFFICER I	2730	B16	\$34,918 - \$55,130
SAFETY OFFICER II	2731	B18	\$39,521 - \$64,449
SAFETY OFFICER III	2732	B20	\$45,158 - \$73,788
SAFETY OFFICER IV	2733	B22	\$51,614 - \$84,479
SAFETY OFFICER V	2734	B24	\$59,004 - \$96,720

GENERAL DESCRIPTION

Performs moderately complex (journey-level) safety and health program work. Work involves developing safety policies and procedures, participating in the safety training and education of staff, inspecting work areas and activities for hazards, and investigating accidents. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops safety policies and procedures for comprehensive safety and health programs.

Conducts surveys, audits, and inspections to ensure a safe environment and compliance with safety rules and standards.

Conducts job safety analyses, identifies problems, and recommends corrective action.

Recommends procedures to ensure that employees are held accountable for their safety responsibilities.

Recommends the type of protective equipment to be used and conducts utilization spot checks.

Implements safety education training, safety awareness, and publicity programs.

Interprets safety rules, regulations, and standards.

Evaluates the effectiveness of safety programs.

Maintains a log of accidents and injuries, prepares and reviews accident reports, and determines causes and costs.

Administers a safety awards program

Assists in investigating accidents and completing reports.

May inspect construction, remodeling, and renovation plans to ensure that the finished product complies with safety standards.

May provide guidance to others

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in occupational safety and health program work. Graduation from an accredited four-year college or university with major coursework in safety, health, management, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of safety and health rules, regulations, and standards.

Skill in the use of a computer and applicable software.

Ability to plan, implement, and evaluate safety and health programs; to communicate effectively; and to provide guidance to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification in occupational safety or industrial safety.