

**CLASS TITLE: HEALTH AND SAFETY OFFICER
(Department of Transportation)**

**Class Code: 02754900
Pay Grade: 33A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to plan, develop, coordinate and manage all activities designed to improve and maintain the quality of workplace health and safety for employees; develops and coordinates informational and educational training programs for personnel with emphasis on the construction workzone, workplace safety, and accident loss prevention; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude to exercise independent judgement and initiative; work is subject to review through conferences and reports for conformance to established policies and provisions of law, rules and regulations, and conformance with the agency mission.

SUPERVISION EXERCISED: Plans, organizes, coordinates and reviews the work of technical and support workers assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, develop, coordinate and manage all activities designated to improve the quality of workplace health and safety for all departmental employees.

To maintain continuing awareness of regulatory developments and industry trends regarding emerging health and safety issues and assessing their impact on the department; prepares reports on and/or presents recommendations on such issues, as appropriate.

To evaluate and interpret internal health and safety methods and procedures, correcting problems at operational level to alleviate hazards; conducts inspections and visits to construction sites and other workzone locations for the purpose of occupational safety compliance and recommending corrective actions.

To establish and maintain contracts with federal and state officials and peers to exchange information on health and safety issues.

To formulate regulations for the adoption, development, and compliance of health and safety standards for the Department; provides advice and counsel to division and section heads in solving operational health and safety problems.

To maintain a high level of program visibility, particularly in workzone compliance operations, to periodically evaluate cases of office ergonomics and to recommend accident prevention and loss control methods as needed.

To serve as permanent Secretary of the Department's Joint Labor-Management Safety Committee, and the Vehicle Accident Review Board and serves as agency liaison with the statewide Labor Management Safety Committee.

As required, to assist and report to the Human Resources Administrator regarding health and workzone safety programs as this relates to personnel administration, labor agreements, staff development and workers' compensation policies and programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state and federal laws, codes and regulations applicable to occupational safety; the ability to design and implement effective research and data gathering instruments; the ability to investigate and prepare reports on a wide variety of accidents, incidents and complaints; a working knowledge of safety engineering principles, statistical methods, terms and procedures, administrative principles, techniques and practices and procedures; the ability to correctly interpret and apply statutes, rules, regulations and agreements of considerable complexity; the ability to conduct public relations activities and present occupational safety programs to demonstrate their cost and health effectiveness; the ability to organize and accurately interpret data; the ability to communicate effectively, both orally and in writing; the ability to exercise sound judgement in appraising and analyzing safety engineering problems; the ability to develop and conduct safety and health training programs; the ability to establish and maintain effective working relationships with others; related knowledge, capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree In Social Sciences, Business Administration, Education or Public Administration; or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible position in the field of transportation safety engineering, construction workzone safety, industrial safety enforcement, or occupational health, with responsibility for program planning, implementation, service delivery and evaluation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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