



COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 2011-195-012

Posting Date: March 15, 2011

<b>JOB TITLE</b>	<b><u>SAFETY OFFICER I</u></b>  <b><u>APPLICATIONS MUST BE SUBMITTED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED</u></b>
<b>EXAM NUMBER</b>	Y3037A
<b>FILING DATES</b>	March 16, 2011 until needs are met
<b>SALARY</b>	\$4,868.00 - \$6,384.64 <b>MONTHLY</b>
<b>POSITION INFORMATION</b>	Has responsibility for the development and administration of a comprehensive safety and accident prevention program for a medium -sized County department.
<b>ESSENTIAL JOB FUNCTIONS</b>	Develops, revises and implements safety policies, procedures, guidelines, promotional materials, and training programs to ensure compliance with state and federal regulations and to increase departmental efficiency by reducing accidents and overall costs due to safety problems; reviews injury reports, accident investigations, and safety grievance reports to identify trends and issues; develops and reviews statistics, and evaluates the effectiveness of the existing safety program; represents the department at meetings conducted by the County and other agencies including California Department of Occupational Safety and Health (Cal/OSHA) hearings; ability to read schematics, maps, equipment instructions in order to understand the working/functionality of related safety equipment; prepares work orders for abatement of safety concerns/issues, monitors work progress, and reports completed corrections to the California State Department of Industrial Relations; if applicable oversees or conducts audits/inspections and evaluation of facilities, equipment, work practices, and safety devices for conformance with legal requirements and recommends changes to develop safer working conditions; provides and exercises customer service, negotiation, public speaking and interpersonal skills in order to communicate orally for the purpose of accessing and relaying important information with/to all levels of staff and management; Develops, maintains and updates the department's written Illness and Injury Prevention Program (IIPP), Cal/OSHA Log and Code of Safe Practices; read, interpret and explains Material Safety Data Sheets (MSDS) and tools; advises departmental management on equipment purchases and facility modifications, to ensure ergonomic standards are met, necessary to achieve safety goals; investigates and reviews reports of injuries, property damage, non-employee accidents, automotive and industrial accidents, and initiates appropriate action and makes recommendations on how these incidents can be avoided; acts as the department's liaison and coordinator with Workers' Compensation's Third Party Administrator (TPA) and County Counsel on injury cases and claims against the County; performs, or assists in the performance of, loss prevention and safety facility evaluations covering a variety of issues including: life safety; property protection; hazardous waste management; and environmental permit compliance verification.

Department of Health Services: Address: 5555 Ferguson Drive, Suite 200-01, City of Commerce, CA 90022  
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

<p><b>SELECTION REQUIREMENTS</b></p>	<p>One year's experience as head of a comprehensive safety and accident prevention program -OR- Four years technical experience in safety inspection, safety promotion, or safety training. A Bachelor of Science degree in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene or a related field from an accredited* college or university may be substituted for two years of technical experience.</p> <p><b>Physical Class: 2 - Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p> <p><b>Licenses:</b> A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p> <p><b>Special Requirement Information:</b> *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc.</p> <p>In order to receive credit for any college course work, or any type of college degree, such as an Associate or Bachelor degree from an accredited college, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing.</p>
<p><b>SPECIAL INFORMATION</b></p>	<p><b>Shift:</b> Any Shift Appointees may be required to work any shift including evenings, nights, weekends, and holidays.</p>
<p><b>VACANCY INFORMATION</b></p>	<p>The resulting eligible register for this examination will be used to fill vacancies throughout the Department of Health Services.</p>
<p><b>EXAMINATION CONTENT</b></p>	<p>This examination will consist of an interview weighted 100%. The interview will assess your experience, personal fitness, and general knowledge and abilities to perform the duties of the position.</p> <p><b>Candidates must achieve a passing score of 70% or higher on this examination in order to be added to the eligible register .</b></p> <p>Applicants with disabilities who require special accommodations must provide the Examination Unit with written notification at the time of filing.</p>
<p><b>ELIGIBILITY INFORMATION</b></p>	<p>The names of candidates receiving a passing grade on the examination will be added to the eligible register in the order of their score group for a period of twelve (12) months following the date of eligibility.</p> <p><b>No person may compete in this examination more than once every twelve (12) months.</b></p> <p style="text-align: center;"><b>**** IMPORTANT INFORMATION ****</b></p>

**APPLICATION  
INFORMATION**

All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission) ONLY. Facsimile and hardcopy applications will not be accepted.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

**Instructions for Filing Online:** A standard County of Los Angeles Employment Application for this examination must be completed online and submitted electronically beginning March 16, 2011. Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted.

**To apply online, click on the link below on or after March 16, 2011.**

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5041&areq=2174BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=2174BR)

Candidates **must** upload any required documents as attachments during application submission or fax the documents to (323) 869-0942 within five (5) business days of filing online. Please include your Name, Exam Number and the Exam Title on the faxed documents.

The acceptance of your application depends on whether you have clearly shown that you meet the **REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

**ONLINE FILING FOR THIS EXAMINATION ONLY.**

**APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

If you have questions, please call,  
(323) 890-7924

**DISABILITY  
ACCOMMODATIONS**

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 869-7124.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 869-7124. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT ELIGIBILITY INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.