



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



Bulletin No. 2011-195-013

Posting Date: March 15, 2011

JOB TITLE	<u>SAFETY OFFICER II</u> <u>APPLICATIONS MUST BE SUBMITTED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED</u>
EXAM NUMBER	Y3039A
FILING DATES	March 16, 2011 until needs are met
SALARY	\$5,014.18 - \$6,576.09 MONTHLY
POSITION INFORMATION	Has responsibility for the development and administration of a comprehensive safety and accident prevention program for the medium to large departments with significant risk exposure.
ESSENTIAL JOB FUNCTIONS	Positions allocable to this class report to a higher level administrative manager and are responsible for independently identifying, diagnosing, developing and implementing the safety and accident prevention program for a department with significant risk exposure due to the arduous and/or dangerous work performed by employees in the department. Incumbents research, design and implement safety policies and procedures, safety plans, facilities and operations safety audits/inspections, and conduct and coordinate training programs to eliminate workplace hazards to ensure compliance with the California Occupational Safety and Health Act as well as other federal, state and local safety codes and departmental policies. This position also coordinates the department's safety activities with the Chief Executive Office, County Counsel and state and federal safety and health agencies. Advises Departmental management on state and federal safety regulations, departmental safety policies, procedures, and guidelines, and the County's Workers' Compensation program. Supervises subordinate staff, prepares and administers significant portions of the safety/risk management budget; applies statistical techniques to raw data in accordance with established procedures; prepares graphs, charts, tables, and pictorial presentations of data which explain or demonstrate the results of development of evaluation of statistical methods; ensures Cal/OSHA logs are properly compiled and posted as required by state law; reads and interprets schematics, maps, equipment instructions in order to understand the working/functionality of related safety equipment; identify, diagnose and provide recommendations for the elimination or mitigation of safety problems within the department; researches, develops, implements, and conducts ongoing programs in asbestos, respiratory protection, hearing conservation, confined spaces, medical monitoring, and other safety programs; acts as departmental liaison and coordinator with Workers' Compensation's Third Party Administrator (TPA) and County Counsel on claims against the County on injury cases; reviews injury reports, accident investigations, safety grievance reports; develops and reviews statistics, and, by other means, evaluates the effectiveness of the existing safety program. Work with site--and regional resources--to develop a robust loss prevention and safety facility evaluation process that includes remedial and long term corrective action tracking. The facility evaluations will cover a variety of issues including: life safety; property protection;

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

**SELECTION
REQUIREMENTS**

hazardous waste management; and environmental permit compliance verification.

A Bachelor of Science in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene or a closely related field from an accredited* college or university -AND- Three years of professional level experience in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene, or a closely related field at the level of Safety Assistant -OR- Five years experience at a professional level in Safety, Safety Engineering, Environmental Safety, Industrial Hygiene, or closely related program responsibilities in a large department at the level of Safety Assistant -OR- One year's experience as head of a comprehensive occupational safety and accident prevention program in a department. A Master's degree from an accredited* college or university in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene or closely related field may be substituted for one year of the required experience.

Physical Class: 3 - Moderate:

Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

Licenses: 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.

Special Requirement Information: Applications received without evidence of the required degree(s) will be rejected as not meeting the stated requirements. At the time of appointment, the successful candidate must be prepared to provide an official transcript from the college or university to verify the required degree(s).

*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.

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.

**SPECIAL
INFORMATION**

Shift: Any Shift

Appointees may be required to work any shift including evenings, nights, weekends, and holidays.

**VACANCY
INFORMATION**

The resulting eligible register for this examination will be used to fill vacancies throughout the Department of Health Services.

**EXAMINATION
CONTENT**

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.

Candidates must achieve a passing score of 70% or higher on this examination in order to be added to the eligible register .

Applicants with disabilities who require special accommodations must provide the Examination Unit with written notification at the time of filing.

**ELIGIBILITY
INFORMATION**

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.

No person may compete in this examination more than once every twelve (12) months.

***** IMPORTANT INFORMATION *****

**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=2175BR

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.**

<p>DISABILITY ACCOMMODATIONS</p>	<p>If you have questions, please call, (323) 890-7924</p> <p>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.</p> <p>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.</p>
<p>AN EQUAL OPPORTUNITY EMPLOYER</p>	<p>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.</p>
<p>CHILD SUPPORT COMPLIANCE</p>	<p>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.</p>
<p>VETERAN'S CREDIT</p>	<p>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:</p> <ul style="list-style-type: none"> ● 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. <p>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.</p>
<p>EMPLOYMENT ELIGIBILITY INFORMATION</p>	<p>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.</p>

**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, 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.