



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

CLOSING DATE: December 1, 2017

****EXTENDED****

SAFETY SERVICES SPECIALIST-ADVANCED

Monthly Salary Range: \$5,565 - \$6,781
Bargaining Unit: Local 21 - Supervisory Management

THE POSITION

The Contra Costa County Risk Management Department is offering an excellent employment opportunity as a Safety Services Specialist Advanced located in Martinez. Under the direction of the Risk Manager the incumbent will develop, implement and administer new and existing County-wide Injury and Illness Prevention, Risk Management, Safety Training, and Loss Control programs including, but not limited to: Ergonomics, Fleet Safety, Hazard Communication, Respirator Compliance, Workplace Violence Prevention, and Emergency and Evacuation Planning. The incumbent will be responsible for researching and analyzing environmental, health, and safety codes, regulations, legislative requirements and industry best practices. The incumbent will be responsible for providing technical guidance to employees, supervisors and management on incident prevention, safety, and risk management loss control matters. The incumbent will conduct safety inspections and site visits, injury and property damage investigations, hazard sampling and analysis, technical research, and group meetings and presentations. The incumbent will also assist with Cal-OSHA and third party investigations as needed.

The ideal candidate will have a proven track record performing high level compliance-related duties, including accident/injury prevention, hazard investigation, corrective action, training presentations, meeting facilitation, research and implementation of Environmental Health and Safety (EH&S) programs. They will have extensive knowledge of Federal, State and local Environmental, Health & Safety regulations and Cal-OSHA regulations. The ideal candidate will keep abreast of legal and regulatory developments affecting safety programs compliance and be progressive, proactive, responsive and service oriented in their approach to his/her work.

Read the complete job description at www.cccounty.us/hr. The eligible list established from this recruitment may remain in effect for six months.

TENTATIVE EXAM DATES

Tentative Oral Exam: December 20, 2017

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of state valid motor vehicle operator's license will be accepted during the applicant process.

Education: Possession of a Bachelor's degree from an accredited college or university with a major in safety, industrial engineering, or a closely related field.

Experience (Level B): Thirty-six (36) months of full-time, or its equivalent, responsible experience in an environmental, health and safety administrative or staff capacity, performing duties in areas such as EH&S program development and administration, occupational injury investigation and prevention, vehicle accident prevention and safety training.

Substitution: Additional experience of the type noted above and possession of a Safety or related certificate from an accredited college or a university may be substituted for the required education on a year-for-year basis. One (1) additional year of experience of the type noted above may be substituted for the required academic major.

SELECTION PROCESS

- 1. Application Filing:** All applicants must apply on-line at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date. A completed Supplemental Questionnaire is required at the time of applying.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas. (Weighted 100%)
- 4. Candidates must receive a score of at least 70, which may be an adjusted score, in order to be ranked on the employment list.**

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices. As part of the application process, an applicant may be required to complete a Conviction History form. The Conviction History form should only be submitted when requested.

DATE OPENED: November 6, 2017

Exam Number: AJWH-2017A

THE COUNTY OF CONTRA COSTA IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF THE ORGANIZATION

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.