

## EMPLOYEE SAFETY ANALYST

Code No: 4-18-395  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in the area of employee safety and occupational health involving responsibility for planning and coordinating all safety training programs for Monroe County Water Authority employees. The employee reports directly to and works under the general supervision of a senior-level administrator. Supervision of others is not a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Develops and implements appropriate employee safety training programs such as hearing protection, personal protective equipment, hazard communications, asbestos respiratory protection, confined space, Self Contained Breathing Apparatus (SCBA), CPR, First Aid and Automatic External Defibrillator (AED);

Maintains a system of recording all safety training programs and employees in attendance;

Ensures compliance with Occupational Safety & Health Association (OSHA) and Public Employee's Safety and Health Bureau (PESH) laws;

Develops and implements various safety-related programs such as pre-employment and Commercial Driver's License (CDL) drug testing, anti-harassment and workplace violence training;

Evaluates and recommends the installation and use of safety equipment;

Schedules annual inspection and maintenance of fire extinguishers, SCBA's and diesel fuel stations;

Completes statistical forms and reports requested by the New York State Department of Labor (NYS DOL) and insurance carriers along with a monthly state-mandated accident report;

Maintains and updates all Material Safety Data Sheets (MSDS);

Assists in inspections and investigations to identify and correct potential problems in work procedures and promote employee safety;

Completes and reviews forms supporting medical statements from employees related to Workers' Compensation to ensure compliance with New York State Workers' Compensation Laws;

Participates in the investigation of accidents and injuries and oversees preparation of material and evidence for use in hearings, lawsuits, and insurance investigations;

Reviews all occupational injury reports to determine whether reportable to Workers' Compensation and/or OSHA;

Meets with Department heads to review all workers' compensation injuries.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, practices and tools of an employee safety program as it relates to a public utility; good knowledge of OSHA and PESH regulations; good knowledge of New York State Worker's Compensation Laws; ability to read and interpret laws, rules and regulations pertaining to safety; ability to compile data from different sources; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with others; ability to complete and review forms and other documents; ability to maintain up-to-date records; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college with an Associate's degree, plus five (5) years paid full time or its part time equivalent experience in an administrative position responsible for the development and implementation of an employee safety program for a public agency; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to operate a motor vehicle.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** September 5, 1996

**REVISED:** April 7, 2005

Denied Non-Competitive by State Civil Service Action on April 11, 2005