

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Safety & Health Specialist	<u>CLASS NUMBER:</u> 60131	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources/Risk Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N13	<u>POSITION CONTROL #:</u> varies
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Risk Manager (060030)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Safety and Health Specialist classification is to coordinate, monitor, and evaluate safety, health and insurance programs for the Franklin County Commissioners and county agencies; perform duties related to hazard analysis, record keeping, safety training, and ensuring conformance with state and federal safety laws.

JOB DUTIES:

Recommend, schedule and conduct training for Franklin County Commissioners and other county agencies. Maintain safety team records. Maintain site specific and general training and safety policies. Maintain and update the County’s learning systems and training databases with the assistance of Human Resources Officers and Training Team.

Analyze employee safety hazards based on workers’ compensation accident reports and actual field surveys. Perform ergonomic assessments. Interview employees and review OSHA and local safety codes. Perform hazard analysis. Develop and coordinate safety and health activities to ensure compliance with state and federal safety laws. Develop written safety policies and procedures, training programs, employee engagement programs, record keeping systems, and other policies as instructed by the Risk Manager and Assistant Director.

Coordinate accident claims with the Risk Manager. Perform safety inspections, investigate complaints, and identify potentially hazardous situations (e.g., workplace injuries, safety hazards, etc.); secure needed insurance. Provide technical interpretation of regulations, policies, and procedures. Serve as a liaison between various agencies and compliance officers regarding safety issues. Participate in labor and management safety committees. Coordinate all interaction with state and federal safety compliance offices related to inspections, complaints, or audits. Prepare various forms, reports, correspondence, and other documents. Attend meetings to conduct training presentations on safety issues.

Serve as a backup Risk Manager on Bureau of Workers’ Compensation duties, if needed. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; safety practices; public relations; agency policies and procedures; insurance; learning management systems. Skill in equipment operation; database management. Ability to recognize unusual or threatening conditions and take appropriate action; carry out detailed but basic written or oral instructions; add, subtract, multiply and divide whole numbers; recognize safety warnings; maintain accurate records; prepare meaningful, concise and accurate reports; prepare and deliver speeches before specialized audiences and general public; originate and/or edit articles for publication; handle sensitive inquiries from & contacts with officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate’s degree in safety, human resources, or related field with three (3) years of safety, human resources, or related experience; or any equivalent combination of training and experience.

Additional Requirements

OSHA 10-hour certification, OSHA 30-hour certification, and First Aid/CPR/AED training certification. All can be completed within six (6) months of hire.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date