



**Date:** January 6, 2021  
**To:** Civil Service Commission  
**From:** Sheree Valdoria, Personnel Analyst  
**Subject:** **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION – SAFETY SPECIALIST I-III**

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On December 15, 2020, correspondence was received from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval for the revised classification specification of Safety Specialist I-III. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

**Facts for Consideration:**

- The classification of Safety Specialist I-III is currently used by the Harbor, Human Resources, Public Works, and Water Departments.
- The proposed changes to the Safety Specialist I-III classification specification include changes to the following sections below:
  - **Distinguishable Characteristics:** Changes were made to the minimum qualifications under each grade level for this position related to education and experience.
  - **Example of Duties:** Added “management” and “for the City” to match the current bulletin.
  - **Minimum Qualifications:** Updated language to clarify requirements for applicants related to education and experience.
  - **Knowledge, Skills and Abilities:** Updated knowledge and ability statements to match the current bulletin.
  - **Desirable Qualifications:** This section has been deleted from the classification specification. This section is only included in the bulletin since the desirable qualifications may change during different recruitments.

January 6, 2021

Page 2

- Civil Service staff has been in communication with Harbor, Human Resources, Public Works, and Water Departments along with the International of Machinists and Aerospace Workers (IAMAW) and Association of Confidential Employees (ACE) regarding the proposed changes to the Safety Specialist classification specification. All parties have been notified that this request is on today's agenda.
- A representative from the Harbor, Public Works, Human Resources and Water Departments will be present to respond to any questions from the Civil Service Commission.

Date: December 15, 2020

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – SAFETY SPECIALIST**

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Attached for your consideration is an update to the Safety Specialist Classification Specification. The classification specification was updated to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to clarify duties and knowledge, skills and abilities statements. The minimum qualifications for the grade level III were reduced from five years of experience to four years of experience to better align with the minimum qualifications of the Safety Officer level, which typically requires five years of experience. This change demonstrates a reasonable progression of experience within the career ladder.

Human Resources staff worked with Civil Service to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Safety Specialist classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

#### Attachments

Safety Specialist Class Specification

FB:DA:KC:GM

cc: Dana Anderson, Acting Deputy Director  
Khristina Coston, Human Resources Officer

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**TITLE:** SAFETY SPECIALIST I - III

**DEFINITION:** Under general supervision, positions in this series participate in developing, implementing and administering a comprehensive safety management program for the City; conduct field audits, investigations and job safety analyses; and develop and conduct safety, hazardous materials and safety training programs and meetings in compliance with federal and state laws and regulations.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - The journey-level class in the series. Incumbents perform the more routine duties in the development and administration of the City's safety management program.

Grade Level II - The advanced journey-level class in the series. Incumbents have greater responsibility for developing and implementing comprehensive department-wide safety programs in compliance with federal and state law and regulations. Requires a Bachelor's degree from an accredited college or university in occupational health studies, environmental studies, industrial health, safety management, safety technology, or a closely related field, and at least three (3) years of increasingly responsible paid, full-time equivalent experience in occupational health and safety programs, including conducting accident or safety investigations or designing and conducting employee safety training programs and thorough knowledge of the Citywide Safety Program rules, policies and procedures; or an equivalent combination of training and experience. Experience in a public agency is preferred. Additional experience offering specific and substantial preparation to perform the duties of the classification may be substituted for the required education on a year-for-year basis.

Grade Level III - Only used in the Department of Human Resources, Water Department and Harbor Department, performs advanced journey-level duties of a large scope with a greater level of independence and responsibility for developing and implementing comprehensive department-wide safety programs for several large, complex departments and/or divisions in compliance with federal and state law and regulations. Incumbents also act as a lead employee over other health and safety personnel within the Human Resources, Harbor, and Water Departments. Requires a Bachelor's degree from an accredited college or university in occupational health studies,

environmental studies, industrial health, safety management, safety technology, or a closely related field and at least four (4) years of increasingly responsible paid, full-time equivalent experience in occupational health and safety programs, including conducting accident or safety investigations or designing and conducting employee safety training programs and thorough knowledge of the Citywide Safety Program rules, policies and procedures. Additional experience offering specific and substantial preparation to perform the duties of the classification may be substituted for the required education on a year-for-year basis.

**EXAMPLES OF DUTIES:**

- Participates in developing, implementing, coordinating, and administering a comprehensive health and safety management program for the City, including industrial safety, occupational health and safety, hazardous materials and hazard abatement, and accident prevention programs, to ensure compliance with all federal and state laws and regulations for employee occupational health and safety;
- Coordinates and conducts a variety of training classes and programs to ensure employee compliance with City safety measures, including confined space, air monitoring, personal protective equipment, respiratory protection, construction and work zone traffic safety, fall protection, alcohol and drug awareness, lifting techniques, CPR and first aid, hearing protection, hazard communications, hazardous waste operations and emergency response and others; tracks dates and schedules required annual retraining classes;
- Conducts manager and supervisor training on managing employee health and safety; conducts and participates in safety meetings with departments;
- Conducts special and periodic health and safety inspections of City facilities and operations to identify safety and environmental hazards;
- Performs routine job safety analyses of facilities, equipment, work areas and work practices and prepares reports of findings and recommendations; performs industrial hygiene and noise monitoring of specific work sites and locations; performs ergonomic evaluations of employee work stations and processes; performs periodic special inspections and investigations, including noise level analyses, indoor air quality and others; follows up to ensure action on safety and other abatement notices;
- Responds to the scene of employee personal injury accidents and environmental-related incidents and conducts accident/incident investigations; analyzes details, devises effective countermeasures and prepares detailed reports of findings and recommended remedial actions; prepares incident documentation and necessary reporting;

- Participates in drafting new safety policies and procedures; reviews work specifications for safety and health regulations and codes; enforces City safety and health policies and procedures;
- Maintains departmental records for federal and state occupational health and safety regulatory compliance;
- Periodically checks the operation of, monitors and calibrates safety equipment to ensure conformance with City standards in use;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree from an accredited college or university in occupational health studies, environmental studies, industrial health, safety management, safety technology, or a closely related field and one (1) year of paid, full-time equivalent experience in occupational safety and health, industrial hygiene, safety education and/or facility safety inspections; or a combination of education and/or paid, full-time equivalent experience in occupational safety and health, industrial hygiene, safety education and/or facility safety inspections equivalent to five (5) years.
- A valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of methods and practices for developing and administering a comprehensive safety program, conducting accident and work place safety audits and investigations, and designing employee safety training programs;
- Knowledge of Safety Programs and its safety and environmental policies and practices;
- Knowledge of associated safety and chemical/hazardous materials issues;
- Knowledge of standard safety equipment used in public sector occupations;
- Knowledge of basic research methods and statistical analysis techniques;
- Knowledge of principles and practices of sound business communication;
- Knowledge of Federal and state laws, regulations and standards for employee health and environmental safety, ex. Cal/OSHA and California Code of Regulations, Title 8;
- Ability to understand, explain, interpret and apply complex federal, state and City requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances;
- Ability to independently apply procedures and regulations affecting safety operations;
- Ability to evaluate workplace safety programs and practices and make sound recommendations for improvement;

- Ability to conduct effective employee training programs, and accident and workplace safety investigations;
- Ability to exercise sound independent judgment and initiative within policy guidelines;
- Ability to prepare clear, concise and comprehensive investigative reports and other materials;
- Ability to communicate effectively, both orally and in writing;
- Ability to understand and follow written and oral instructions;
- Ability to operate a computer and standard business software;
- Ability to establish and maintain effective working relationships with all those encountered in the course of work.

## Willingness to:

- Respond to emergency calls at night and on weekends;
- Travel occasionally, as required.

**HISTORY:**

- Title change from Safety Specialist to Accident Prevention Coordinator I-II:  
06/27/1980
- Revision date: 10/17/1983; Civil Service Commission Approval: 11/9/1983
- Title change from Accident Prevention Coordinator I-II to Safety Specialist I-II:  
Civil Service Commission Approval 11/10/2004
- Revision to add grade level III:  
City Council Approval/Adoption 9/2/2014  
Classification Revision - Civil Service Commission Approval 2/03/2016
- Revision to add Harbor and Water Departments to Grade Level III:  
Civil Service Commission Approval 6/20/2018
- Revision/approval XX/XX/XXXX