

PERSONNEL ANALYST III/ASSISTANT SAFETY OFFICER

DEFINITION

To plan, coordinate and perform a wide variety of routine to complex analytical, technical and/or paraprofessional assignments in the development, implementation and maintenance of the County personnel and safety programs.

DISTINGUISHING CHARACTERISTICS

The Personnel Analyst III/Assistant Safety Officer classification is distinguished from the Personnel Analyst I/II classification series by the level of responsibility in the performance of the more complex personnel and administrative tasks and the coordination of special assignments within the department. The Personnel Analyst III/Assistant Safety Officer is responsible for assisting the implementation of the County's safety programs and coordinating procedures, and information county-wide.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Personnel Director; may provide lead direction to lower level staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs general administrative duties as required.

Compiles and organizes data for a variety of reports and special projects, collect and assemble data and background materials for presentation.

Completes and processes a variety of forms, maintains inventory, orders supplies and materials, develops schedules and calendars, maintains computer recordkeeping operations, create and ensure the integrity of databases and charts, etc.

Assists the Personnel Director in any work assignment requiring the data collection and/or report preparation from existing format or from scratch.

Prepares and proofreads a variety of reports, statistical charts, legal notices, agendas, contracts and news releases.

Prepares Agenda Item Transmittals, Board Reports, Resolutions with accompanying Exhibits.

Responds to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned department.

Verifies and reviews materials for completeness and conformance with established regulations and procedures.

Make presentations to groups of applicants, employees, and members of the public on personnel or safety matters.

Assists the Department Head in monitoring of accounts payable and accounts receivable.

May act as Office Manager.

Maintains the County's Position Allocation List (PAL) annually aligning the PAL to the Final Budget.

Maintains the Book of Classification Specifications (Class Specs) and the List of Class Specs and Salary Ranges.

Receives, reviews, and processes payroll/personnel transactions.

Data entry into the County's automated HR/Payroll system, benefit websites, including enrollments into the California Public Employees' Retirement System CalPERS ensuring accuracy.

Assists the Director in processing and maintaining the county's workers' compensation process.

Maintain the HR/Payroll systems benefit tables, making annual updates and processing global benefit updates for all benefits ensuring the accuracy and completion within the pay cycle they become effective.

Assists the Director in managing the Health Plans and other Employee Benefit Plans.

Conduct new employee benefit orientations including the distribution of benefit plans information forms and benefit rate sheets.

Responds to inquiries from employees and the public regarding Employee Benefit Plans.

Plan, develop and coordinate the County's safety programs in compliance with state and federal guidelines and regulations.

Recommend appropriate policies and procedures related to County's safety, Injury and Illness Prevention Program (IIPP), and employee wellness programs.

Perform policy research and analysis, develop occupational safety compliance procedures, and make recommendations on a variety of program related issues and concerns.

Provide information to County personnel regarding changes in pertinent laws and regulations, including Cal/OSHA and federal and state regulations related to safety issues; act as a resource person regarding mandated state and federal safety requirements.

Monitor pending legislation and regulatory developments.

Promote preventative programs to identify and reduce risk from potential hazards in the workplace, delegating where appropriate.

Provide consultation, guidance and technical assistance to departments on matters related to workplace safety, including but not limited to Cal/OSHA standards.

Coordinate, plan, and assist the Director in facilitating the County's Safety Committee meetings and provide technical assistance to members, train Safety Representatives from County departments in a variety of safety precautions, injury prevention programs and employee wellness issues.

Act as primary resource to assist departments in determining appropriate safety standards for their staff and assessing potential loss controls problems/issues in order to develop a continuous and comprehensive loss prevention program; recommend plans for meeting legal requirements as well as establishing and maintaining safety principles for employees and the public.

Provide systems and procedures guidance to assist departmental personnel in complying with State and Federal occupational safety and health compliance standards.

Perform or oversee audits of operations, facilities, and equipment; helping to identify unsafe practices, procedures, and conditions; recommend corrective actions; conduct follow-up to promote the implementation of corrective action.

Develop, implement, and maintain County-wide and specialized training programs to enhance and encourage employee awareness of occupational safety issues in the workplace and to support the County's safety, injury prevention and wellness programs; plan and coordinate training activities; schedule classes; participate in the development of courses, handbooks, manuals, course outlines and other informational/educational materials.

Visit facilities County-wide to conduct inspections, evaluations, training and to participate in meetings.

Investigate serious accidents and/or incidents of injury or property damage at County worksites to ascertain cause and need for corrective action; develop and implement measures and strategies to prevent their recurrence in order to meet long-range loss-reduction goals; advise departments as to the keeping of records.

Attends a variety of meetings with staff, other departments/divisions, boards, committees, and/or outside agencies as appropriate; prepares presentation materials and meeting agendas/minutes; disseminates meeting information to departmental staff.

Uses a personal computer or other data processing equipment to input, access, and process information.

Performs routine clerical duties as required, including but not limited to typing reports and correspondence, copying and filing documents, entering computer data, assembling materials, faxing information, answering the telephone, processing mail, etc

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Modern office practices and technology, including the use of computers for data and word processing.

Computer software functions of and use, especially modern human resource management, database management, word processing, and spreadsheet software.

Basic budgeting procedures and techniques.

General principles of personnel administration.

Personnel Department functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Principles and procedures of filing and record keeping.

Business letter writing and report preparation.

English usage, spelling, grammar, and punctuation.

Ability to:

Learn, understand and interpret pertinent federal, state and local laws, codes and regulations.

Learn and apply departmental policies, procedures and rules.

Perform responsible and difficult secretarial, technical and paraprofessional personnel work involving the use of independent judgment and personal initiative.

Learn the advanced functions of modern human resource management, database management, word processing, and spreadsheet computer software.

Compile and maintain records.

Independently prepare correspondences and memorandums.

Plan, organize, and schedule meetings.

Proficiently perform required tasks using modern office equipment including a personal computer using word processing and related software.

Respond to requests and inquiries from the public.

Work independently.

Maintain records and prepare required reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Maintain confidentiality as required.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible clerical experience in a personnel office or the equivalent experience performing clerical, personnel and/or payroll activities with related duties in safety and departmental administrative operations.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized human resources/personnel training or business course work from an accredited college, university or recognized technical training institution.

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FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	374