# CITY OF CONCORD CLASS SPECIFICATION

**DATE: 11/11** 

CLASS TITLE: SAFETY AND TRAINING COORDINATOR JOB CODE: 1315

DEPARTMENT: HUMAN RESOURCES

REPORTS TO: HUMAN RESOURCES AND LABOR

**RELATIONS DIRECTOR** 

### **JOB SUMMARY**:

Employee performs responsible, professional, and responsive work under the general supervision of the Human Resources and Labor Relations Director, in the development, administration, and coordination of the risk management and training programs and other human resources programs and functions.

## **ESSENTIAL JOB FUNCTIONS:**

Plans, develops, administers, and coordinates the city employees' safety and accident prevention program, serving as a city-wide coordinator and as a resource for departmental efforts.

Manages worker's compensation claims; ensures FMLA and ADA compliance within the scope of worker's compensation claims and ensures that worker's compensation claims are consistent with city policy and applicable laws.

Maintains and updates the city's Written Safety Program, ensuring compliance with applicable state and federal regulations; reviews, revises, and initiate changes as needed to comply with JLMC recommendations for approval by the Joint Loss Management Committee and City Manager.

Serves as the designated employer representative to city's Joint Loss Management Committee; reviews minutes and actions of Joint Loss Management Committee and perform follow-up actions concerning recommendations, suggestions, and findings

Plans, develops, implements, and coordinates or conducts city-wide and departmental training programs such as safety and loss prevention, employee benefits, and general staff development.

Promotes and coordinates through the JLMC Committee to ensure employee safety awareness and safe working environments; serves as focal point for employee safety-related suggestions and complaints.

Develops, communicates, monitors, and evaluates policies, procedures, and standards for the Safety and Training Programs; makes recommendations for improvement as needed.

Coordinates with outside agencies and department/division heads to ensure that employees receive appropriate safety training and general training

Monitors personnel issues and human resources programs, as assigned, to ensure compliance with city policies, federal laws, state laws, and regulations.

Serves as intermediary with departments and outside agencies, when necessary, to respond to information on human resources matters or to address employees' questions and concerns.

Interacts and consults with hiring supervisors in the planning and implementation of recruitment strategies when vacancies become available.

Provides guidance to ensure adherence to recruitment policies.

Serves as back up to Director on Short Term Disability claims.

Assists in the coordination of activities for a comprehensive wellness program.

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Maintains city's intranet Training and Safety Management Page and authors safety-related articles as applicable.

Remains current on developments in training and instructional methodologies, including technology enhancements.

Assists in internal investigations.

Performs other related duties as assigned.

## **MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal General Office Equipment

## **MINIMUM QUALIFICATIONS REQUIRED:**

# **Education and Experience:**

Bachelor's degree or equivalent from a four-year college or university in public administration, business, human resource management or a related field; four years of progressively responsible related experience or, any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.

### **Licenses and Certifications:**

MV Operator Certification (necessary).

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### Knowledge of:

Considerable knowledge of state and federal laws relating to safety in the workplace.

Considerable knowledge of the practices, principles, methods, and techniques of safety administration, loss control, and accident prevention requirements

Federal, state, and local laws, rules, and regulations pertaining to personnel/human resources and leave administration issues.

Principles and practices of personnel/human resources management.

Communication techniques and use of training equipment and materials.

Loss control and risk management.

Occupational safety and health.

Principles and practices of insurance and claims management for health, dental, life, disability, worker's compensation, and general liability.

Principles and practices related to training and adult learning.

## Skill in:

Communicating clearly and effectively with others, both orally and in writing.

Making oral presentations before groups of people.

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Organizing and initiating program activities over a wide scope, involving diverse groups.

Establishing and maintaining effective working relationships with municipal employees, officials, outside agencies, and the general public.

Providing exceptional customer service to both internal as well as external customers.

### Mental and Physical Abilities to:

Work independently using considerable judgment in developing programs, solutions, and recommendations; may confer with supervisor on difficult problems.

Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

Define problems, collect information, establish facts, draw valid conclusions, and anticipate the consequences and\or respond to actions taken.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

## **Working Conditions:**

Work is performed in an office, outdoors, and at job sites.

The employee may be exposed to noise, dust, dirt, and machinery with moving parts.