



USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

JOB TITLE:	Safety and Risk Management Coordinator
DEPARTMENT:	Safety/Risk Management
EMPLOYER:	Vallejo Sanitation and Flood Control District
	450 Ryder Street, Vallejo, California 94590
DATE PREPARED:	12/01/17
WORK SCHEDULE/HOURS:	9-80 work schedule, 4-5 days per week, 8-9 hours per shift.
EMPLOYEE:	
D/I:	
CLAIM NUMBER:	

Employer’s Business: The employer, Vallejo Sanitation and Flood Control District, is a government agency responsible for the collection and treatment of wastewater from the sanitary sewer system and the protection from storm water.

Job Functions

Overview:

Under general supervision, coordinates and administers the safety and risk management programs including workers’ compensation, general liability, training, and related programs; plans, organizes, oversees, and reviews the work of staff performing technical and administrative support related to the District’s safety and risk management programs; assists Director of Safety and Risk Management in development, planning, and evaluation of safety and risk management programs; provides consulting services to District departments related to all aspects of safety and risk management programs and activities; performs related work as required.

Positions at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility and exercise independent judgment and initiative. The work has programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations. This class is distinguished from the Safety and Risk Management Technician by having programmatic oversight for assigned programs and supervision of staff. This class is further distinguished from the Director of Safety and Risk Management in that the latter manages all safety, risk management, and training programs.

Essential Functions:

- The employee coordinates and administers the workers’ compensation and general liability programs by processing and monitoring claims submitted; coordinating and scheduling appointments for claimants; providing information to claimants, attorneys, and third-party administrators; conducting inspections and investigations; attending hearings and legal proceedings as required; coordinating the return to work program; maintaining databases and files; and preparing reports and related documentation.
- The employee acts as a liaison between third-party administrators, medical providers, claimants, and District management.
- The employee assists in developing and implements and conducts safety and risk management training and education of staff; ensures compliance with federal and state laws, regulations, and standards as they are updated or changed; participates in training of new employees on health and safety policies, procedures, and regulatory requirements; assists the Director with developing and implementing a long-range training plan.
- The employee coordinates and oversees various programs including Department of Motor Vehicle (DMV) Pull Program, respirator, hearing conservation, random drug testing, and ergonomics programs by sending notifications to appropriate

parties, coordinating medical appointments as necessary, monitoring program compliance, and maintaining databases and files.

- The employee conducts research regarding updates in federal and state laws and regulations pertaining to risk management and workers' compensation programs; advises the Director and appropriate departments of changes in laws and regulations.
- The employee maintains the District's documentation of safety and occupational health activities as required by the State of California Code of Regulations Title 8.
- The employee conducts follow-up action with District departments and divisions to ensure compliance with the inspection and training requirements of the District's Injury and Illness Prevention Program.
- The employee develops and distributes health and safety information and directives to District staff.
- The employee monitors safety and risk management programs and activities; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- The employee plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Safety and Risk Management Department; evaluates employee performance, counsels employees, and recommends initial disciplinary action; assists in selection and promotion; trans staff in work and safety procedures.
- The employee provides highly complex staff assistance to the Safety and Risk Management Director; researches and maintains data and information and prepares staff reports, documents, and other necessary correspondence.
- The employee uses database, word processing and spreadsheet software to organize and update a variety of safety and risk management program statistics, records, and information; provides requested data and statistics to ensure compliance with reporting requirements.
- The employee utilizes a computer keyboard, mouse, and views a monitor to enter/retrieve information including e-mail correspondence, completing reports, entering worker's compensation claim information, letters, memos, spreadsheets etc.
- The employee utilizes a writing utensil to complete notes during meetings and paperwork.
- The employee utilizes a telephone handset to make or retrieve phone calls, as needed. This includes utilizing the handset and when making calls pressing 7 to 10 buttons to make a call.
- The employee operates a district vehicle equipped with an automatic transmission to travel to and from district sites. Includes ascending one step, maneuvering a steering wheel, pressing 2 foot pedals in conjunction with using a cushioned seat.
- The employee visits residential sites to assess and inspect employee injuries, vehicle accidents, worker's compensations claims, and public liability claims.

Marginal Functions:

- The employee utilizes a copier to make copies, as needed. This entails opening the copier door in an upward/downward motion (exertion <5 lbs.), placing the paperwork on the copier and pressing a button to activate the copier. Alternatively, the employee places a stack of papers on a document holder and presses a button to activate.
- The employee retrieves and sets paperwork/files in and out of file cabinet drawers.
- The employee utilizes a fax machine, as needed. This includes setting individual papers in the fax machine, pressing 7 to 10 buttons to obtain the desired telephone numbers and pressing a button to activate the fax.

Minimum Qualifications

EDUCATION & EXPERIENCE

- Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:
- Equivalent to completion of an Associate's degree in occupational health and safety a related field or completion of a professionally recognized certification program and four years of increasingly responsible experience in claims management.

KNOWLEDGE, SKILLS & ABILITIES

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Policies, procedures, practices, and methods related to workers' compensation and liability claim processing and administration.
- Program management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Applicable federal, state, and local laws and District policies and procedures relevant to health and safety and risk management.
- Business arithmetic and basic statistical techniques.
- Research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, and regulatory organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Safety hazards and appropriate precautions applicable to work assignments.
- Sit at desk and use computer terminal for long periods of time on a continuous basis; intermittently twist to reach equipment surrounding desk and perform simple grasping and fine manipulation. Use telephone and write or use a keyboard to communicate through written means.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for assigned safety and risk management programs.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct safety and risk management and related programs and activities.
- Interpret, apply, and explain federal, state, and local laws and regulations, and policies, procedures, and practices of health and safety and risk management.
- Review and process general liability and workers' compensation and general liability claim documents for completeness and accuracy.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Must be able to walk on uneven surfaces.
- Must be able to work in inclement weather.
- Must be able to communicate with irate or difficult people.
- Must be able to accept constructive criticism from supervisors, coworkers and subordinate employees.

Special Requirements:

- Ability to access all worksite areas where safety concerns may exist.
- Work day and night.
- Be available for emergency call-out.

LICENSE(S)

- Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.
- Possession, or ability to obtain, Workers' Compensation Claims Administration certificate or Certified Workers' Compensation Professional certification within one year of appointment.

Physical Demands

For the purpose of determining frequency of activity, this job analyst refers to an eight-hour workday.

STANDING	Frequency: Duration: Surfaces: Associated Tasks:	Less than ½ hour to 1 hour. Seconds to less than 10 minutes at a time. Carpet, tile, and as needed dirt, grass and gravel. Inspecting accident, liability claims and injury sites, making presentations, communicating with coworkers, operating office equipment.
WALKING	Frequency: Duration: Surfaces: Associated Tasks:	Less than ½ hour to 1.5 hours. Seconds to less than 5 minutes at a time. Carpet, tile, and as needed dirt, grass and gravel. To and from field sites, within buildings, offices.
SITTING	Frequency: Duration: Surfaces: Associated Tasks:	6.5 to 7 hours. Less than ½ hour to 1 hour at a time. Cushioned vehicle or office chair. Working at a desk station, utilizing a computer, telephone, communicating with coworkers, office tasks, reading, writing, operating a District vehicle.
KNEELING/ CROUCHING/ SQUATTING	Frequency: Duration: Surfaces: Associated Tasks:	Less than 2 to 5 times. Seconds at a time. Tile, carpet. Retrieving or setting paperwork/files on and off lower areas including shelves, possibly during an accident investigation.
CRAWLING	Frequency: Duration: Surfaces: Associated Tasks:	Not a job requirement.
LAYING ON BACK/STOMACH	Frequency: Duration: Surfaces: Associated Tasks:	Not a job requirement.
CLIMBING/ BALANCING	Frequency: Duration: Associated Tasks:	0 to 2 times per week. Stair steps at a time. Ascending or descending stair steps to access a 2 nd floor or utilizing a stepstool to access a higher shelf.

BENDING		
• Waist:	Frequency: Duration: Associated Tasks:	Alternated with squatting, employee preference.
• Head/Neck:	Frequency: Duration: Associated Tasks:	2 to 3 hours. Seconds at a time. Reading, writing, and aiding visually during normal body mechanics.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less than 5 minutes at a time. Handling paperwork, office supplies, driving in conjunction with maneuvering a steering wheel and during normal body mechanics.

TWISTING/ROTATING		
• Waist:	Frequency: Duration: Associated Tasks:	Less than 5 minutes. Seconds at a time. Possibly while driving. The motion is center to the right back to center or center left back to center less than 10-degrees.
• Head/Neck:	Frequency: Duration: Associated Tasks:	Less than 1 hour. Seconds at a time. Driving a vehicle, aiding visually during normal body mechanics. The motion is from center to the right back to center or center to the left back to center up to 35-degrees.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Not a job requirement.

UPPER EXTREMITY USE:	Dominant Hand: [indicate LEFT or RIGHT]
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REACHING		
<ul style="list-style-type: none"> • Primary Reach Zone: (elbows bent at waist level, hands in forward extension) 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	3 ½ to 4 hours. 1 to 2 hours. 0 2 ½ to 3 ½ hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard and mouse to enter and retrieve data.
<ul style="list-style-type: none"> • Above Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	0 to 2 times. 0 to 2 times. Alternated with dominant. Alternated with dominant. Seconds at a time. Retrieving items/paperwork on and off higher shelves.
<ul style="list-style-type: none"> • Between Waist and Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	1 ½ to 2 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less ½ hour at a time. Handling office supplies, paperwork, a telephone handset, radio, driving in conjunction with maneuvering a steering wheel.
<ul style="list-style-type: none"> • Below Waist Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Alternated with squatting.
PUSHING/ PULLING	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Less than 10 times. Less than 10 times. Alternated with dominant hand. Alternated with dominant hand. Seconds at a time. Opening or closing file cabinet drawers, utilizing a 2-wheeled dolly to relocate materials. Unilateral or bilateral hand use.

LIFTING/CARRYING		
<ul style="list-style-type: none"> • 0 to 10 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Writing utensil, paperwork, office supplies, a telephone handset, radio. 3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. 0 to less than 50 feet. Ground to shoulder level. Utilizing a writing utensil, handling paperwork, files, handling office supplies, a radio or a telephone handset.
<ul style="list-style-type: none"> • 11 to 25 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	File box. 0 to 1 time per week. 0 0 0 to 1 time per week. Less than 10'. Ground to waist level Retrieving and relocating a file box.
<ul style="list-style-type: none"> • 26 to 50 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 51 to 75 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 75 to 100 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 100+ lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.

HAND DEMANDS		
<ul style="list-style-type: none"> • Simple Grasping 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork, a telephone handset or radio.
<ul style="list-style-type: none"> • Power Grasping 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	0 to 1 time per week. 0 0 0 to 1 time per week. Seconds at a time. Retrieving and relocating a file box.
<ul style="list-style-type: none"> • Fine Manipulation 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	3 ½ to 4 hours. 1 ½ to 2 hours. 0 2 ½ to 3 hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, pointing device, writing utensil, pressing telephone buttons to make outgoing calls.

SPECIAL ENVIRONMENT	<ul style="list-style-type: none"> • Indoors, office setting; climate controlled • Outdoors, all weather conditions, as needed.
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MACHINES/TOOLS	<ul style="list-style-type: none"> • District vehicle • Mouse • Writing utensil • Fax machine • Computer keyboard • Copy machine • Monitor
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ADDITIONAL REQUIREMENTS: Depending on the exposure, may be required during an inspection to wear head, eye or hearing protection.

Note: The following are not physical requirements of this job: crawling, laying on back/stomach, twisting wrist, power grasping.

EMPLOYER COMMENTS:	
This Job Analysis accurately represents the duties of a Safety and Risk Management Assistant to the best of my knowledge.	
EMPLOYER CONTACT NAME:	
EMPLOYER SIGNATURE:	DATE:

EMPLOYEE COMMENTS:	
This Job Analysis accurately represents the duties of a Safety and Risk Management Assistant to the best of my knowledge. I understand that I cannot add hours to the physical demands breakdown if the total would then be greater than the number of hours in an average workday.	
EMPLOYEE NAME:	
EMPLOYEE SIGNATURE:	DATE: