



CITY OF SAN ANTONIO
invites applications for the position of:
**Occupational Health &
Safety Analyst**

SALARY: \$25.08 - \$37.62 Hourly
\$52,160.94 - \$78,241.80 Annually

OPENING DATE: 10/30/17

CLOSING DATE: 11/27/17 11:59 PM

Grant Funded: No

Work Hours: 7:45 a.m. - 4:30 p.m., Monday - Friday

JOB SUMMARY:

Under general direction, is responsible for coordinating and conducting audits, surveys, analysis and training in accordance with the Occupational Health & Safety Management System (OHSMS) program for the City of San Antonio Departments. Coordinates safety efforts with internal and external stakeholders to ensure compliance with applicable agencies standards, continual training and accreditation of the OHSMS program. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS:

- Assist with the oversight of daily self-inspections performed to meet established requirements and good means of identifying safety hazards in accordance with OHSMS program.
- Reviews and revises citywide OHSMS policies and procedures in accordance with changes to system standards and other regulations and new technological changes.
- Acts as a resource to and liaison between the Office of Risk Management and various departments with the City of San Antonio as well as external customers, and vendors related to safety issues.
- Provides recommendations in the enhancement to the OHSMS program.
- Prepares, and delivers reports, operation statistics, or industry studies. Makes oral and written presentation on programs, projects and other matters.
- Provides input to the annual Safety Division budget, training plan, and evaluation schedules.
- Assists in the design and delivery of safety education programs and communicates safety information and trends to employees and management on a regular basis as part of Safety Promotion.
- Attends meetings with various levels of management, external contacts, and regulatory agencies. Takes necessary action regarding agenda items.
- Perform related duties and fulfills responsibilities as required.

JOB REQUIREMENTS:

- Bachelor Degree in Safety Management or related field from an accredited college or

university.

- Two (2) years of experience with a safety or risk management program.
- Valid Class "C" Texas Driver's License.

PREFERRED QUALIFICATIONS:

- Certified Internal Auditor

APPLICANT INFORMATION:

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Unless otherwise stated, applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience in order to meet the minimum requirements of the job. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.
- Applicants selected for employment with the City of San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

PHYSICAL REQUIREMENTS:

- Physical requirements include occasional lifting/carrying of 25 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a motor vehicle, audio-visual equipment, safety testing equipment, computer keyboard and basic office equipment. Subject to sitting, standing, reaching walking, twisting, lifting, climbing, squatting, and kneeling to perform the essential functions. Working conditions are in an office and outdoor environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Federal, State, and local safety, DOT, workers' compensation, and liability regulations and standards.

- Knowledge of Safety Management System Principles and risk management methodologies.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of training methods, procedures, and techniques.
- Skill in using Microsoft Office Excel and PowerPoint software applications and various office equipment
- Skill in operating vehicles and safety testing/monitoring equipment.
- Ability to interpret and apply OSHA, EPA, NFPA, ANSI, DOT, and other applicable federal, state, and local regulations.
- Ability to analyze and effectively report upon operating conditions and problems and to recommend or install appropriate solutions.
- Ability to organize, direct, and implement plans and programs.
- Ability to develop and deliver training presentations.
- Ability to develop reports and presentations.
- Ability to create and use computer spreadsheets and graphical presentations.
- Ability to present facts clearly and effectively, both verbally and in writing.
- Ability to access and analyze project risks and exposures; identify options and alternatives, make decisions, and Implement corrective actions.
- Ability to maintain confidentiality of information.
- Ability to establish and maintain effective working relations with co-workers, management, and the public.

- Ability to perform all the physical, Intellectual, and analytical requirements of the position including decision making.
- Ability to multitask, prioritize and meet deadlines in timely manner.

• Unless otherwise stated, applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience in order to meet the minimum requirements of the job. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

• APPLICANTS SELECTED FOR EMPLOYMENT WITH THE CITY OF SAN ANTONIO IN THIS POSITION MUST RECEIVE SATISFACTORY RESULTS FROM PRE-EMPLOYMENT DRUG TESTING, REFERENCES, BACKGROUND CHECKS AND CREDENTIAL VERIFICATION. ADDITIONALLY, SINCE THIS IS A SENSITIVE POSITION, SELECTED APPLICANTS MUST COMPLY WITH THE TEXAS LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM ACCESS POLICY, AND YOU ARE SUBJECT TO INTERVAL CRIMINAL BACKGROUND CHECKS IN ACCORDANCE WITH TITLE 49 CODE OF FEDERAL REGULATIONS.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sanantonio.gov/HR/CareerCenter.aspx>

Position #2018-00152
 OCCUPATIONAL HEALTH & SAFETY ANALYST
 DE

Human Resources Department
 San Antonio, TX 78205
 210-207-8705

hrcustomerservice@sanantonio.gov

Occupational Health & Safety Analyst Supplemental Questionnaire

- * 1. Are you a current regular full time CoSA employee?
 - Yes
 - No
- * 2. Do you have a valid Texas Driver's License OR valid driver's license from another state with the ability to obtain a valid Texas Driver's License within 30 days of becoming a Texas resident?
 - Yes
 - No
- * 3. What best describes your highest level of education?
 - Some High School
 - High School Diploma or GED recognized by the Texas Education Agency or a regional accrediting agency
 - 30+ completed semester hours (credits) from an accredited college or university
 - 60+ completed semester hours (credits) from an accredited college or university
 - Associate's Degree from an accredited college or university
 - 90+ completed semester hours (credits) from an accredited college or university
 - 120+ completed semester hours (credits) from an accredited college or university
 - Bachelor's Degree from an accredited college or university
 - Master's Degree from an accredited college or university
 - PhD, JD, or other Post Graduate Degree from an accredited college or university
 - None of the above
- * 4. Select any of the following fields/ majors in which you have a Bachelor's Degree or higher:
 - Risk Management
 - Safety Management

- Other Related Field (please specify below)
- None of the above
- * 5. If you answered "Other Related Field" in the previous question, please list it here:

- * 6. How many years of experience do you have with a safety or risk management program?
 - Less than one year
 - 1 year
 - 2 years
 - 3 years
 - 4 years
 - 5 years
 - 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 years +
 - I do not have experience with a safety or risk management program.
- * 7. Select any of the following certifications you currently have:
 - Associate Safety Professional (ASP)
 - Certified Environmental and Safety Compliance Officer
 - Certified Hazardous Materials Manager
 - Certified Industrial Hygienist (CIH)
 - Certified Internal Auditor
 - Certified Safety Professional (CSP)
 - Certified Safety and Health Official (CSHO)
 - Occupational Health & Safety Technologist (OHST)
 - Occupational Safety & Health 500 and 501 Certification
 - OSHA Public Sector Safety & Health
 - None of the above
- * 8. How do you keep employees involved in the organizations safety management system program?

- * 9. What are the four general types of audit findings?

- * 10. Explain the steps before an audit processes?

- * Required Question