# Trindel Insurance Fund

## Safety & Loss Prevention Analyst

Job Description

**DEFINITION**

The Safety & Loss Prevention Analyst, under the general supervision of the Trindel Insurance Fund Executive Director, provides support and assistance to the member counties for their occupational safety, property and liability loss prevention programs.

The Safety & Loss Prevention Analyst accomplishes this by serving as a consultant to member counties to analyze, develop and implement the specific loss prevention needs for each member county. The Safety & Loss Prevention Analyst working in cooperation and collaboration with the member county's Risk Manager and other appropriate staff members makes program and training recommendations to meet those needs.

**ESSENTIAL DUTIES (***Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*):

- Performs research and analysis and recommends occupational safety and loss prevention policies, practices and procedures for member counties.
- Collaborates and consults with supervisors and employees to develop safe work practices for member counties.
- In coordination with Executive Director and/or Director of Loss Prevention Programs develop, write and present loss prevention training curriculum.
- Plans, promotes, and implements effective safety and loss prevention programs.
- Provides and/or conducts loss prevention and occupational safety training for member county staff.
- Assists member counties with loss prevention inspections of facilities and worksites for physical, environmental and work practice hazards.
- Provides written recommendations for corrective actions of identified hazards within member counties.
- Assist member counties investigations of incidents involving worker or public injury and/or property damage to determine causal factors.
- Responds to requests from member counties for assistance either by phone, electronic mail or site-visit.
- Drive self to member county locations as necessary.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- **Abilities required for the essential duties:**
- Excellent interpersonal and organizational communication skills,
- Excellent public speaking skills,
- Excellent writing skills,
- Ability to develop, write and present loss prevention training curriculum.

**Skills required for the essential duties:**

- A working knowledge of common computer word processing, spreadsheet and presentation software (MS Word, MS Excel, MS Power Point, etc.),
- General knowledge and understanding of local government structure and process,
- Working knowledge of California and Federal occupational health and safety regulations
- Thorough knowledge and experience in use of various instructional techniques,
- Thorough knowledge of effective investigation techniques and methodologies,
- Basic knowledge of industrial hygiene monitoring techniques.

**Education & Experience required for the essential duties:**

- An Associate Degree or equivalent certified program in Occupational Health, Safety, Industrial Hygiene, or a field related to the "Essential Duties" of the Safety & Loss Prevention Analyst.
- Two (2) Years professional experience in occupational health, safety and loss prevention programs or field related to the "Essential Duties" of the Safety & Loss Prevention Analyst.

**Or**

- Four (4) years professional experience in occupational health, safety and/or loss prevention programs or a field related to the "Essential Duties: of the Safety & Loss Prevention Analyst.

**And**

- Possession of or ability to possess by the time of appointment, a valid California class C driver's license.

**Physical and sensory requirements to perform the essential duties:**

- Work indoors and outdoors in a variety of locations and environmental conditions including heat, rain and snow.
- Drive for extended periods of time to remote locations.
- Ability to squat, stoop, bend, crawl, push, pull and climb when conducting training, inspections and investigations.