

Job Class Title: Occupational Safety and Health Compliance Administrator**BASIC FUNCTION:**

To administer Ramsey County's occupational health and safety programs; serve as a countywide resource in OSHA compliance, occupational health, and employee safety. Responsible to develop policy and program strategy, provide guidance to county departments on compliance with state and federal laws and regulations, and perform related duties as assigned.

EXAMPLES OF WORK PERFORMED:

1. Develop and administer written safety programs that ensure federal and/or state OSHA compliance including, but not limited to, AWAIR, Employee Right to Know (ERTK), Pandemic Preparedness, Infectious Diseases, Respiratory Protection, Hazardous Chemical Communication and Workplace Emergency Planning.
2. Develop, maintain and support an effective network of safety liaisons at the department level; audit and update written programs and practices to ensure ongoing compliance; support Workplace Emergency Planning drills and training of department Workplace Emergency Coordinators.
3. Represent the county at any OSHA inspection and coordinate county response to OSHA complaints.
4. Assess employee work environments for health and safety risks and recommend preventative and/or corrective measures; conduct ergonomic workstation assessments; facilitate root cause analysis of employee injury and illness incidents and recommend preventative and/or corrective actions.
5. Procure and maintain contracts for services that support: (1) annual surveillance of staff compliance with hearing and TB testing; (2) chemical inventory compliance; (3) respirator use; (4) environmental testing; (5) OSHA recordkeeping; (6) department safety training; and (7) loss prevention analysis and response.
6. Participate in budget planning; review loss control fund applications and recommend action to the Enterprise Risk Manager.
7. Lead the countywide AWAIR safety committee; participate in other safety committees in an advisory capacity and facilitate annual health and safety goal setting including safety campaigns and surveys; and participate in other occupational health and safety and risk management associations.
8. Conduct research on occupational safety and prepare reports of findings to identify current trends and to develop strategies.

(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7, 8.

SUPERVISOR/MANAGERIAL RESPONSIBILITY:

None.

INTERNAL/EXTERNAL RELATIONSHIPS:

Daily to weekly contact with a variety of county employees at all levels, including safety liaisons, to discuss and address OSHA, occupational health, and other safety concerns. Weekly to monthly contact with the workers' compensation team to evaluate data analytics and develop loss prevention strategies. Monthly contact with executive sponsors, system administrators, and project or other managers to provide progress information on special projects. Regular contact with regulatory agencies to address complaints, site visits, and identified deficiencies.

IMPACT ON SERVICES/OPERATIONS:

Impacts the county's ability to provide effective health and safety programs. Effective job performance can result in enhancement of employee health, safety, and overall wellbeing, as well as successful regulatory compliance. Poor performance can negatively impact employee health and safety, resulting in employee injuries and higher workers' compensation costs. Poor performance can also result in civil penalties from regulatory noncompliance.

WORK ENVIRONMENT:

Work is performed in an office setting.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of state and federal laws, regulations, codes, and standards related to workplace safety.
- Knowledge of fundamental principles of environmental health, accident prevention, and related practices sufficient to audit and evaluate working conditions and recommend policies, procedures, and methods.
- Knowledge of training methods and techniques.
- Knowledge in learning management systems and software programs.
- Skill in designing and implementing employee safety training programs.
- Skill in communicating effectively both verbally and in writing.
- Skill in analyzing information and formulating decisions or recommendations.
- Skill in establishing and maintaining effective working relationships with public officials, department heads, employees, community leaders, and the general public.
- Ability to apply workplace safety best practices and make recommendations based on best practices.
- Ability to successfully handle multiple projects.
- Ability to develop training materials and effectively present training courses both virtually and in person.
- Ability to work independently and collaboratively.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in occupational health, industrial hygiene, risk management, environmental health, public health, public administration, business administration, or a closely related field.

Experience: Four years of professional experience in risk management, safety management, occupational health, OSHA compliance, industrial hygiene, employee health and safety.

Substitution: Equivalent combination of education and related experience.

Certifications/Licensure: None.