

Job Class Title: Safety Officer

BASIC FUNCTION: Administer Ramsey County's safety programs and serve as a countywide resource for employees, visitor safety, and property loss prevention; implement policies, procedures, workplans, assessments, resources and training to minimize risk; collaborates with department leaders, risk management, compliance and communications; and perform related duties as assigned.

EXAMPLES OF WORK PERFORMED:

1. Develop and implement personnel and property loss prevention strategies to enhance workplace safety and security; reduce casualty claims; identify and manage risk; manage records; and educate employees on personal safety and security topics.
2. Develop action plans and collaborate with leadership and Enterprise Risk Management to implement and monitor action plans for addressing safety and security related risks; coordinate with department level safety liaisons in developing employee safety and security plans.
3. Develop and implement countywide policies and procedures on workplace safety and security, ensuring compliance with local, federal, and state requirements in collaboration with the Compliance and Ethics Office.
4. Conduct periodic safety/security inspections and audits of county workplace environments to identify risks and ensure mitigation measures are implemented; serve as a primary contact for employees; and provide safety and security related training.
5. Coordinate with Communications to develop and execute countywide communication on critical incidents in the workplace impacting employees in consultation with Enterprise Risk Management, Emergency Management and Homeland Security, and Property Management.
6. Coordinate the Workplace Threat Assessment Team.
7. In collaboration with other subject matter experts, support county leadership in responding to employee concerns about safety and security issues specific to their workplaces or roles, and/or experiencing emergent/urgent threats or safety concerns that require immediate action or messaging to impacted employees.

(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.

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 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.

IMPACT ON SERVICES/OPERATIONS:

Effective job performance can result in a strong countywide safety culture that enhances employee and visitor safety and security as well as successful regulatory compliance. Poor performance can negatively impact employee and visitor safety and security, resulting in employee injuries, low employee morale, higher workers' compensation costs, and significant liability exposure. Poor performance can also result in civil penalties from regulatory noncompliance.

WORK ENVIRONMENT:

Works primarily in an office environment. May need to travel to attend meetings, participate in regulatory site visits, conduct training or consulting at various county worksites, and complete on-site safety evaluations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of state and federal laws, regulations, codes, and standards related to workplace safety.
- Knowledge of fundamental principles of workplace security accident prevention, and related practices.
- Knowledge of training methods and techniques.
- Knowledge in electronic filing systems, learning management systems, and software programs.
- Skill in design and implementation of employee safety training programs.
- Skill in applying workplace safety best practices and making recommendations.
- Skill in communicating effectively both verbally and in writing.
- Skill in establishing and maintaining effective working relationships with public officials, department heads, employees, community leaders, and the general public.
- Ability to analyze information and formulate decisions or recommendations based on that analysis.
- Ability to develop training materials and effectively present trainings both virtually and in person.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in risk management, criminal justice, environmental science, emergency management. or a closely related field.

Experience: Four years of professional experience in safety management, employee health and safety, risk management, or a closely related field.

Substitution: Equivalent combination of education and related experience.

Certifications/Licensure: None.

Revisions: