



The County of Monterey Invites your interest for the position of Public Works Safety Coordinator/Investigator



ABOUT THE POSITION

The Public Works Safety Coordinator/Investigator is responsible for managing the in-house RMA Public Works department Workers' Compensation Program, Workplace Safety, Safety Training and is the Cal-OSHA Compliance Officer and the Department of Transportation Program Administrator. Other critical duties include receiving, investigating and working in conjunction with the Offices of County Counsel and Risk Management on litigation issues involving public liability claims of accidents, personal injury or property damage associated with County roadways, construction and right-of-way.

The ideal candidate will have a hands on and adaptable management style with outstanding interpersonal skills to effectively gather information from various sources to manage claims and meet departmental needs, while containing costs.



As a condition of employment, the incumbent will be required to possess a valid California Class C driver's license or be able to provide suitable transportation which is approved by the appointing authority.

MINIMUM QUALIFICATIONS

Thorough knowledge of:

- Federal and State occupational safety laws and regulations including the California's Title 8 requirements; Principles, practices and methods of occupational safety programs and wellness training; Principles and techniques of employee occupational safety training; Hazardous materials training; principles and techniques of investigation and the Omnibus Transportation Employee Test Act of 1991 (DOT Program)

Skill and Ability to:

- Plan and coordinate effective occupational safety programs and wellness training
- Analyze and interpret federal, state and county laws, codes and regulations.
- Conduct investigations in areas of civil liability, workers' compensation and code enforcement cases.
- Gather, analyze and evaluate facts and evidence accurately draw logical conclusions and make sound recommendations.
- Communicate effectively in order to obtain information through interviews, conduct training sessions, and testify in court.
- Write clear, concise and comprehensive reports, correspondence and memoranda.
- Input, access and analyze data using a computer.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education:

College course work equivalent to a Bachelor's Degree from an accredited college or university with a major study in Occupational Health, Safety, Industrial Hygiene, or a related field; education may include completed courses or certification in environmental, health, safety, or loss control topics; and

Experience:

Three years of professional experience in the administration of occupational health and safety programs including employee training, conducting workplace and accident investigations and at least one year experience administering an employee drug and alcohol testing program. Experience in program administration within a public entity is highly desirable.

BENEFITS

The County offers an excellent Unit X benefits package including:

- * Health Insurance: Flexible Benefit allowance
- * Life Insurance \$50,000 Term Life Policy paid by the County
- * Professional Leave: 10 days per calendar year, non-accrual
- * Annual Leave (combined sick and vacation): 0-2 years 23 days; 2-6 years, 25 days; 6-10 years, 27 days; 10-15 years, 30 days 15-16 years, 32 days; 18-20 years 33 days; 20-15 years 34 days; over 25 years, 37 days. Buy-back provision for up to 120 hours
- * Monthly Management Expense Allowance \$45.84; Annual Professional Expense Allowance \$400 (pro-rated)
- * Paid Holidays: 10 days per year, and one floating holiday per calendar year
- * Retirement Plan: PERS 2% @ 55; 100% retirement contribution paid by the County
- * Deferred Compensation : Voluntary deferred compensation program.

The information listed above is intended to provide you with a general summary of benefits available to Monterey County employees in the X Unit and is not legally binding nor does it serve as a contract. The exact benefits are listed in the Monterey County Personnel Policies and prevail over this listing. More information regarding Unit X benefits may be obtained from our website at www.co.monterey.ca.us/personnel. This position is exempt from the Fair Labor Standards Act (FLSA) and is not eligible for overtime pay.

APPLICATION SUBMITTAL AND SELECTION PROCESS

- The selection process schedule is tentative and applicants will be notified if changes are made.
- The competitive process includes submittal of a completed Monterey County Application and response to the Supplemental Questions.
- Applicants who fail to complete a County Application and response to Supplemental Questions will not be considered for this position. Resumes will not be accepted in lieu of required application materials.
- All application materials must be received in the RMA Human Resources Department by **APRIL 29, 2011**
- The required application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To assess applicants' possession of required qualifications, this process may include an oral examination, pre-exam exercise, performance exam, and/or written examination.



Applications may be obtained from and submitted to

Monterey County Resource Management Agency, Human Resources Division
Attn: Margarita Arista, Associate Personnel Analyst
168 W. Alisal Street, 2nd Floor
Salinas, CA 93901
Phone: (831) 755-5895 Fax: (831) 784-5603
Our web site: www.co.monterey.ca.us/personnel

SUPPLEMENTAL QUESTIONS

PUBLIC WORKS SAFETY COORDINATOR/INVESTIGATOR

EXAM #: 11/74K50/03MAA

Instructions:

Responses to these Supplemental Questions must be submitted with your application materials. Invitations to participate further in the process will be based on an evaluation of your application, the responses to these questions, and your resume (optional). Applications received without a Supplemental Questions Response will not be considered. A resume, letter, application, etc. will not be accepted as a substitute for a response to these questions.

Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted. Please focus on the minimum qualifications listed on the job announcement when answering these questions.

1. **Please describe your experience in planning, developing, conducting or coordinating occupational safety programs and wellness training in a public or private sector environment.** Include information regarding your knowledge and experience of the following:
 - Illness and Injury Prevention Programs (IIPP), OSHA, applicable codes,
 - Administering DOT drug and alcohol testing programs
 - Occupational safety programs and procedures you assisted or participated in developing and executing, your role, level of responsibility and authority.
 - Investigating and documenting work-related injuries and accidents including the investigative methods used, interviewing techniques and types of reports prepared.
- 2 **Please describe your experience and ability to work effectively with legal counsel, Risk Management and/or department heads on matters involving safety policy and procedures.** Discuss the most serious situation and/or complex issue that required a high level of interaction with various department or agency representatives to resolve or gain concurrence, list the factors that were communicated or demonstrated, describe your specific role in the process and the ultimate outcome.