

JOB DESCRIPTION
San Diego County Office of Education

Loss Control Analyst

Purpose Statement

The job of Loss Control Analyst is done for the purpose/s of assisting the Loss Control Supervisor in the loss control and safety/health programs for member school districts of the Joint Powers Authority (JPA); providing technical support and recommendations to minimize liability and financial loss.

Essential Functions

- Attends in-service training programs and initiatives for professional development on health, safety, and the environment (e.g. hazards, disaster preparedness, etc.) for the purpose of reducing the incidence of accidents, advising members, and meeting established guidelines and regulations.
- Coordinates with the Loss control Supervisor (e.g. plans and programs, etc.) for the purpose of ensuring the timely and accurate presentation of facts.
- Develops and evaluates long and short range plans and programs for the purpose of reducing losses from accidents and protecting school property from accidents related to students and employee staff, and compliance with local, state, and federal regulations, minimizing the district's insurance liability for the JPA member districts.
- Maintains a variety of records (confidential and non-confidential) and files (e.g. loss control and safety programs related to fire, the environment, student, public, occupational and ergonomic, motor vehicle and physical plant safety, etc.) for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Oversees site and facility inspections, for the purpose of conducting accident and injury investigations, evaluating unsafe conditions and recommending correctable action as appropriate.
- Participates, conducts, and develops aids for training, meetings, workshops and seminars for the purpose of conveying and/or gathering information for JPA members or large groups.
- Prepares and creates documentation for the purpose of providing written support and/or conveying information related to loss control.
- Provides consultation to assigned district activities and/or safety program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative and/or local requirements.
- Recommends technical information (e.g. assisting in preserving life, property and financial assets, etc.) for the purpose of providing required services to parties and efficient utilization of district financial resources.
- Responds to safety or environmental concerns for the purpose of assisting the Loss Control Supervisor investigating and/or recommending remedial actions for JPA or district members.
- Responds to inquiries (e.g. JPA members, etc.) for the purpose of providing information in maintaining compliance with federal, state, and local safety programs (CalOSHA and EPA regulations).

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety and environmental practices; analyzing and interpreting budgets and data data; classifying data and/or information; enforcing rules and regulations; planning and managing multiple ongoing projects; preparing creation and maintaining accurate records; and understanding proper usage of scientific equipment used to collect data and/or samples in field conditions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting practices; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; knowledge of community resources; office application software; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed and/or confidential information/data; adapting to regular changing work priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job-related area.

Equivalency Job related experience with increasing levels of responsibility is desired.

Bachelor's degree in job-related area such as Environmental Engineering, Environmental Science, Occupational Health and Safety, or related area.

Required Testing

Certificates

Certified Playground Safety Specialist

Driver's License & Evidence of
Insurability

Continuing Educ./Training

Clearances

Criminal Background Clearance

Criminal Justice Fingerprint/Background
Clearance

Drug Test

Proof of physical examination including TB
Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 32

Personnel Commission Approved: October 19, 2016