



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Safety Analyst II	Last Revised/Approved:
Job Code: TBD	Reports To: Director, Procurement & Risk
Office: Chief Financial Office	Department: Finance

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Assist in the design and management of the district’s work-related safety programs. Identify and recommend solutions for work related safety hazards and regulatory compliance including OSHA. Identify, develop and provide related training needs. Develop and maintain safety and risk management information systems. Assist with the intake and management of workers compensation claims.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

- Assist in the development of work related safety and loss control programs. Responsible for coordinating and delivering training programs that will provide and promote safe work practices and loss prevention awareness.
- Analyze work related injuries and illness to identify trends and recommend loss prevention needs.
- Assist with the intake and management of workers compensation claims.
- Assist in the coordination of employee return to work activities using job analysis and case management techniques.
- Conduct safety inspections, evaluations and consultations related to worksites, equipment, vehicles, materials, facilities and procedures.
- Conduct accident site investigations, including determining accident causes, preventative measures and recommendations for corrective or preventative measures.
- Conduct ongoing research and communication regarding safety laws, standards and accident prevention. Monitor enforcement of safety rules and procedures. Responsible

for prompt identification of OSHA compliance issues. Coordinate and comply with required State and/or Federal reports including OSHA accident reports and logs.

- Implement and administer fleet safety program including review of district driver records in support of safety program.
- Responsible for on-going operation of and direct representation at assigned work related safety meetings.
- Develops and maintains safety and risk management information systems.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelor's degree in Industrial Safety, Insurance, Human Resources Management or Business Administration or a related field including coursework in safety from an accredited college or university.

Experience Requirements:

- Three years of experience in the safety and/or risk management field in a large institution, preferably public sector.
- Experience as a trainer and/or field safety specialist is very desirable.

Knowledge, Skills and Abilities:

- Individual must demonstrate thorough understanding and operation of occupational safety laws, standards and principles, including OSHA.
- Ability to organize plans, coordinate, controls and follows through with risk management and safety programs and procedures.
- Technology literacy and experience working with human resource information systems, databases and spreadsheets as well as knowledge of research methods, practices and related skills are also required.
- The appropriate temperament to work with professional and technical personnel.
- Ability to proactively analyze, interpret and administer complex regulations and laws.
- Creative, flexible thinker who is a quick study and responds well under pressure.
- An effective communicator who can easily and clearly explain complex safety and regulatory issues to varied audiences.
- Ability to maintain security of highly confidential information.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- General office environment.
- Reliable, insured vehicle and valid driver's license required as periodic travel around the greater Milwaukee area is required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

- Must be able to handle light lifting and occasional standing, bending.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.