



## **SAFETY SPECIALIST 1**

**1345**

### **GENERAL DESCRIPTION OF CLASS**

The work of the Safety Specialist class series is to administer an occupational health and safety program within a state agency. Employees act as consultants in the area of occupational health and safety, and Workers' Compensation loss prevention. Improving safety for the public and outside agencies that interact with State programs is also a part of this class series.

The SAFETY SPECIALIST 1 develops and administers State agency procedures and coordinates the processing of Workers' Compensation claims; assists managers in returning injured employees to work; provides training in safety procedures; and gives basic safety procedural advice. In addition, the Safety Specialist 1 also informs managers and employees on issues related to workplace health and safety, and risk management. Employees at this level may also work in a training capacity, doing less complex health and safety program tasks in preparation for the next level.

### **DISTINGUISHING FEATURES**

This is the first of a two level professional series. Employees work independently to complete routine and standardized safety or injury prevention assignments, or work in a training capacity in preparation for the Safety Specialist 2. Employees have clear but varied procedures with specific precedents. Changing work conditions require judgment to select which among many procedures to follow. Answers to work questions are readily available and tend to follow a pattern.

The lack of responsibility for planning and managing a safety program for a large organizational section or division distinguishes the Safety Specialist 1 from the next higher class. In addition, employees in the class do not act as principal consultant to agency management in health and safety issues.

Positions that do health and safety work as part of or incidental to other professional duties or manage and supervise other Safety Specialists are not part of this classification series. Positions engaged in monitoring the compliance of Oregon employers within the Oregon Safe Employment Act are also not part of this classification series.

### **DUTIES AND RESPONSIBILITIES**

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

#### **1. Operational Activities**

Train employees on health and safety policies and procedures. Explain health and safety program guidelines and procedures. Participate in safety meetings. Conduct work site inspections for compliance with safety regulations and to identify safety hazards. Maintain health and safety records and compile safety program data for inclusion in reports. Assist in routine maintenance of health and safety database. Assist in maintaining and distributing monthly and annual OSHA Injury Logs. Assist in limited support of contracted wellness programs, and conduct basic ergonomic workstation evaluations.

#### **2. Claims Management**

Process Workers' Compensation claims. Evaluate information on claims and explain to managers the procedures for proper claims completion. Explain benefit information to employees. Identify and obtain additional information needed to process claims. Work with Workers' Compensation administrators to facilitate timely claims processing. Coordinate Workers' Compensation claims with claimants and others. Record limited statements from claimants. Answer inquiries, give procedural advice, and provide a variety of customer service assistance. Assist in the preparation of employer's case for hearing or pre-hearing settlement meetings. Analyze claims to identify trends or problem areas. Work with managers to develop modified jobs or schedules to facilitate injured workers' return to work. Work with SAIF representatives and physicians to obtain status of Workers' Compensation claims.

**RELATIONSHIPS WITH OTHERS**

The Safety Specialist 1 has frequent contact with managers, employees and insurance providers by telephone, electronic mail and in person, to gather information and to discuss processes and procedures related to the facilitation of Workers' Compensation claims management. Employees also have regular contact with outside physicians to obtain information and suppliers to order supplies.

**SUPERVISION RECEIVED**

The Safety Specialist 1 works initially under close supervision of a higher level specialist or manager who reviews work in progress to advise and give direction on work methods and priorities. As expertise increases, employees independently administer a standardized portion of an employee safety program and the supervisor provides guidance for difficult non-routine issues. Employees follow agency policies, procedures, and other statutes, regulations and guidelines to complete work assignments.

**KNOWLEDGE AND SKILLS (KS)**

**Basic knowledge of:**

Ergonomic principles, instructional methods, and research techniques.
Principles and practices of safety management and accident or injury prevention.
Workers' Compensation claims management practices.
Data collection, investigative and inspection techniques.

**Skill to:**

Compose effective written correspondence and summaries.
Establish working relationships and develop a rapport with individuals of varying backgrounds, interests, concerns, needs and levels of authority and responsibility.
Communicate effectively with persons outside the agency, and represent the agency to customers, the public, other government jurisdictions, and community organizations.
Analyze situations or information, draw logical conclusions and exercise reasonable judgment based on the analysis.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/02

Revised

STATE OF OREGON  
 Dept. of Administrative Services  
 Human Resource Services Division