

**County of Santa Cruz  
Invites you to apply for the position of**



# **COUNTY SAFETY OFFICER**

**\$ 90,792 – \$ 121,742 Annually**



**LIVE, WORK & PLAY IN BEAUTIFUL SANTA CRUZ COUNTY**

**Application Deadline: Friday, September 03, 2021**

**The Community of Santa Cruz:** Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to **live**, **work**, and **play**!



**The Position:** The County Safety Officer provides a vital role for the County of Santa Cruz as this is a single position class. The County Safety Officer is responsible for the oversight and implementation of the County Safety Program and Security measures. The ideal candidate will possess a strong work ethic, with the ability to work independently. The County Safety Officer is expected to have knowledge of OSHA guidelines, injury and illness prevention, occupational health, general security protocols and be extremely organized. The County Safety Officer reports to the County General Services Department with activities guided by the newly created County Safety Committee. The incumbent will be responsible for the general oversight of the safety practices and program compliance of all County departments, facilities, and operations. When needed, the County Safety Officer will implement and train departments on safety and security protocols. The incumbent in this position will also be responsible for reading and interpreting federal, state, and local guidelines and implementing them throughout the County.

**Qualifications:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to graduation from college with a degree in Occupational Health & Safety, Environmental Science, Public Health, Biology, Chemistry, Industrial Engineering or a closely related field
- AND**
- Three years of professional experience in occupational health and safety program administration or related security field.

**Special Requirements:**

- Possess and maintain a valid California Class C Driver License or provide suitable transportation approved by the appointing authority.
- Certification as a Certified Associate Safety Professional, Certified Safety Professional, Certified Associate Industrial Hygienist, Certified Industrial Hygienist or Certified Physical Security Professional is highly desirable.
- Mentally and physically capable of performing the position's essential functions as summarized in the typical tasks portion of the job specification.

**Special Working Conditions:**

Fieldwork may include exposure to dust, mold, moisture or other environmentally hazardous conditions; subject to after-hours response and extended work hours in the event of an emergency incident.

**Knowledge and Ability:**

**Thorough knowledge of:**

- Principles and practices of occupational health and safety and general security

**Working knowledge of:**

- Federal and State laws and regulatory agencies related to occupational health and safety
- Principles and practices of ergonomics
- Principles and practices of administrative survey and analysis
- Principles and practices of training
- Principles and practices of security
- Basic statistics

**Some knowledge of:**

- The principles and practices of blood borne pathogen and infection control
- The principles and practices of supervision
- Record management systems
- Budget preparation and administration

**Ability to:**

- Define problems, collect analyze and interpret data, and develop alternate solutions to complex problems
- Plan, coordinate and initiate actions necessary to implement recommendations, new regulations, new methods and new procedures
- Understand, interpret, explain and apply laws, regulations, policies and procedures
- Establish and maintain effective working relations with others contacted in course of work, including other agencies, staff, departments, contractors and members of the public
- Prepare and present a variety of oral and written material concisely, convincingly, clearly and logically
- Exercise initiative, ingenuity, independent analysis and judgment to solve complex problems
- Provide administrative and technical supervision and training to subordinate staff
- Develop and implement record management systems
- Input, store, access and analyze data using computers

## **COUNTY SAFETY OFFICER - SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your experience working with Federal, State, and local regulations in relation to injury and illness prevention, occupational health, ergonomics, safety, general security protocols, hazardous materials compliance, and safety training and records management.

**How to Apply:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For more information, please call Susana Silva, Employment Services Analyst at (831) 454-3596. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

\*You may be required to compete in any combination of written, oral and/or performance examination or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire.

## **Employee Benefits:**

### *Medical, Dental, and Vision*

Various, robust plans are available with the County contributing generously towards the total cost of the plans.

### *Retirement and Social Security*

Pension formula 2% at age 60 or 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

### *Life Insurance and Long-Term Disability Plan*

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

### *Administrative Leave*

In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.



### **An Equal Opportunity Employer**

Note: Provisions of this bulletin do not constitute an expressed or implied contract.