

LOSS CONTROL ANALYST

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent Business Services, the Loss Control Analyst develops, implements and evaluates loss control and safety programs relating to fire, student, public, occupation, motor vehicle, and physical plant safety.

DISTINGUISHING CHARACTERISTICS

The Loss Control Analyst classification is responsible for a variety of complex and significant aspects of District-wide programs relating to the assessment, management, and control of perceived risks, and the potential loss liability these risks represent to the District. The scope of assignments include analyzing, coordinating and assessing information from field sources, secondary documents, statutes, policies, rules, regulations, program guidelines, and contract terms and conditions.

ESSENTIAL FUNCTIONS

- Plans and implements programs to minimize risk-related costs experienced in normal operations and for complying with state and federal programs mandating safety requirements.
- Implements long and short-range plans and programs (e.g., safety and accident reduction, periodic risk assessment analyses) to ensure the District's resources are effectively used.
- Implements assigned phases of the District's loss prevention and safety programs (e.g., conducts risk analysis and risk classification studies, and coordinating safety committee activities) to minimize the District's losses due to liability.
- Prepares various documents, (e.g., risk analyses and assessments, contract specifications) to provide necessary information to state and federal agencies and appropriate District personnel and/or to develop contract specifications.
- Presents various programs (e.g., risk reduction strategies) to inform staff of appropriate procedures and safe practices.
- Implements programs to maintain compliance with federal, state, and local safety programs, including CalOSHA and EPA regulations.
- Attends various meetings (e.g., training, loss prevention and control) to address liability concerns and provide and receive information.
- Assists other personnel as required.
- Performs other job-related duties as assigned to ensure the efficiency and effectiveness of the work unit.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE of the following is required:

- Loss control, safety, industrial hygiene and risk management principles and techniques.
- Current laws, codes, and regulations pertaining to occupational health and safety and loss prevention.
- Assessment and evaluation practices and procedures.
- Risk management procedures for loss control and claims handling.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

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SKILLS are required to design, develop, and implement programs and workshops to reduce losses, to prepare written analyses and reports, and to demonstrate effective interpersonal skills using tact, patience and courtesy.

ABILITY is required to provide loss control and safety recommendations to District departments and sites, oversee site and facility inspections, deliver oral presentations, establish and maintain effective and cooperative working relationships with others, and to establish procedures and guidelines for gathering data to complete complex reports.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and methods, minimizing risk-related costs experienced in normal operations and comply with state and federal programs mandating safety requirements. There is a continual opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, climbing/balancing, kneeling, twisting back, squatting/crouching, reach above or below shoulder, power/firm grasping, handling/simple grasping, lifting up to 10 lbs. at waist height, carrying up to 10 lbs. up to 25 feet
Occasionally	walking, standing
Frequently	sitting, neck flexion/rotation, fingering/fine manipulation (computer, keyboard, telephone, writing)

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers and emergencies, communicate with coworkers and staff.
Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None specified.

EDUCATION AND EXPERIENCE

Any combination equivalent to a bachelor's degree in business administration, occupational safety and health, risk management or closely related field, and a minimum of two years of professional experience

CLASSIFIED

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in a similar position performing comparable scope of duties and responsibilities. Additional qualifying experience in public entity loss control programs is highly desirable.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

Valid California Class C driver's license and evidence of insurability.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.