

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: SAFETY AND COMPLIANCE MANAGER

DEPARTMENT: HUMAN RESOURCES

BASIC FUNCTION:

Under general direction, to administer and coordinate programs, activities, and functions relating to the research, preparation, execution and continuous improvement of safety and compliance in the organization. The Safety and Compliance Manager will lead the design, preparation and ongoing review of policies, procedures, training materials, and other communication tools to ensure departments meet the organizational requirements; to perform other related and general human resources responsibilities as assigned.

KEY RESPONSIBILITIES:

Manage the day-to-day operation of the safety and compliance functions; support the assigned areas; set goals and objectives.

Develop and implement citywide goals and objectives; responsible for the implementation and maintenance of assigned program area procedures, and evaluates the program effectiveness, including researching, analyzing and recommending policy or program changes.

Review, analyze, and develop recommendations regarding the impact of state, federal and local legislation on assigned areas.

Act as the city's representative in liaison to federal/state regulatory agencies as it relates to safety and compliance issues.

Oversees, reviews, and maintains the Injury and Illness Prevention Program (IIPP) for the city; investigates and analyzes incident reports and complaints involving work-related injuries and illness; prepares reports noting hazards, violations, and accidents; recommends measures to prevent recurrence.

Develop programs, materials and presentations aimed at communicating safety and compliance programs, including presentations to employee groups, executive management, Council and the public.

Develop and coordinate communication, distribution, and training in assigned area of new or updated policies and directives as required.

Monitor, train, and assist in enforcement of CAL-OSHA, Department of Transportation and Federal Motors Carrier Safety Association regulations to ensure citywide compliance.

Conduct regularly scheduled safety meetings in accordance with requirements of the IIPP.

Perform other related and general human resources duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles, practices, methods, and procedures of organization, administration, and safety and compliance
- Federal, state, local laws, regulations affecting human resource administration and management.
- City of Carlsbad municipal codes, policies, procedures, practices, and memoranda of understanding with bargaining units.
- Research methods and techniques and methods of report presentation.

Ability to:

- Develop and manage safety and compliance programs, activities and functions.
- Interpret and make recommendations and decisions in accordance with laws, regulations, policies and procedures impacting human resource administration.
- Research, analyze and prepare comprehensive reports and make recommendations.
- Direct, evaluate and supervise the work of assigned staff.
- Develop and maintain effective working relationships.
- Communicate effectively in written and oral form.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.
- Work a flexible schedule at times.

EDUCATION AND EXPERIENCE:

Any combination of equivalent education and experience that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in public and/or business administration, human resource management or a closely related field, and three years of progressively responsible experience in human resource management.

A master's degree in public or business administration or closely related field is highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to city work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: August 17, 2022