Safety and Compliance Analyst

DEFINITION

Under general supervision of the Director of Finance and Administration, this non-exempt Safety and Compliance Analyst is responsible for ensuring that the District adheres to all federal, state, and local regulations, as well as internal policies and procedures. This role involves monitoring, reviewing, and evaluating the District's safety and compliance programs. The Safety and Compliance Analyst will work closely with various departments to identify potential risks and implement corrective actions to mitigate those risks.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all the duties and responsibilities of the Safety and Compliance Analyst classification:

Safety and Compliance Analyst Duties:

Regulatory Compliance:

- Monitor and ensure compliance with local, state, and federal regulations, while staying informed of regulatory changes and communicating updates to appropriate stakeholders.
- Prepare and submit required reports and documentation to regulatory agencies to ensure compliance with local, state, and federal regulations.

Safety Program:

- Develop, implement, and maintain the District's safety programs to ensure workplace safety and regulatory compliance.
- Conduct regular reviews and updates of policies to ensure they remain current and effective.
- Lead safety tailgate meetings and conduct safety orientations for new employees.

Risk Assessment and Management:

- Identify and assess potential compliance risks within the organization.
- Develop and implement strategies to mitigate identified risks.
- Conduct regular audits and inspections to ensure compliance with established policies and regulations.

Training and Education:

- Develop and deliver training programs to educate employees on compliance requirements and best practices.
- Ensure that all employees are aware of and understand their compliance responsibilities.
- Develop and distribute educational materials to enhance safety awareness.

Reporting and Documentation:

- Maintain accurate records of compliance activities and incidents.
- Prepare and submit compliance reports to regulatory agencies as required.
- Document all compliance-related decisions and actions.

Incident Management:
- Investigate and document compliance-related incidents, accidents, near misses and other issues.
- Develop and implement corrective action plans to address identified issues.
- Monitor the effectiveness of corrective actions and adjust as necessary.

Collaboration:
- Work closely with other departments, including Legal, Operations, and Environmental Services, to ensure a coordinated approach to compliance.
- Serve as a liaison between the water district and regulatory agencies.
- Promote a culture of safety and compliance.
- Provide administrative support for Board-related activities, as needed.

Continuous Improvement:
- Continuously seek opportunities to improve the safety and compliance programs.
- Stay informed about industry best practices and incorporate them into the safety and compliance programs as appropriate.

EMPLOYMENT STANDARDS

Knowledge and Ability to:
- Interpret and apply Federal, State, and Local Laws and Regulations including District and departmental policies and procedures.
- Workplace and Construction safety program compliance and implementation.
- Computer systems and software applications.
- Principles and practices of risk management administration and organization.
- Communicate effectively both orally and in writing.
- Effectively and independently manage multiple work assignments, set priorities, and meet established deadlines.
- Demonstrate and maintain a high degree of initiative, maturity, integrity, accountability, and good judgment.
- Develop and maintain effective interpersonal relationships at all organizational levels.

QUALIFICATIONS

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

Required Certification/Education/Experience/License:

- Certification:
  - Completion of a CSDA Board Secretary Clerk or advanced educational training certificate in Human Resources.

- Education:
  - Completion of a Bachelor's of Science Degree from an accredited college or university in Environmental Science, Public Administration, Human Resources, Occupational Health and Safety, Industrial Hygiene or other closely related program or equivalent experience.

- Experience:

  Experience related to public safety, emergency response, maintenance/construction of a public water system, workers compensation, or related field may be considered in lieu of education.

- License:
  - Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
  - Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job.