



Safety and Risk Analyst

Job Description

Department: Human Resources
Position: Career Service
Grade: 726
Supervisory: No
Reports to: Safety and Risk Manager

Summary

Under general guidance and direction of the Safety and Risk Manager, develops and performs professional-level, comprehensive safety programs, risk assessments, and hazard analyses to identify potential safety, health environmental, and operational risks for the Utah County Government employees and property. Incumbents serving in this classification play a crucial role in fostering a culture of safety and helping to reduce the frequency and severity of vehicle accidents, property damage, and workplace injuries.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Promote and cultivate a county-wide culture of safety and resilience.
2. Collaborate and consult with departments to develop and implement safety policies, processes, procedures, goals, and objectives that are consistent with and comply with applicable federal, state, and local laws and regulations.
3. Support departments in reducing vehicle accidents, property damage, and workplace injuries.
4. Serve as a subject matter expert (SME) in topics related to Occupational Safety and Health Administration (OSHA) safety practices and standards.
5. Assist the Safety and Risk Manager in responding to and investigating work related injuries, accidents, near misses, emergencies, property damage, and other safety or risk incidents.
6. Assist the Utah County Attorney's Office (UCAO) in legal matters related to claims and litigation.
7. Coordinate departmental Safety Committee meetings; facilitate investigation of incidents, including root cause analysis, accountability, and department or employee safety violations; implement committee recommendations, as authorized.
8. Oversee, participate in, and maintain records of safety audits, regular job hazard analyses, workplace hazard evaluations, in-field inspections, safety-related training and medical surveillance activities.
9. Coordinate with Utah Occupational Safety and Health (UOSH) and the County's insurers in conducting safety consultations at all County facilities and resolving safety consultation findings in a timely manner.

For Office Use Only

Job Code: 2213
Job Title: Safety and Risk Analyst
FLSA: Exempt
Effective Date: 1/7/2025
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

10. Oversee Workers' Compensation program, including assessing claim liability and determining appropriate responses, necessary training, and required actions with insurance carrier and managers; manage light duty and return to work programs; assist legal counsel in defending claims, as needed.
11. Oversee and monitor the accurate and timely reporting and documentation of all accidents, injuries, and property damage by all departments.
12. Collect and analyze data from accident, injury, and property damage reports to identify trends, patterns, and areas of improvement in safety programs.
13. Coordinate safety and risk related disciplinary actions with all County management, supervisors, and Human Resources Business Partners (HRBPs).
14. Assist with the design and implementation of safety and risk software application programs including but not limited to the risk management information system (RMIS), medical surveillance tracking, and learning management.
15. Provide backup support for the Safety and Risk Manager during their absence.
16. Perform other duties, as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Federal, State, and local laws, rules, and regulations relevant to work performed
- Knowledge of safety regulations and best practices, including OSHA general industry standards
- Working knowledge of loss control and risk reduction strategies
- Working knowledge of technical industrial safety programs such as, hearing conservation, confined space, fall protection, and respiratory protection
- Knowledge of advanced reading, writing, composition, spelling and grammar
- Knowledge of math, data integrity and statistical analysis methods, including the use of spreadsheets
- Skilled in Microsoft Office Suite and risk and safety-related software
- Skilled in conflict resolution and professional communication
- Skilled in organization and time management
- Skilled in operating a motor vehicle safely
- Ability to read, interpret, and apply laws, rules, regulations, policies and/or procedures
- Ability to collect data objectively, organize large amounts of data, analyze data, and generate detailed reports
- Ability to communicate effectively verbally and in writing
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities
- Ability to manage multiple tasks, assignments and projects, work independently, make decisions, and solve problems under pressure
- Ability to work safely
- Ability to maintain confidentiality
- Ability to develop and present educational courses and conduct group trainings

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Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a consultant, coach and mentor for other positions in the County.

Work Environment

This job operates in a professional office environment, but work is performed outdoors periodically and occasionally in hot, cold, or inclement weather. This job occasionally exposes incumbent to hazardous chemicals, fumes, noxious odors, dusts, mists, gases, poor ventilation. Incumbent may be exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate and occasionally loud. Work occasionally requires the use of personal protective equipment (PPE).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee may be required to ascend or descend ladders, ramps, or rough terrain. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies weighing up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in safety management, risk management, industrial safety, Business Management, Public Administration, or other closely related field.

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2. Four (4) years of progressively responsible experience performing industrial health, workplace safety or a closely related field.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with demonstrated knowledge of industrial health and workplace safety programs, particularly in local government and/or law enforcement.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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