



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AGENCY LOSS CONTROL COORDINATOR	35	B	11.565

Under general supervision, plan, implement and manage a Workplace Safety and Health/Loss Control Program for a State agency with multiple locations statewide in order to reduce the cost, severity and frequency of industrial accidents and illnesses, and ensure the compliance of all agency worksites with federal and State occupational safety and health laws and regulations. This class is to be used only for positions that require technical knowledge of workplace safety and health to assume overall responsibility for workplace safety and health inspection, training, accident investigation, and program development. Incumbents also typically manage the agency's internal workers' compensation claims review and investigation process, along with implementing the State's Early Return to Work program to reduce workers' compensation costs. This class is not to be used for positions whose primary focus is workers' compensation claims management and services to injured workers.

Develop written workplace safety programs for the agency, as required by State and federal law, and coordinate their implementation to include an overall program as well as specific programs for Hazard Communication, Chemical Hygiene, Respiratory Protection, Lock-Out Tag-out (energized machinery), Confined Space Entry, and Bloodborne Pathogens when relevant to the agency's workplaces, ergonomic analysis and adaptation of worksites, fleet safety, emergency management, establishment of safety committees and assignment of safety responsibilities at each worksite.

Identify areas needing particular attention by analyzing workplace conditions and practices, operating procedures, existing safety-related policies, hazard survey findings, reported accidents, workers' compensation claims and other risk indicators; oversee the operation of agency safety committee(s).

Perform and/or oversee worksite safety and health inspection and accident investigation activities; train and delegate safety and health inspection and investigation activities to employees at remote worksites; may personally conduct the more complicated and difficult inspections and investigations; research problem areas to develop corrective action plans and recommend corrective action for unsafe or hazardous working conditions; ensure that employees and managers are trained in hazard identification to facilitate routine elimination of hazardous work conditions and practices.

Develop an ongoing safety training program by identifying priority needs, developing and presenting courses, and/or identifying instructors and evaluating their performance.

Review workers' compensation claims filed by agency employees to determine validity and to reduce the agency's current and future exposure; conduct or delegate investigation of workplace conditions associated with claims; make preliminary assessment of whether injuries and illnesses were caused by workplace conditions, ensure that pre-existing conditions are properly considered, review medical diagnosis, treatment, and cost; query medical providers and/or request second opinions; recommend whether agency should appeal claims activity; represent the agency in formal hearings when claims are disputed; ensure that the agency takes advantage of subsequent injury relief and incentive agreements.

Coordinate with Risk Management and/or rehabilitation counselor the early return to work and/or placement in other positions (within or outside the agency) of employees with work-incurred injuries; evaluate employees' eligibility for coverage under disability-related laws and programs such as the federal Americans with Disabilities Act, and ensure that the agency's actions comply with relevant requirement; determine whether injured employees can perform essential functions of their current positions and whether reasonable accommodation is possible, which may include the identification of assistive technology, job redesign, and/or reassignment.

Supervise assigned staff in conducting safety inspections and workplace safety and health training, remediating workplace hazards, developing or implementing portions of the agency’s safety program, and/or claims review.

Project and justify budgetary needs for safety program components such as equipment or renovations required to correct workplace hazards, consulting contracts, and program operating costs; monitor program expenditures against approved budgets.

Design and implement reporting systems to quantify workplace safety data and identify trends, illustrate financial and operational impact to the agency, and produce regular and ad hoc reports.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, this position has been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for control substances.

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in occupational safety and health, industrial hygiene, engineering, or the physical sciences, and two years of professional work experience focusing on occupational health and safety, which included writing reports on identified safety hazards and recommended abatements, and which preferably included interaction with workers’ compensation claims management; **OR** an Associate of Arts degree in occupational safety and health or a field directly related to the duties of this class, and three years of experience as described above; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: current workplace safety and health issues and safety engineering practices; major references, codes, and standards used in the occupational safety and health field, including OSHA and common industry consensus codes; principles and practices of supervision; rules and regulations of workers’ compensation insurance. **Ability to:** identify workplace hazards and violations of accepted standards; propose reasonable means of correcting workplace hazards; make preliminary evaluations of whether workplace conditions could have caused specific injuries and illnesses; train others in a variety of technical workplace safety and health topics; research and interpret applied technical information from a variety of scientific and mechanical disciplines; write organized, grammatically correct technical reports and correspondence; establish and maintain cooperative working relationships; set priorities which accurately reflect the relative importance of job responsibilities; define problems or objectives, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical, objective conclusions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada workers compensation statutes, regulations, claims processing, and related risk management programs such as Early Return to Work; principles and practices of contemporary loss control and risk management as related to workplace injuries and illnesses. **Ability to:** develop support for the goals of occupational safety and health among agency managers and employees; supervise assigned technical or professional staff; evaluate the results of workplace safety and health program and modify to improve effectiveness; develop and administer ongoing workplace safety training programs to meet agency needs and regulatory requirements; effectively present agency position on disputed workers compensation claims in formal hearings; develop and monitor budgetary requests and monitor expenditures against approved budgets; develop and implement recordkeeping and reporting systems to meet program needs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.565

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