



Classification Title: Environmental Health and Safety Analyst

Department:	Environmental Health and Safety	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	32
Supervision Received From:	Manager, Environmental Health and Safety and Risk Management	Date of Origin:	6/2018
Supervision Given:	Direction and Guidance	Last Revision:	4/2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs highly responsible and difficult duties in supporting and administering elements of the District's comprehensive Environmental Health and Safety (EHS) program; conducts research, analyzes and develops EHS program elements, policies and procedures for review; develops and monitors required implementation processes; conducts audits, inspections and investigations and prepares reports of findings and recommendations; assists the Manager, Environmental Health and Safety and Risk Management in the development, implementation and evaluation of EHS programs, plan documents and services.

DISTINGUISHING CHARACTERISTICS.

Environmental Health and Safety Analyst is a professional class responsible for duties involved in the development and administration of the District's comprehensive EHS program, including employee health and safety, environmental health and regulatory compliance, fire protection, ergonomics assessment and disaster preparedness. An incumbent is expected to take responsibility for a range of programs and projects and perform assigned duties with a significant degree of initiative, independence and judgment.

Environmental Health and Safety Analyst is distinguished from Environmental Health and Safety Technician by the incumbent's responsibility for the development and implementation for EHS programs and procedures requiring more extensive professional knowledge in the field of environmental health and safety.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Participates in implementing, administering and evaluating assigned elements of the District environmental health and safety program, ranging from employee injury and illness prevention including employee and workplace safety, hazardous materials management, air quality, fire and life safety systems, environmental permitting to emergency and disaster preparedness; researches best practices and legal and regulatory compliance requirements and recommends new and/or revised programs, procedures and practices to ensure EHS program goals and compliance requirements are met.
2. Conducts and/or participates in conducting inspections, investigations and/or evaluations to identify safety, environmental hazard and compliance and safety training issues; recommends appropriate courses of action to remediate any unsafe and hazardous conditions and to ensure employee/workplace safety and compliance with all legal requirements; performs safety engineering and accident reporting; researches, evaluates and recommends the purchase of campus safety equipment and employee personal protective equipment such as respirators.
3. Identifies employee safety training requirements and works with Human Resources to schedule required new hire and annual safety training for employees; evaluates safety and environmental training programs and materials and

recommends the selection or development of programs and materials; monitors to ensure safety training requirements are being met; works with others to enhance safety awareness and safe working practices campus-wide.

4. Participates in administering the district's hazardous materials program; stays abreast of changes in Occupational Safety and Health Administration (OSHA) regulations and recommends revision of program provisions and procedures to ensure workplace and student learning environments comply with all applicable regulatory requirements and occupational safety and health standards; takes or recommends actions to resolve any compliance issues identified including workplace changes and revisions to processes and procedures; participates in OSHA inspections, reviews findings and recommends methods to resolve any problems identified.
5. Monitors environmental factors and analyzes work operations and processes, materials, equipment and employee work practices to ensure healthful workplace conduct and prevention of hazardous or nuisance exposure; measures the magnitude of exposure of all environmental hazards by selecting or devising methods and instrumentation suitable for such measurements; recommends the use of outside experts to inspect and address specialized conditions and issues.
6. Plans and conducts studies and investigations of radiological health hazards to ensure compliance with federal, state and local safety laws; develops inspection standards, decontamination procedures, emergency procedures, waste handling, and disposal services; keeps abreast of federal, state, and local radiation protection laws and regulations; develops radiation training programs as assigned.
7. Participates in and assists the Manager in preparing applications for, monitoring compliance with and renewing a variety of environmental safety permits required for storage facilities and above ground tanks for hazardous materials, elevators, storm water pollution prevention and others.
8. Prepares and maintains required records to meet training, inspection and other requirements; maintains required documentation for review; prepares narrative and statistical reports applicable to the EHS function and all required regulatory and permitting requirements.
9. Provides support to the Manager in carrying out responsibilities for emergency and disaster preparedness under the District's Emergency Response and Preparedness Plan; attends meetings and serves as recorder for oversight committees; tests computers and other equipment to ensure operational readiness of the Emergency Operations Center; participates in developing and conducting emergency drills and other emergency and disaster preparedness training.

Marginal Functions:

1. Provides backup and support for the Environmental Health and Safety Technician and may perform the full range of Technician duties as needed.
2. May provide lead work direction to lower-level staff, short-term employees and student workers; may assign work and ensures completeness, accuracy and conformance with District/departmental and legal/regulatory requirements and standards; may provide information, guidance and training on work processes and technical procedures.
3. May represent the District in various internal and external meetings.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of environmental health and safety experience.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university in environmental health and safety, environmental science, environmental engineering, safety, chemistry, or a related field.

Licenses/Certificates:

1. Possession of an appropriate, valid California driver's license by time of appointment.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) 40-hour certification within one year of appointment.

3. OSHA 10- or 30-hour certification within one year of appointment.

Knowledge of:

1. Principles and practices of environmental health and safety program administration, including methods and practices for conducting audits, inspections and investigations.
2. Federal, state and local laws, regulations and standards pertaining to environmental health and safety, including the provisions of state and federal Occupational Safety and Health Administration (OSHA) regulations and other applicable laws and regulations.
3. Regulatory compliance processes and required recordkeeping and reporting procedures.
4. Principles and practices of employee workplace safety training.
5. Operations, services and processes of a college health and safety program.
6. Occupational hazards and standard safety policies and work practices.
7. Principles of ergonomics and standard practices in performing ergonomic assessments.
8. General principles and practices of emergency and disaster preparedness.
9. Uses and operations of standard test equipment.
10. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
11. Modern office practices, procedures and equipment including computers and applicable software programs.

Skill in:

1. Planning, organizing and coordinating administration of assigned elements of the District's comprehensive Environmental Health and Safety program.
2. Analyzing environmental health and safety conditions and issues, evaluating alternatives and making sound recommendations on remediation and improvement.
3. Conducting audits, inspections and investigations efficiently and thoroughly.
4. Ensuring compliance with all federal, state and local health and safety regulations and rules relative to assigned areas of responsibility.
5. Evaluating employee safety training needs and recommending effective safety training programs, methods and materials.
6. Preparing clear, concise and accurate reports, documents, data entries and other written materials.
7. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
8. Presenting or training groups of people orally in a cohesive and clear manner; preparing presentation materials.
9. Organizing and maintaining specialized files.
10. Understanding and following oral and written instructions.
11. Maintaining confidentiality of files and records.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works in an office and field environment and may be exposed to fumes and hazardous/toxic materials.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods and use hands to repetitively finger, handle and feel computers and standard business equipment. Requires operation of District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.