

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Risk Management

POSITION CONTROL NUMBER
14212.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Safety Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
14200.0 Risk Management Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

CLASS TITLE
Administrative Assistant 3

CLASS NUMBER
63123

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	<p>Acts for Risk Management Administrator: plans, develops & administers comprehensive loss control program for driver/fleet safety; formulates & implements policies & procedures & cost control measures regarding vehicle safety; conducts risk evaluations & identifies & quantifies sources of risks/hazards; responsible for underwriting of vehicle liability program; plans, develops & administers management information systems for Office of Risk Management; develops a driver/fleet safety program; (i.e. defensive driving) to protect stakeholders from risk of accident losses; conducts accident analysis (e.g., identifies most frequent types of accidents, most common causes, classification of vehicles involved & determines financial impact of losses relating to self-insured vehicle liability program); serves as liaison between management & employees to answer questions, transmits decisions & directives regarding vehicle liability, safety & underwriting issues; determines training needs & develops methods of delivery to promote vehicle safety training; develops & maintains a system for measuring & evaluating effectiveness of driver/fleet safety; creates & updates statistical records using a personal computer (e.g., spreadsheet /database); analyzes safety & vehicle accident/claims statistical data; monitors progress & recommends modifications to program.</p>	<p>Knowledge of (1) guidelines, policies & procedures regarding fleet/vehicle safety and vehicle liability; (2) human relations; (3) comprehensive safety program development, evaluation & management; (4) safety training program development. Skill in (5) use of a personal computer & associated hardware/software (e.g., Microsoft Excel, PowerPoint, Access, other databases). Ability to (6) develop & maintain cooperative relationships with state officials, associates & general public; (7) maintain accurate records; (8) prepare statistical & narrative reports; (9) define problems, collect data, establish facts & draw valid conclusion.</p>
30	<p>Conducts fleet & workplace safety inspections/audits (e.g., equipment, machinery, vehicles, facilities, work areas & related records) to ensure compliance with federal, state & department/division policies & directives; assists program managers in improving safety performance by identifying & analyzing conditions & practices that cause, or may cause accidents; investigates accidents & injuries & determine their cause; writes detailed reports of findings from investigation & recommends corrective actions to prevent reoccurrence; completes accident reports (e.g., Bureau of Workers' Compensation First report of injury, PERRP/OSHA 300 log & accident analysis reports); assists with coordination of employee training & written safety programs as required by PERRP/OSHA General Industry & Construction standards; assists in training of employees regarding workplace safety, defensive driving, applicable safety regulations & necessary safety policies & procedures; observes employees' driving & work practices to ensure compliance with safety procedures & directives.</p>	<p>Knowledge of 1, 2, 3, 4, 5, (10) PERRP &/or OSHA General Industry & Construction Standards; (11) accident & injury investigation; (12) safety requirements for equipment, machinery, motor vehicle, facilities & work area; (13) employee training & development Skill in 6 Ability to 8, 9, 10, (14) conduct safety inspections/audits</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Hickman 08-11-04

April 9-24-04 al

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15	<p>Conducts or attends meetings related to safety programs: participates in professional activities to remain knowledgeable of current loss control & underwriting related developments, issues & regulations.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of 1, 2, 3, 4, 5</p> <p><u>Position Specific Minimum Qualifications</u> 24 mos. exp. in vehicle liability underwriting working with self-insured fleet issues (e.g., accident/claims, analysis reports & vehicle classification reports).</p> <p>12 mos. exp. interpreting & applying vehicle liability & fleet management directives.</p> <p>Completion of OSHA 30 hour courses for general industry & construction standards and National Safety Council defensive driving certification.</p> <p>12 mos. exp. developing presentation materials (e.g., PowerPoint, manuals, hand-outs) & conducting user group meetings (e.g., standing up in front of 10-50 people).</p>

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DATE

Richard M. Hickman 08-11-04