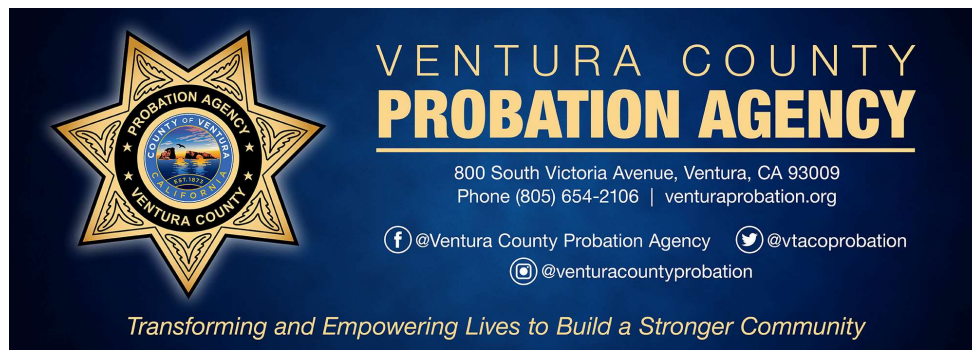




## Ventura County Probation Agency Safety Officer

<b>SALARY</b>	\$44.11 - \$61.75 Hourly \$7,645.10 - \$10,704.19 Monthly \$91,741.21 - \$128,450.31 Annually	<b>LOCATION</b>	Ventura and may require travel throughout Ventura County, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	1174VPA-24AA (AI)
<b>DEPARTMENT</b>	Probation Agency (recruitment by CEO-HR)	<b>OPENING DATE</b>	07/05/2024

### Description



### WHAT WE OFFER

The County of Ventura offers an attractive compensation and benefits package. In addition to the salary of approximately \$91,741.21 to \$128,450.31 annually, an employee within this position will also be eligible for the following:

- **A general salary increase** of 3.5% effective December 22, 2024.
- **New Hire/Referral/Retention Incentives** New hires may be eligible for a one-time New Hire Incentive up to 10% of the current annual base wage. (Subject to the applicable section of the [Management Resolution \(Secs. 625 – 627\)](#) ([Download PDF reader](#))([Download PDF reader](#)).
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate degree.
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave within the previous 12 months.
- **Annual Leave Accrual** - A candidate selected for this position will earn 208 hours per year, increasing to 288 hours after 5 years of service (based on a full-time schedule; hours are pro-rated for part-time schedules).
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Insurance** - You are afforded a flexible credit allowance for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Flexible Spending Accounts** - Pre-tax benefit towards eligible medical, dental, and vision care expenses.
- **Pension Plan** - Participation in the County's defined pension plan. If eligible, you may establish reciprocity with other public retirement systems such as CalPERS.
- **Holidays** - 12 paid days per year which includes a scheduled floating holiday.

**The Position**

Under general direction, the Probation's Safety Officer administers the Probation Agency's Injury and Illness Prevention Program which includes employee training, worksite inspections, and injury/illness record-keeping; performs OSHA injury reporting, safety policy updates, and ergonomic assessments.

**The ideal candidate** will have a Bachelor's degree in Business, Risk Management, Public Administration, Occupational Safety and Health, or a related field and at least two (2) years of professional experience in safety, Injury and illness Prevention Program, ergonomic assessments, and OSHA compliance.

**PAYROLL TITLE:** Senior Program Administrator

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-term), Intermittent, and Extra Help vacancies for this or similar positions. There is currently one (1) Regular Full-time vacancy.

Senior Program Administrator is a management classification and is not eligible for overtime compensation.

**TENTATIVE SCHEDULE**

**OPENING DATE:** Friday, July 5, 2024

**CLOSING DATE:** Continuous (Previously: Friday, July 19, 2024)

**APPLICATION REVIEW COMPLETE:** Friday, July 26, 2024

**Examples Of Duties**

Duties may include, but are not limited to the following:

- Plans, organizes, coordinates, and directs the activities of the Probation Agency's Injury and Illness Prevention Program (IIPP)
- Develops and revises office/agency safety policies, procedures, guidelines, promotional material, and training programs to ensure conformance with County, State, and Federal regulations to prevent injuries, reduce accidents, and overall costs due to safety problems
- Confers with managers on Health and Safety related policy matters and safety problems; interprets related policies and procedures
- Establishes and implements a system for abating unsafe conditions and work practices and identifies methods and procedures for identifying workplace hazards including periodic inspections of offices, buildings, vehicles, and equipment
- Designs operational systems and ensures conformance in daily operation; designs tools and implements methods to monitor program performance
- Develops and maintains a safety training program designed to instruct all employees ensuring compliance with Cal/OSHA regulatory training, new and existing, in safe and healthy work practices; instructs employees as necessary
- Develops and maintains a website for communicating all safety and health information to Probation Agency employees
- Advise Agency on ways to minimize safety risks and liability exposure in regards to Workers Compensation, Return to Work, Ergonomics, Safety and modified work assignments
- Acts as a liaison with Ventura County Risk Management
- Reviews and assists in the management of the workers' compensation program for the Probation Agency and participates in arbitration hearings, civil service hearings, other personnel hearings as assigned
- Prepares required reports, analyze trends and issues in agency workers' compensation claims and propose solutions to the Executive team
- Represents the Agency in meetings with the board, the executive team, labor organizations, other community organizations or committees as well as all California Department of Industrial Relations - (Cal/OSHA), correspondence,

meetings, inspections and investigations

- Responsible for researching all applicable California Laws, Labor Codes, Health and Safety Codes and General Industrial Safety Orders
- Performs or assists with safety incident investigations
- Chairs the Agency safety committee, which includes drafting agendas and minutes, resolution of issues, and hazard communication
- Assesses and evaluates ergonomic needs for the agency, including conducting ergonomic assessments
- Plans, organizes, and coordinates the Continuity of Operations Plan (COOP), Security and Emergency Action Plan (SEAP), Exposure Control Plan, Workplace Violence Prevention Plan (WVPP), Heat Illness Prevention Plan
- Acts as a liaison to the Juvenile Facilities leadership to ensure compliance with Titles 15 & 24 regulations pertaining to building safety for detention facilities
- Ensure all buildings complete training for evacuation drills; performs tests of emergency systems and equipment
- Performs other related duties as assigned

## Typical Qualifications

These are entrance requirements to the exam process and assure neither continuance in the process nor placement on an eligible list.

**EDUCATION, TRAINING and EXPERIENCE:** Any combination of education, training and experience which has led to the acquisition of the required knowledge, skills and abilities.

An example of the required knowledge, skills, and abilities can be demonstrated by:

Completion of a Bachelor's degree in Business, Risk Management, Public Administration, Occupational Safety and Health, or a related field AND two (2) or more years of experience developing, implementing, and/or managing workplace Health and Safety Programs.

Additional related experience may substitute for the education on a year-for-year basis. A graduate degree in Risk Management, Occupational Safety and/or Health, or a related field may substitute for the experience on a year-for-year basis.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid California Class "C" driver license
- Excellent written communication skills must be demonstrated in the completion of the employment application and supplemental questionnaire.

### **DESIRED:**

- Bachelor's degree in Business, Risk Management, Public Administration, Occupational Safety and Health, or a related field
- Risk management experience
- Experience conducting ergonomic assessments

### **KNOWLEDGE, SKILLS and ABILITIES:**

Working knowledge of applicable Federal and State statutes, regulations, case law, and industry practices, which may include: California and Federal OSHA regulations; hazardous material storage, handling, and disposal practices; Cal/OSHA injury reporting; Injury and illness Prevention Program, ergonomic assessment practices; protection of private information; and proficiency in accident and injury investigations.

Knowledge of and proficiency in accident and injury investigations.

Ability to plan, organize, prioritize, and manage multiple projects simultaneously; analyze and interpret applicable laws, regulations, procedures as well as investigative reports; to prepare a variety of reports and recommendations; develop and implement training programs; and communicate effectively both orally and in writing.

## Recruitment Process

**FINAL FILING DATE:** This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura, Human Resources no later than 5:00 p.m. on the closing date. (Previously: Applications must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on Friday, July 19, 2024.)

To apply on-line, please refer to our web site at [www.ventura.org/jobs](http://www.ventura.org/jobs). If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click here ([Download PDF reader](#)) for additional information.

**SUPPLEMENTAL QUESTIONNAIRE – qualifying:** All applicants are required to complete and submit the questionnaire for this exam at the time of filing. The supplemental questionnaire may be used throughout the exam process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration.

**TRAINING & EXPERIENCE EVALUATION:** A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

**ORAL EXAMINATION - 100%:** A job-related oral examination may be conducted to evaluate and compare participating examinees' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Examinees must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

NOTE: The selection process will likely consist of an Oral Exam, which may be preceded or replaced with the score from a Training and Experience Evaluation (T&E), contingent upon the size and quality of the candidate pool. In atypical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. **For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. It is also highly recommended that the supplemental questions within the application are completed with care and diligence. Responses such as "See Resume" or "Refer to Resume" are not acceptable and may disqualify an applicant from further evaluation.**

If there are three (3) or fewer qualified applicants, an examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Applicants successfully completing the exam process may be placed on an eligible list for a period of one (1) year.

**BACKGROUND INVESTIGATION:** A thorough post offer, pre-employment background investigation which may include inquiry into past employment, education, criminal background information, and driving record may be required for this position.

For further information about this recruitment, please contact Kristy Madrigal via email at [kristy.madrigal@ventura.org](mailto:kristy.madrigal@ventura.org) or by telephone at (805) 654-5094.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

#### **Agency**

Ventura County

#### **Address**

800 S. Victoria Avenue  
LOC. #1970  
Ventura, California, 93009

#### **Phone**

(805) 654-5129

#### **Website**

<http://hr.ventura.org>

## **Probation Agency Safety Officer Supplemental Questionnaire**

### **\*QUESTION 1**

Describe your work experience as a Safety Officer. In your response, include:

- A.) Name of employer(s) where you gained this experience
- B.) Dates of employment, from/to
- C.) Duties you performed

If you do not have experience in this area, please type "No experience".

### **\*QUESTION 2**

Describe any work experience you have with developing and implementing a training program that will enhance the safety culture in a work environment. In your response, include:

- A.) Name of employer(s) where you gained this experience
- B.) Dates of employment, from/to
- C.) Name of the training program developed
- D.) Duties you performed

If you do not have experience in this area, please type "No experience".

### **\*QUESTION 3**

Describe your work experience in developing and implementing Injury and Illness Prevention Programs.

- A.) Name of employer(s) where you gained this experience

- B.) Dates of employment, from/to
- C.) Examples of IIPP Programs you have created and implemented
- D.) Duties you performed

If you do not have experience in this area, please type "No experience."

**\*QUESTION 4**

Describe your work experience with performing ergonomic assessments.

- A.) Name of employer(s) where you gained this experience
- B.) Dates of employment, from/to
- C.) Duties you performed

If you do not have any experience in this area, please type "No experience."

**\*QUESTION 5**

Describe any work experience you have with OSHA compliance, OSHA injury reporting and accident investigation. In your response, include:

- A.) Name of employer(s) where you gained this experience
- B.) Dates of employment, from/to
- C.) Duties you performed

If you do not have experience in this area, please type "No experience".

**\*QUESTION 6**

Describe your work experience in Risk Management. In your response, include:

- A.) Name of employer(s) where you gained this experience
- B.) Dates of employment, from/to
- C.) Duties you performed

If you do not have experience in this area, please type "No experience".

\* Required Question