

Job Title: **County Safety Manager (Administrative Manager II)**

Salary: \$35.47 - \$58.83 hourly
\$2,837.60 - \$4,706.40 biweekly
\$6,148.13 - \$10,197.20 monthly
\$73,777.60 - \$122,366.40 annually

Job Type: Full-Time Regular

Location: Orange County, California



County Safety Manager

THE OPPORTUNITY [The County of Orange, County Executive Office \(CEO\)/Office of Risk Management](#) has a challenging opportunity for a proactive, result-driven manager with safety administration, leadership and strategic communication expertise to join our management team as the Safety Manager for the County of Orange.

CEO OFFICE OF RISK MANAGEMENT coordinates a comprehensive countywide risk management program designed to protect county resources against the financial consequences of accidental loss. CEO/Risk supports county departments in hazard identification and mitigation activities as it relates to public liability, occupational safety and health, and property loss risks. The Office is also responsible for the placement of commercial insurance policies, management and funding of self-insurance programs, administration of claims programs for both liability and property risks as well as workers' compensation. Staff is also engaged in establishing insurance requirements for various contracts and agreement, monitoring accident rates and trends and ensuring best risk management practices are in place.

THE POSITION reports to the CEO/Risk Manager and is a member of the County Executive Office/Office of Risk Management. The individual is expected to perform the following duties:

- Administers and coordinates the countywide safety and loss prevention program
- Provides oversight and monitoring of departmental Injury and Illness Prevention Programs
- Designs, develops and implements countywide safety policies and procedures; compliance activities and training programs
- Provides guidance and support to departmental Training and Safety Officers and designated safety representatives
- Analyzes, evaluates and monitors incident/accident/injury losses and trends and develops risk metrics and management reports showing safety performance results and recommended risk mitigation strategies
- Develops and maintains a safety resource center and intranet site to include educational and training materials, policies and procedures and related safety and accident reporting forms
- Maintains an up-to date advisory program for departments regarding all federal and state regulations and legislation which may impact the County
- Directs, coordinates and reviews the work plan for the County Safety Program; meets with subordinate staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures
- Promotes and markets safety practices throughout the County

- Serves as the primary contact with Cal-OSHA on any occupational safety issue
- Oversees all investigation and analysis of accidents to determine root cause and means of prevention

THE IDEAL CANDIDATE will have extensive experience in all the competencies and desired qualifications listed below. To review the minimum qualifications for an Administrative Manager II [click here](#). Please ensure your application highlights all of the areas in which you have developed expertise, matching your professional experience with the specific competencies and desired qualifications listed below.

Proven ability and experience in the following competencies are critical to the success of this position:

INDUSTRY EXPERTISE - The successful candidate will possess a bachelor's degree in occupational safety, safety administration, environmental health, business administration or related field with at least two (2) years management experience and five (5) years experience directly related to the competencies and attributes noted below. Experience in the public sector and possession of a Certified Safety Professional (CSP) or Certified Health and Safety Manager (CSHM) designation is desirable but not required.

The successful candidate will be a talented safety manager with broad experience in administering a comprehensive safety and loss control program for a large entity. The safety manager will be responsible for promoting a culture of safety to all county employees and to formulate both short and long term plans for reducing the frequency and severity of work related injuries, fleet safety and property loss management. The individual must possess an in-depth understanding of Cal-OSHA regulations and be experienced in designing and conducting safety training programs.

LEADERSHIP SKILLS

Demonstrated Experience:

- Leading as a change agent to embrace and implement new processes
- Developing and communicating clear team goals, roles, and provide the level of guidance and management appropriate to the circumstances
- Working collaboratively and establishing rapport with staff, managers and people outside the organization
- Developing innovative and effective solutions for complex issues
- Accepting challenges, exercising good judgment and taking appropriate risks

BUSINESS ACUMEN

Demonstrated Experience:

- Leading as a successful business administrator in an ethical and customer focused manner
- Making sound business decisions based on limited, complex or contradicting information and ethical principles
- Identifying opportunities for continued improvements; using creativity and integrating new approaches in solving problems
- Addressing and effectively solving organizational concerns/issues
- Demonstrating strong analytical skills

COMMUNICATION/DIPLOMACY

Demonstrated Experience:

- Presenting to and discussing information with various audiences including Department Heads, stakeholders, and other internal customers
 - Providing persuasive, confidence-inducing and well organized oral presentations
 - Writing succinct, informative and clear communications
 - Understanding and meeting the needs of varied departments and translating the voice of the customer into business improvements
 - Providing a high level of customer orientation and effective interpersonal skills with extensive interaction with department heads, staff, and other internal customers
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SELECTION PROCEDURES:

Application materials will be screened to identify the candidates who represent the expertise most needed for the position. Only the most qualified individuals will be referred to the next step in the recruitment process. In order for your application to be competitive, please emphasize all of the areas in which you have expertise and experience related to the duties and the specific competencies required for the position. All notifications regarding this recruitment will be sent via e-mail.

HOW TO APPLY:

Apply on-line by clicking on **Apply** link at the top of this announcement. Only on-line applications are being accepted for this recruitment. Resumes will not be accepted in lieu of applications. Applications will be accepted on a continuous until the needs of the County are met. Apply immediately as the recruitment may close at anytime. If you have recruitment questions, please contact Mike Horibe at (714) 834-2046.

Orange County, as an equal employment opportunity employer encourages applicants from diverse backgrounds to apply

County Safety Manager (Administrative Manager II) Supplemental Questionnaire

- * 1. Please describe the professional designations and certifications you have obtained in the safety field and the dates earned.

- * 2. Please specifically describe your management experience in the areas of employee selection, training , supervision, performance evaluation and the development of goals and objectives.

- * 3. Provide a specific example of a recent loss prevention or control strategy you implemented and what risk metrics and benchmarks you developed to measure its success.