

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: SAFETY OFFICER II -  
Risk Management Coordinator

SALARY GROUP: B18

DEPARTMENT: Administrative Review and Risk Management Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Paul Morales DATE: 10/05/2015

POSITION #: 019092

**I. JOB SUMMARY**

Performs moderately complex safety and health program work. Work involves developing safety policies and procedures; participating in the safety training and education of staff; inspecting work areas and activities for hazards; investigating accidents; and training others. Works under general supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Conducts inspections of regional operations and facilities to evaluate and ensure a safe environment and compliance with safety rules, standards, guidelines, policies, and procedures; reviews evaluative reports, identifies problems and deficiencies, and recommends corrective action; and coordinates, monitors, and maintains compliance information and reporting systems.
  - B. Conducts inspections of reported hazards, accidents, fires, and other incidents and conditions which impact health, welfare, and safety; reviews and evaluates prepared unit inspection reports and recommendations; and conducts job safety analyses.
  - C. Coordinates safety compliance analyses of construction and remodeling projects and sites, use and storage of hazardous materials and safety devices, operating and safety procedures, environmental factors, contaminants, and pollution; interprets safety rules, regulations, and standards; and evaluates the effectiveness of safety programs.
  - D. Prepares and maintains a comprehensive safety program; develops and implements safety education training programs; and promotes safety awareness.
  - E. Provides training and technical assistance in the program area.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Four years full-time, wage-earning experience in a risk management related field (e.g., loss control, workers' compensation, occupational safety, environmental science, or industrial hygiene). Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) in a risk management related field may be substituted for the four years of experience.
3. Successful completion of the Alternate Unit Risk Manager (AURM), Collateral Duty Safety Officer (CDSO), or Occupational Safety Health Administration (OSHA) certification program.

**B. Knowledge and Skills**

1. Knowledge of safety and health rules, regulations, and standards related to risk management.
2. Knowledge of local, state, and federal laws, rules, regulations, and statutes pertaining to safety, health, and environmental protection.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to prepare and evaluate safety and health programs.
5. Skill in evaluating, documenting, and reporting compliance with policies, procedures, laws, rules, and regulations.
6. Skill to develop and conduct effective risk management training programs.
7. Skill in directing activities and operations in hazardous situations or incidents.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill in problem-solving techniques.
12. Skill to review technical data and prepare technical reports.
13. Skill to train others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, dry atmosphere, excessive or intermittent noise, dust, fumes, smoke, gases, silica, asbestos, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, specialized environmental-, health-, and safety-related equipment and devices, telephone, and automobile.