

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: SAFETY OFFICER I -
Unit Risk Manager

SALARY GROUP: B16

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 #: 019094

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Conducts inspections of unit operations and facilities to ensure compliance with established risk management guidelines, policies, and procedures; prepares evaluative reports; recommends improvements and modifications to resolve problems and deficiencies; and prepares responses to requests for information related to unit operations and activities.
 - B. Assists in investigating reported hazards, accidents, injuries, fires, and other incidents; inspects construction, remodeling, and renovation sites to ensure compliance with safety standards; conducts Americans with Disabilities Act (ADA) site assessments; and prepares inspection and investigative reports and recommendations.
 - C. Assists unit administration during situations that pose an imminent threat of death or serious injury; assists in implementing appropriate corrective action; and prepares reports and maintains contact with other departments and regional staff.
 - D. Monitors the use, maintenance, and storage of hazardous materials, safety equipment, and devices; and monitors environmental factors, operating procedures, safety procedures, contamination, and pollution.
 - E. Assists in developing, implementing, and conducting safety-training programs; ensures compliance with training requirements and documentation; and provides technical assistance.
- * 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. One year full-time, wage-earning experience in risk management or a related field (e.g., loss control, workers' compensation, environmental science, occupational safety, or industrial hygiene). Thirty semester hours 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) to include six semester hours in a risk-management field may be substituted for each year of experience on a year-for-year basis

or

successful completion of the Alternate Unit Risk Manager (AURM) certification program, Collateral Duty Safety Officer (CDSO) certification program, or Occupational Safety Health Administration (OSHA) certification program and one year full-time, wage-earning criminal justice experience.

B. Knowledge and Skills

1. Knowledge of risk management program operations, practices, and procedures.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill in problem-solving techniques.
7. Skill to evaluate, document, report, and ensure compliance with policies, procedures, laws, rules, and regulations.
8. Skill to review technical data and prepare technical reports.
9. Skill to plan, develop, and conduct effective safety training programs.
10. Skill to direct activities and operations in hazardous situations or incidents.
11. Skill to operate environmental, health, and safety related instruments and equipment preferred.

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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, telephone, specialized environmental-, health-, and safety-related equipment and devices, and automobile.