

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Senior Loss Control Analyst**

**Purpose Statement**

The job of Senior Loss Control Analyst is done for the purpose/s of organizing, coordinating, and overseeing loss control and safety/health programs for member school districts of the Joint Powers Authority (JPA); providing technical support and recommendations to minimize financial loss.

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**Essential Functions**

- Coordinates the preparation and analysis of Injury Illness Prevention Program (IIPP) for the purpose of ensuring the timely and accurate presentation of facts.
- Develops long and short range programs to reduce losses from accidents and protect school property from fire, damage and theft for the purpose of minimizing the district's insurance liability.
- Implements in-service training programs on health and safety (e.g. hazards, disaster preparedness, etc.) for the purpose of reducing the incidence of accidents and meeting established guidelines.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a variety of records (confidential and non-confidential) and files (e.g. playground equipment, air quality, asbestos contractor, fire safety, etc.) for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Monitors assigned district activities and/or safety program components (e.g. budget reviews of loss control, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Oversees site and facility inspections, for the purpose of conducting accident and injury investigations, evaluating unsafe conditions and recommending correctable action as appropriate.
- Participates in meetings, workshops and seminars (e.g. governmental regulatory agencies, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. training, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares documentation (e.g. safety reports, comprehensive financial, statistical records reports, etc.) for the purpose of providing written support and/or conveying information related to loss control.
- Recommends technical information (e.g. assisting in preserving life, property and financial assets, etc.) for the purpose of providing required services to parties and efficient utilization of district financial resources.
- Researches trends, laws, regulations (e.g. technical data related to loss control and safety programs, etc.) for the purpose of implementing safety programs and recommending alternative courses of action to reduce incidents of accidents and claims.
- Responds to safety or environmental concerns for the purpose of investigating and/or recommending remedial actions.
- Responds to inquires for the purpose of providing information and/or direction.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; analyzing budgets; analyzing data; classifying data and/or information; enforcing rules and regulations; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting practices; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; knowledge of community resources; office application software; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget.

Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity.

Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Certified Playground Safety Specialist

Driver's License & Evidence of  
Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background  
Clearance

Drug Test

Proof of physical examination including TB  
Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 35

**Personnel Commission Approved: October 19, 2016**