

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SAFETY AND TRAINING MANAGER - 1972**

NOTE: formerly Utilities Training Manager

**DEFINITION:**

Under direction, to plan, coordinate, integrate, and supervise a department's programs for training, occupational health and safety, and emergency management/disaster preparedness; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, coordinates, supervises, and reviews the work of professional staff and/or contractor involved in a department-wide training program, occupational safety and health program, hazardous material control and management, and emergency management/disaster preparedness;
- Assists various level department managers and supervisors with identifying and resolving training, safety, and emergency management issues, and coordinates these activities between divisions, City departments, and other agencies;
- Monitors changes in governmental regulations;
- Anticipates and develops training requirements, and specific training programs;
- Analyzes and interprets accident and injury data to develop standard industry loss rates;
- Establishes training schedules, and tracks incumbent training;
- Makes presentations and represents the department and the City before various management and regulatory groups;
- Confers with department and division heads to develop and revise program policies and strategies;
- Selects, trains, disciplines, and evaluates the work performance of subordinates;
- Monitors program expenditures and prepares budget estimates and reports;
- Conducts staff meetings; conducts special studies;
- Chairs and coordinates specialized committees to address and resolve training problems and issues;
- Makes presentations to the City Council and community groups;
- Prepares correspondence and reports and provides information to regulatory agencies, community groups, and the public.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** four years of full-time experience developing, implementing, administering, and evaluating comprehensive training and/or security and emergency programs for entry-level through managerial-level employees which must include: safety, policy, supervisory, professional growth, and technical skills training. Qualifying experience must include managing staff, resources, and projects of significant size/complexity.