



**Code: 3403**  
Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Public Health

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## **CLASS TITLE: HEALTH AND SAFETY ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, analyzes work environments of city employees and designs programs and procedures to control, eliminate and prevent disease or injury caused by chemical, physical or environmental factors, and performs related duties as required

### **ESSENTIAL DUTIES**

- Evaluates work environments, equipment and processes to ensure compliance with health and safety standards and government regulations
- Collects samples of dust, gases and potentially toxic materials for analysis by outside laboratories
- Assesses the adequacy of ventilation, lighting and other conditions that may affect the health, comfort or performance of city employees
- Identifies hazardous conditions affecting employees to determine specific causes and to minimize or prevent injuries
- Develops and implements health and safety programs in order to address related hazards and to monitor effectiveness of corrective measures
- Conducts research, develops training modules and facilitates education programs to inform employees of new or modified work practices
- Interprets and monitors state and federal health and safety regulations to determine the applicability to city operations and to identify required changes to existing programs
- Administers medical monitoring program to maintain and track results of employee testing
- Maintains computerized and manual records and files and prepares reports to ensure compliance with federal and state regulations
- Collaborates with department managers, building engineers and private contractors to discuss work practices to control or prevent hazardous conditions
- May oversee the work of city employees and vendors engaged in remediation efforts of affected work sites

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Safety or Industrial Engineering, Industrial Hygiene, Environmental Health and Safety or a directly related field, plus three years of work experience developing, analyzing and monitoring health and safety programs, or an equivalent combination of education, training and experience provided that the minimum education requirement is met.

**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois Driver's license is required

**WORKING CONDITIONS**

- General office environment
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

**PHYSICAL REQUIREMENTS**

- Ability to access staircases, ladders, and/or step stools
- Ability to access cramped or confined locations

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- \*health hazards and their detection, reporting requirements and treatment
- \*collection and analysis equipment, methods, practices and procedures
- \*federal and state health and safety regulations applicable to city operations

Some knowledge of:

- \*record keeping methods, practices, and procedures
- \*report preparation methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
  - ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
  - ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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