

YOLO COUNTY PUBLIC AGENCY RISK MANAGEMENT INSURANCE AUTHORITY

LOSS PREVENTION ANALYST

DEFINITION

Under the direction of the Executive Director, the Loss Prevention Analyst is expected to plan, develop, implement and coordinate the loss control and safety programs; analyze risks and assist member agencies in developing customized loss prevention and safety programs and do other related work as required. The incumbent serves as a consultant to our members and has no authority or enforcement role.

SUPERVISION RECEIVED AND EXERCISED

The Loss Prevention Analyst reports directly to the Executive Director or the Executive Director's designee.

EXAMPLES OF ESSENTIAL FUNCTIONS

- 1) Plan, develop, implement and coordinate loss prevention and safety programs
- 2) Conduct loss control and safety inspections to identify and analyze risks
- 3) Serve as the subject matter expert on loss prevention and safety resources available to YCPARMIA members through its membership in excess pools and other industry organizations and promote and coordinate the provision of these resources to YCPARMIA members
- 4) Review programs and practices to ensure compliance with State and Federal law and YCPARMIA policy
- 5) Plan, develop and conduct safety training, including CPR/First Aid, Forklift Safety, Defensive Driving, Office Safety, Workplace Violence, Hearing Conservation, Electrical Safety, etc.
- 6) Act as consultant to member agencies by providing technical safety and loss prevention advice, by assisting member agencies to design safety programs and by inspecting facilities and equipment
- 7) Conduct Indoor Air Quality investigations and Sound Level surveys using appropriate instruments
- 8) Perform ergonomic evaluations of office workstations
- 9) Collect and analyze loss and safety data to make loss prevention recommendations.
- 10) Work collaboratively with claims staff to identify and address emerging risks to members and minimize liability for the member and YCPARMIA
- 11) Other duties as assigned

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and techniques for loss prevention and control
- State and Federal laws relating to occupational health and safety
- Management survey and analysis and knowledge of basic statistics
- Principles of adult learning and training methods and techniques
- Accident and claims investigation

Ability to:

- Work collaboratively in a multi-disciplinary team environment, serving as a team leader or team member, depending on the project
- Plan, develop, implement and coordinate loss prevention and safety programs

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- Plan, develop and conduct training programs utilizing modern office equipment and online resources
- Identify safety training needs, develop objectives and procedures and evaluate results
- Define problems, collect, evaluate and analyze data and develop alternate solutions to complex problems
- Understand, interpret and explain a variety of laws and codes
- Investigate and analyze accidents, claims, and safety hazards and initiate corrective action
- Establish and maintain effective working relationships
- Prepare and present oral and written technical and statistical reports clearly and logically
- Work proficiently in MS Office, including but not limited to MS Word, MS PowerPoint, and MS Excel

Experience and Education:

- Minimum of three years successful full time experience working in safety management, loss control or industrial hygiene
- Minimum of one year full time successful experience working as a loss prevention analyst with public entities
- Equivalent to graduation from a college with a Bachelor's Degree with completion of college courses or special training in loss prevention, safety, environmental health, or in a field directly related to occupational health and safety

LICENSE OF CERTIFICATION

- Valid California Class C driver's license required

The following are preferred but not required pre-employment; however, the incumbent will be required to obtain any or all certifications listed below during the first year of employment. The incumbent may also be required to obtain certifications not listed below as business needs arise.

- Certification as a Safety Professional (CSP), Industrial Hygienist (CIH), or registration as an Environmental Health Specialist (REHS)
- Certified Playground Safety Inspector
- Red Cross authorized First Aid/CPR Instructor
- Certified Fork Lift Safety Trainer

PHYSICAL CHARACTERISTICS

This position requires the individual to frequently visit member sites and physically be able to:

- Perform work outside of buildings, or in hot, cold, damp, humid or dry atmospheric conditions
- Work alone or closely with others
- Work on ladders, scaffolds, roofs of buildings, deep underground pits
- Work around noise while wearing appropriate PPE
- Work and walk on slippery, uneven, or irregular surfaces
- Work on moving objects or vehicles
- Work on electronic media equipment
- Manipulate materials, office and field equipment
- Lift objects up to 25 lbs. and occasionally objects up to 50 lbs.

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ENVIRONMENTAL ELEMENTS

This job is primarily located in a professional office environment. Occasionally the employee may work in uncontrolled environments which may include exposure to heat, cold, dust, sun, wind, etc. Environments may include, but are not limited to, warehouses, workshops, storage areas, outdoor areas, construction zones, and parking areas. Conditions in these areas are beyond the direct control of the employer.

YCPARMIA IS AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER