

Jurisdictional Class: Competitive  
Adopted: May 17, 2022

**HEALTH, SAFETY, AND RISK MANAGEMENT SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the development and implementation of health, safety, and risk management programs covering BOCES and participating school districts, in order to comply with State and Federal environmental safety regulations and to ensure maximum safety of employees and students. This specialist works within the guidelines and regulations as set forth by overseeing agencies including OSHA, Environmental Conservation Law, New York State Labor Law, and the Regulations of the Commissioner of Education. Work is performed under the general supervision of a BOCES administrator with considerable leeway allowed for the exercise of independent judgement in carrying out the details of the work. The work is performed in accordance with established policies, procedures, and standards. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Develops, implements, and directs district-wide employee safety education program;  
Prepares and conducts safety training sessions for each school district;  
Coordinates and performs water testing and fire inspections for participating school districts;  
Provides information to schools on safety matters requiring rule compliance and on general safety issues, and keeps a record of such activities;  
Coordinates and schedules bus driver education program for participating school districts and maintains training records;  
Attends safety seminars and technical workshops;  
Ensures that schools are in compliance with record keeping requirements by conducting periodic audits of records;  
Acts as safety consultant to member schools;  
Performs administrative tasks which may include budget preparation, attendance at administrative staff meetings, and general program administration;  
Acts as liaison between school districts and local, state, and federal agencies,  
Completes special projects as assigned by BOCES administrators;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of federal, state, and State Education laws, rules, and regulations regarding occupational health and safety;  
Good knowledge of New York State Fire Code;  
Good knowledge of OSHA, AHERA/SASA, DEC, EPA, PESH, FEMA, and Right to Know regulations;  
Good knowledge of safety practices, procedures, and equipment, including assessment of chemical and physical hazards;  
Good knowledge of emergency planning procedures and regulations;  
Good knowledge of the principles and techniques of safety training;  
Good knowledge of the current literature, recent developments, and other sources of information relating to health and safety programs;  
Ability to communicate effectively both orally and in writing;

## **Health, Safety, and Risk Management Specialist**

Ability to establish and maintain effective working relationships with others and to deal effectively with the public;

Ability to provide clear instruction on safety measures;

Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;

Ability to understand and interpret laws and codes;

Ability to analyze and resolve complex problems;

Sound judgement.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of experience which shall have included responsibility for the administration, training, coordination, or enforcement of job safety or environmental health and safety regulations; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two (2) years of experience as outlined in (a) above; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (a) above.