



**Stanislaus County**  
now offers an employee  
bonus worth up to  
**\$10,000 or 21**  
**additional days of**  
**leave time!\***  
*\*See inside for details*

# Safety Analyst

Stanislaus County General Services Agency

**\$67,516-\$82,056 Annually**

Apply by October 3, 2024



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.

## ABOUT THE DEPARTMENT

The Central Services Division is responsible for acquiring goods and services, negotiating contracts, leasing property and equipment, providing consultation on procurement needs and contract facilitation to County departments, in addition to the sale and/or disposal of surplus County property, mailroom, messenger, and salvage services. The Purchasing Manager ensures that approximately \$250 million in goods and services are procured competitively countywide. In addition, Central Services Purchasing staff will issue over 5,200 purchase orders, and courier services will process and deliver approximately 1.4 million pieces of mail for County departments annually.

The Fleet Services Division provides preventative and prescriptive maintenance for approximately 1,400 County vehicles and other pieces of specialized equipment to all County Departments. Fleet Services provides full vehicle maintenance services, including assistance with vehicle acquisition, vehicle registration, preventative maintenance, accident management, vehicle repair, motor pool, fuel card lock program, and salvage/ auction services.

The Capital Facilities Division is responsible for new construction, expansion, renovation, or replacement projects for an existing facility or facilities within the County. The Capital Facilities Division is in the design phase of construction of the Health Services Agency Administration/Public Health Facility Project with an approved project budget of \$34.5 million at construction completion. The Capital Facilities Division is also responsible for the development of the Capital Improvement Plan and manages and supports the daily operations of the 10th Street Office Building, which is a joint powers agency.

The Deferred Maintenance (DM) program serves to bridge the gap between capital projects and facilities maintenance. Deferred Maintenance is in its seventh year of successfully completing 200 various projects throughout the County totaling \$13.1 million. The DM program receives many requests throughout the year to address various deferred maintenance projects including HVAC replacement, elevator modernization, flooring and painting projects.

## THE POSITION

Stanislaus County is recruiting to fill the role of Safety Analyst (Staff Services Analyst) for the General Services Agency department. The Safety Analyst plays a critical role in ensuring the safety and health of employees and visitors within the organization. This position is responsible for developing, implementing, and monitoring safety programs in compliance with OSHA and other relevant regulatory agencies. The Safety Analyst will conduct risk and hazard assessments, recommend effective safety measures to mitigate risk and conduct safety audits to ensure compliance. Working closely with management and staff, the Safety Analyst ensures a culture of safety and compliance across all departments.

## THE IDEAL CANDIDATE

The ideal candidate is an analytical thinker with a strong understanding of workplace safety programs and OSHA regulations. They have experience working in risk management, safety compliance, or a related field, and thrive in environments where they can take initiative, analyze data, and propose practical solutions. The successful candidate will be detail-oriented, with excellent organizational skills for tracking incidents and compliance reporting. Additionally, they should be comfortable working both independently and in a team setting.

## THE TYPICAL TASKS

- Interpret federal, state, and local laws, regulations, and policies to ensure compliance in the administration of employment and/or training programs;
- Develop, implement, and maintain safety policies, procedures, and training programs in compliance with OSHA, Cal/OSHA, and other regulations.
- Conduct safety audits, inspections, and risk assessments to identify hazards and recommend corrective actions.
- Investigate workplace accidents, incidents, and near-misses to determine root causes and implement preventative measures.
- Organize and lead safety committee meetings to address ongoing concerns and update team members on safety initiatives.
- Coordinate and conduct safety training programs for employees on topics such as hazard communication, personal protective equipment (PPE), and emergency response procedures.
- Prepare and maintain records of accidents, inspections, and safety reports in compliance with regulatory requirements.
- Participate in department's ergonomic program.
- Coordinate security and evacuation plans and drills with staff in collaboration with building partners.
- Work with management and staff to promote a safe working environment and ensure compliance with all applicable laws and regulations.
- Stay up-to-date on changes in occupational safety regulations and standards and recommend updates to safety protocols.
- Perform other work as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge, Skills & Abilities

- Occupational Safety & Health (OSHA) Regulations
- CA Code of Regulations Title 8
- Hazard Identification & Risk Assessment
- Safety Management Principles
- Emergency Preparedness & Response
- Education & Training
- Public Safety & Security
- Safety Training & Presenting
- Data Analysis & Report Preparation
- Effective Communication
- Judgement & Decision Making
- Relationship Building
- Injury & Illness Prevention
- On-the-Job Injury Processes
- Incident & Accident Investigation
- Building & Construction

*Interested in learning more about the General Services Agency?*

*Scan the QR code or visit [www.stancounty.com/gsa](http://www.stancounty.com/gsa)*



## EDUCATION & EXPERIENCE

- Associate degree or completion of sixty (60) college semester units in Health & Safety, Human Resources; Public or Business Administration

### **AND**

- Minimum of two (2) years of work experience in one of the areas listed below.
  - Facilities management
  - Safety involving California Code of Regulations, Title 8, Illness and Injury Prevention Program or On-the-Job Injury Program in a government setting. (or similar program).

Progressively responsible work experience in a related field may be substituted for the education requirements, on a year for year basis.

Proof of education (degree or transcripts) are required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6559 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.





**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



# JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!\*

\*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

## YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



### Cash Payout

Redo that kitchen or paydown debt.

*It's all yours.*



### Leave Time

Take a little extra time off and enjoy yourself.

*You've earned it.*



### Deferred Compensation

Reduce some taxable income and receive it later.

*Why not?*



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**clubwellness**  
myclubwellness.org

# Employee Choice Bonus Plan

## UNDERSTANDING THE DETAILS



### JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



#### Option 1 BONUS CASH PAYMENT

*(Default if employee declines to make a choice)*

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



#### Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



#### Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

### Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



## COMPENSATION & BENEFITS: \$67,516-\$82,056 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- 2 weeks annual vacation accrual (increases with years of service)
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

*Details available upon request.*

## RECRUITMENT INCENTIVES:

### **Employee Choice Bonus Plan:**

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit [stanjobs.org](http://stanjobs.org) for details.

### **Career Ladders:**

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

### **Learning Institute:**

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

## WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the mid-management bargaining unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

## **APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY October 3, 2024**

### **Oral Examinations are tentatively scheduled for the week of October 21, 2024**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

### **Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.