



SAFETY SPECIALIST III (SR-24)

An Equal Opportunity Employer

Exam No: 039190

Closing Date: 09/04/19 11:59 PM

SALARY RANGE

\$4,968.00 Monthly

This posting is for the City and County of Honolulu, Department of Human Resources; vacancy location is Oahu.

POSITION INFORMATION:

Plans, organizes and coordinates City-wide safety and accident prevention programs; participates in long-range planning and initial development of overall safety programs for the City and County of Honolulu; and performs other related duties as required.

Duties include (but are not limited to): Planning, organizing and coordinating a variety of complex City-wide safety and accident prevention programs; participating in the initial planning, development and guidance of the City's overall safety program; developing and implementing special safety training programs for use by operating departments and agencies; arranging and conducting safety meetings and safety training classes; preparing safety reports, accident analyses and recommendations; conducting special studies on industrial accident trends and other safety matters; coordinating with management on all safety training programs; conducting scheduled inspections of shops, buildings, job sites, etc. to discover and correct unsafe conditions or practices, to insure compliance with accepted safety policies and regulations and to recommend mechanical or structural devices to improve or correct unsafe conditions; investigating industrial accidents, injuries, workers' compensation cases, etc. and preparing comprehensive reports on these incidents; and performing other related duties as required.

ADDITIONAL JOB INFORMATION:

At time of application, you must be a citizen, national, or permanent resident alien of the United States or a non-citizen eligible under federal law for unrestricted employment.

Subject to funding availability.

1) Only ONLINE applications will be accepted.

Applications must be submitted online by **SEPTEMBER 4, 2019, 11:59 p.m., Hawaii Standard Time (HST)** to be accepted.

2) Paper applications will **NOT** be accepted.

There is one vacancy with the Department of Human Resources, Industrial Safety & Workers' Compensation Division. This list may be used to fill future vacancies in this and/or other departments.

Important Notice:

Some notifications will be sent via e-mail. You are responsible for monitoring instructions and correspondence from this office by checking your e-mail account in a timely manner. To ensure proper delivery, please make sure you:

- use a valid e-mail account;
- verify your e-mail address is entered correctly on your GovernmentJobs account;
- are subscribed to e-mail notices;
- check your spam folders; and
- add info@hawaii.gov and info@governmentjobs.com to your contact list.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION REQUIREMENT:

Substantially equivalent to graduation from an accredited four-year college or university with major work in business administration, public administration, or a related field.

Verification Requirement: You must submit evidence of your education in order to be given credit. **Please attach an electronic copy of your diploma and/or official transcript which shows the embossed seal to your application.** Or mail or drop off a photocopy of your diploma and/or official transcript within 7 days of filing this application to the following address: **Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813**

Copies will not be returned. Unofficial transcripts will not be accepted. All information on your diploma and/or transcript must be legible in order to receive credit.

Work experience may be substituted for a bachelor's degree on a year-for-year basis. Such experience must have provided the knowledge, skills, and analytical ability normally gained from attainment of a bachelor's degree.

EXPERIENCE REQUIREMENT:

Four (4) years of experience in industrial safety and accident prevention activities.

Such experience must have demonstrated knowledge of industrial and construction accident hazards and methods of correction and prevention; industrial safety devices and equipment; safety education and publicity media, principles, methods, and practices; and safety inspection principles, practices, and procedures. Such experience must also have demonstrated the ability to plan, organize, and coordinate an effective safety and accident prevention program.

Non-Qualifying Experience: Having the required number of years of experience will not in itself be accepted as qualifying for the position. Your overall experience must have been of sufficient scope, level, and responsibility to conclusively demonstrate the ability to perform the duties of the Safety Specialist III position.

LICENSE REQUIREMENT:

Possession of a valid appropriate driver's license (automobile/Type 3), prior to appointment.

EXAMINATION PROCESS:

EDUCATION AND EXPERIENCE EVALUATION: In addition to meeting the above minimum qualifications, your application will be further evaluated. Your score will be based on the quality, quantity, and/or recency of your education and experience.

EXAMINATION WEIGHT: Education and Experience Evaluation.....100%

HOW TO APPLY

The City & County of Honolulu invites you to visit our website at <http://www.honolulu.gov/hr> and check the "Application Info" box for information on: How To Apply for Jobs, Who Can Apply for Jobs, and more. The standard City & County of Honolulu application form and supplemental form, if applicable, are required and must be received by the closing date, if shown.

Applications may **only** be submitted on-line at <http://www.honolulu.gov/hr>. Application materials will **not** be sent or received by FAX.

Location Address: Department of Human Resources, EPS
650 South King St., 10th Floor, Honolulu, HI 96813

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Information Number: (808) 768-8536

Department: Department of Human Resources

Class Number/Title: 020672/SAFETY SPECIALIST III

Closing Date: September 04, 2019