



CITY OF ANAHEIM, CALIFORNIA

Safety Manager





About the Risk Management Division:

The Risk Management Division oversees the following City operations and programs. These programs include the City’s self-insured, self-administered workers’ compensation claims, civil liability claims and City’s industrial safety, health and regulatory compliance.

THE COMMUNITY

The City of Anaheim, situated in the heart of Orange County, has a population of 350,000 residents within its 50 square mile city limits. It is the largest city in Orange County and one of the ten largest cities in California. Anaheim features a mild year-round climate with easy access to a wide array of cultural, entertainment and recreational options. The City embraces a vibrant cultural arts community, including the world-renowned Anaheim Ballet and several museums and performing arts venues. Professional sports teams include the Angels Baseball team and the Anaheim Ducks Hockey team. Entertainment options include the Disneyland Resort, golf, boutique shopping and a wide variety of restaurants. More than 40 million people visit Anaheim annually.

Anaheim has four distinct historic districts located in Central Anaheim. These districts encompass approximately two square miles and reflect the City’s pride in, and emphasis on, maintaining the character and heritage of Anaheim. Anaheim also boasts world-class meeting and entertainment venues including the Anaheim Convention Center, which is LEED-certified and the largest on the west coast; Honda Center; City National Grove of Anaheim; and the Anaheim Garden Walk. The City supports a large number of diverse employers, including Walt Disney Company, L-3 Communications, Kaiser Permanente, Extron Electronics, Northgate Gonzalez markets, and a number of hotels, including Hilton Anaheim.

Over the years, Anaheim has been transformed from a small farming community to a major sports, entertainment, recreational and industrial community. Boundless shopping, nightlife and dining options add to the appeal of the world-class City. The Council adopted “Kindness” model is making Anaheim a better city and producing positive impacts on quality of life, schools and other issues. Anaheim’s thriving visitor industry and business community help support the City’s neighborhoods and make Anaheim a great place to live, work and play.

To learn more, go to: www.anaheim.net

CITY GOVERNMENT

Founded in 1857 as Orange County, California’s first city, Anaheim is a full service, charter city with a council/manager government. The City Manager and staff oversee day-to-day operations, while a seven-member City Council sets policy and serves as the representatives for Anaheim’s residents. The City Council includes a mayor elected to represent the entire city at large and six council members who are elected by districts. Anaheim’s adopted city budget totals \$1.7 billion with a staff of 1,946 Full Time Equivalent (FTE). Enterprises, including Anaheim Public Utilities, the City’s not-for-profit water and power provider, and the Convention, Sports & Entertainment department, which runs the Anaheim Convention Center and oversees Honda Center, Angel Stadium of Anaheim and the ARTIC transit center, make up a large part of Anaheim’s annual budget. The City’s current general fund is \$ 352.9 million and plays a vital role in the lives of residents, businesses and visitors. Anaheim’s departments are made up of the City Council, City Administration, City Attorney, City Clerk, Community and Economic Development, Community Services, Convention, Sports & Entertainment, Finance, Fire & Rescue, Human Resources, Planning & Building, Police, Public Utilities and Public Works.

The Human Resources Department, which houses the Risk Management Division, has an operating budget of over \$12 million and a staff of 40 FTEs. The Department consists of six collaborative and cross-functional teams focused on Human Resources Administration, Recruitment & Employment, Benefits/Wellness, Employee and Labor Relations, Organizational Development and Risk Management.



ABOUT THE POSITION

The Safety Manager supervises and coordinates the activities and operations of the City’s environmental, health, and safety programs within the Human Resources Department, including occupational health and safety and facilities environmental compliance programs designed to ensure environmental regulatory compliance and prevent occupational injury and illness, and damage to property. They coordinate safety activities with other divisions, departments, outside agencies, and the general public and provide highly responsible and complex staff assistance to the Risk Manager. The Safety Manager leads the City’s Executive Safety Committee and supervises two staff members directly.

Some duties for this position include:

- » Developing and administering training classes to City staff
- » Reviewing accident reports and making recommendations to improve work practices
- » Developing inspection programs to identify hazards
- » Representing the City to regulatory and inspection agencies such as Cal/OSHA and the Environmental Protection Agency (EPA), among others
- » Administer the Department of Transportation Drug and Alcohol Testing Program
- » Create and interpret reports, analyze data, and conduct specialized projects as assigned by the Risk Manager



Recruitment Schedule

- Application Process | April 3 – May 3, 2021
- Screening Interviews | early May
- Semifinal Interviews | late May
- Final Interviews | early June
- Start Date | approximately July 1, 2021

IDEAL CANDIDATE

The Safety Manager should have the capability to lead – not only departmental safety coordinators, but also the Executive Safety Committee, comprised of senior-level staff such as the City Manager, Department Heads, and the Risk Manager. This includes the ability to communicate safety concerns and provide actionable recommendations at all levels, from operations to executives, on safety issues and setting safety priorities. Previous work experience in a fast-paced, solutions-oriented public sector organization would be ideal. Deep knowledge of OSHA regulations, infectious disease protocol, Worker’s Compensation, and knowledge of safety-related best practices is critical.

The Safety Manager must be a self-motivated/self-starter capable of working both independently and collaboratively. They should be flexible to the needs of competing operational issues in the City, how those issues intersect, and be comfortable giving direction when the solution is a priority. Strong analytical skills in data management, claims management, statistical analysis and interpretation, Microsoft Excel and PowerPoint, and the ability to interpret material data, create and communicate meaningful reports, concerns and issues are crucial to the success of the Safety Manager.

QUALIFICATIONS

- » Bachelor’s degree from an accredited college or university with major course work in occupational health and safety, industrial hygiene, or a related field.
- » Six (6) years of increasingly responsible experience in area of environmental, health, and safety and loss prevention program.
- » One (1) year of administrative and staff supervision.
- » A certification, such as a Certified Safety Professional (CSP), is desirable.



COMPENSATION AND BENEFITS

The annual salary range for the Safety Manager is **\$99,690.00 - \$137,074.00**.

In addition to a competitive salary, the City of Anaheim offers a comprehensive benefits package including:

- » **Retirement** – California Public Employees' Retirement System (CalPERS) 2.7% @ 55 for classic members who are existing CalPERS members of any agency with reciprocity (12% employee contribution); 2% @ 62 for new employees who have never been a CalPERS member, or a member but has a break in service longer than six (6) months (7.5% employee contribution); The City does not participate in Social Security.
- » **Health Plans** – The City offers two HMO and two PPO health plans. Vision coverage is included at no cost. Employees may waive medical coverage and receive an opt-out credit when providing proof of coverage through another medical plan. Employees hired after March 31, 1986 pay 1.45% towards the Medicare Plan.
- » **Dental Plans** – The City offers employees two dental insurance plans. One plan is at no cost to the employee.
- » **Retiree Health Savings Plan (RHS)** – Employees will be enrolled in a Retiree Health Savings Plan funded by a City contribution and an employee contribution. This plan allows employees to save on a tax-free basis for medical premiums in retirement.
- » **Vacation** – Accrual at the rate of four to nine hours per pay period, depending upon length of service. New employees to the City start at four hours per pay period. Employees are eligible for vacation leave upon completion of 13 pay periods.
- » **Sick Leave** – Accrual at the rate of three hours per pay period, equal to 78 hours annually. Payment is made each January to employees for all accumulated hours in excess of 175 hours.
- » **Holidays** – Ten paid holidays provided annually.
- » **Other Insurance Benefits** – The City offers and participates in the payment of a group life insurance program for employees and their eligible dependents. Short-term and long-term disability (STD and LTD) insurance coverage is provided at no cost to the employee.
- » **Miscellaneous Benefits** – Anaheim offers two tax saving opportunities through the Health Care and Dependent Care Flexible Spending Account that reduces taxable income. The City offers a voluntary 457 Deferred Compensation Plan for an additional tax-deferred savings option. Anaheim offers an Employee Assistance Program, REACH, free of charge to employees and family members.
- » **Access to a credit union provides City employees with a variety of products, services, and benefits.**

APPLICATION AND SELECTION PROCESS

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Monday, May 3, 2021**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/1772>

For further information contact:

Andrew Nelson

CPS HR Consulting

(916) 471-3329

anelson@cpshr.us

Website: www.cpshr.us

<https://www.linkedin.com/in/andrewnelsonprofessionalrecruiter/>

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the City. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

CPS HR  CONSULTING