

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1383 **TITLE:** LOSS PREVENTION ANALYST I **GRADE:** S-21

DEFINITION:

Under direct supervision, provides professional level assistance in the area of loss prevention and safety on a county-wide basis, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Entry level professional.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Monitors safety and loss prevention recommendations, is proactive in prevention and makes suggestions for implementation;
Provides prevention trends and analysis information supporting risk reduction efforts
Reviews requests for assistance in loss prevention and safety areas and makes determination on course of action;
Assists in the analysis of reports for loss prevention and safety;
Assists in writing safety and loss prevention reports;
Assists in the development of communication tools, such as newsletters, correspondence, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Basic knowledge of the mission, goals and objectives of loss prevention and safety division;
Knowledge of the principles, practices, and techniques relating to loss prevention and safety;
Ability to identify possible solutions for solving business problems;
Ability to communicate effectively orally and in writing;
Ability to use spreadsheets and presentation software to prepare documents and to store, manipulate, analyze and present information;
Ability to train, lead, and/or supervise paraprofessional staff.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in a field related to financial management, occupation safety and health, business management, loss prevention and/or safety.

BRIDGE CLASS EMPLOYMENT STANDARDS

Four years of increasingly complex technical experience in the assigned functional area, comparable to experience at the Admin Assistant IV, or higher, level.

This class can serve as a bridge class enabling individuals who do not meet the educational or professional experience standards listed above to qualify for this class by possessing four years of increasingly complex technical experience in the assigned functional area, comparable to experience at the Admin Assistant IV, or higher, level.

The purpose of this bridge class is to promote upward mobility within the Fairfax County workforce. However persons qualifying for this class on the basis of their technical experience may not substitute this technical experience for education, or for professional experience, in order to qualify for other employment opportunities.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Positions in this class may be subject to criminal history records checks and/or credit checks as a condition of initial or continued employment.

REGRADED: August 23, 2010
ESTABLISHED: November 16, 2009

CLASS CODE: 1383

TITLE: LOSS PREVENTION ANALYST I

GRADE: S-21

Page 3