

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1385 **TITLE:** LOSS PREVENTION ANALYST III **GRADE:** S-27

DEFINITION:

Under limited supervision, manages, plans, and supervises professional loss prevention and safety staff responsible for the County's loss prevention and safety program, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Senior 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.)

Identifies opportunities for loss prevention and risk reduction methods and programs;
Conducts accident and injury-related investigations and on-site audits of operations to insure compliance with County, State and Federal policies, statutes, and regulations;
Proposes solutions, in a proactive manner, to agencies and departments for ways to reduce injuries, property damage and vehicular accidents;
Plans, develops and implements comprehensive communications and education programs for County dealing with risk reduction and loss prevention and safety.
Manages and conducts loss prevention and safety training on a countywide basis;
Recommends and implements procedures and protocols in safety and loss prevention;

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.)

Considerable knowledge of mission, goals, and objectives of the risk management division;
Considerable knowledge of the principles, practices, and techniques relating to loss prevention and safety;
Ability to identify possible solutions for solving business problems;
Ability to write detailed, accurate reports;
Ability to make oral presentations to department management, other departments, or the public;
Ability to lead assigned employees, including delegating and reviewing work assignments, providing coaching and guidance, monitoring and evaluating performance, and supporting training and development planning.

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 financial management, business management, occupational safety and health, and/or risk management; PLUS
Four years of professional work experience within loss prevention and safety.
Demonstrated knowledge of regulations related to EPA, State and Federal

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.

ESTABLISHED: November 16, 2009