Job Description

Position:	**Safety Specialist**	**Position Status:**	**Full-Time**
Department:	**Safety Department**	**Union & FLSA Status:**	**Support - Non-Exempt**
Reports to:	**Sr. Safety and Risk Manager or Safety Manager**	**Adopted/Revised:**	**June 2026**

DEFINITION:

Under general direction of the Sr. Safety and Risk Manager, performs advanced technical and administrative work related to occupational health, safety, and regulatory compliance. The Safety Specialist plays a key role in the development, implementation, and evaluation of ReGen Monterey's safety programs and initiatives. Responsibilities include conducting safety inspections, coordinating training, leading incident investigations, and providing technical guidance to supervisors and staff to ensure compliance with applicable health and safety regulations.

The Safety Specialist serves as a subject matter resource on occupational safety and health matters and supports continuous improvement of the ReGen's safety culture and programs.

DISTINGUISHING CHARACTERISTICS:

This is a professional, journey-level classification and is a step above the Safety Technician classification. The incumbent is qualified to perform all duties of the Safety Technician as well as more advanced technical and administrative functions as necessary. The classification is a member of the OE3 Support Unit.

ESSENTIAL FUNCTIONS:

The following duties are representative of the work performed in this classification and are not intended to be an exhaustive list.

- Provides technical support in the development, implementation, and continuous improvement of ReGen safety programs, policies, and procedures.
- Conducts regular and specialized safety inspections of ReGen facilities, equipment, and operations to ensure compliance with safety standards and safe work practices.
- Coordinates and delivers occupational health and safety training programs for ReGen employees; identifies training needs and develops safety education materials.
- Assists with investigations of workplace injuries, illnesses, near-miss incidents, and property damage incidents; prepares reports and recommends corrective actions.
- Monitors compliance with Cal-OSHA, Federal OSHA, and other applicable regulatory requirements; assists departments in maintaining compliance with safety standards.
- Maintains and analyzes safety data, including OSHA logs, injury and illness records, training documentation, and regulatory reports.
- Assists with administration and improvement of ReGen's Safety Management System and Learning Management System.
- Serves as staff liaison to the Safety Committee; coordinates meetings, tracks action items, and supports committee initiatives.
- Supports emergency preparedness and response planning, including participation in emergency drills and response activities.
- Provides guidance and technical assistance to supervisors and managers regarding safety procedures, hazard identification, and regulatory requirements.
- Assists in developing and implementing corrective actions and safety improvement initiatives following inspections or incident investigations.

- Administers or assists in the coordination of ReGen safety programs such as the Safety Champions Program, safety campaigns, and awareness initiatives.
- Serves as a member of ReGen's First Aid Team and supports the Emergency Response Team.
- Ensures accurate recordkeeping and documentation related to safety compliance, training, and incident reporting.
- Performs other duties as assigned.

Organizational Expectations
All ReGen Monterey employees are expected to provide excellent customer service, maintain positive working relationships, demonstrate professionalism and cooperation, and maintain reliable attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge of

- Occupational Safety and Health (OSHA) regulations, programs, and compliance requirements.
- Applicable local, state, and federal regulations including Cal-OSHA and Federal OSHA standards.
- Hazard identification, incident investigation techniques, and corrective action processes.
- Safety training methods and adult learning principles.
- Recordkeeping and reporting requirements related to workplace safety and occupational illness and injury.
- Safety Management Systems and Learning Management Systems.
- Modern office practices and computer applications including Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Proper English and Spanish grammar, punctuation, and composition desired.

Ability to

- Interpret and apply safety policies, procedures, and regulatory requirements.
- Analyze safety data and identify trends to support prevention and program improvements.
- Conduct safety inspections and incident investigations effectively.
- Communicate safety information clearly and effectively to employees at all organizational levels.
- Prepare clear, concise reports and documentation.
- Work independently and collaboratively in a team environment.
- Maintain confidentiality when handling sensitive or investigative information.
- Establish and maintain effective working relationships with staff, management, and external partners.
- Manage multiple priorities and complete work with frequent interruptions.

Employees must pass ReGen Monterey's physical examination, including drug testing and evaluation of the ability to safely perform essential job functions, including use of respiratory protection and other safety equipment.

TRAINING AND EXPERIENCE:
Any combination of training and experience that demonstrates possession of the required knowledge and abilities would be qualifying. A typical pathway includes:

- Bachelor's degree in business administration, public administration, occupational safety, risk management, or a related field, is desired.
- A minimum of five (5) years of combined, progressively responsible experience in occupational health and safety program coordination.
- Professional certifications such as Certified Safety Professional (CSP), Occupational Health and Safety Technologist (OHST), highly desirable.
- Ability to speak and write in Spanish is desirable.

Special Requirements:

- Possession of a valid California Driver's License and continued insurability to operate ReGen Monterey vehicles.
- Ability to obtain American Red Cross First Aid and CPR Instructor certification and Hazardous Materials First Responder certification within the first year of employment.
- Experience conducting safety inspections, training employees, and participating in incident investigations required.

PHYSICAL AND SENSORY REQUIREMENTS:

Physical Demands
Work requires standing, walking on uneven surfaces, climbing stairs and ladders, sitting for extended periods, and lifting or moving objects weighing up to 25 pounds without assistance (heavier items with assistance). Employees must have sufficient vision, hearing, and manual dexterity to operate office equipment, conduct inspections, and communicate effectively.

Mental Demands
Employees must be able to analyze information, perform detailed work on multiple tasks with interruptions, meet deadlines, and interact effectively with employees, management, and the public.

Work Environment
Work is primarily performed in an office environment with periodic exposure to outdoor conditions, operational facilities, and moderate exposure to dust, odors, and noise.

Adopted: 06-2026
Revised: