

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

SAFETY INSTRUCTOR

Position Code: K7800

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs in-depth technical training services within the Office of the Secretary of State in the area of employee safety and health in conjunction with an authorized service provider agreement, including First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED); inspects work places for the necessity of safety apparatus and recommends placement of first aid kits; participates in the development of grant applications to various sources for the purchase of safety equipment; participates in the development and implementation of safety training guidelines for departmental staff; performs advisory functions in the assessment of training needs.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, schedules and presents safety training services, for certification, in the Office of the Secretary of State, including First Aid, Cardiopulmonary Resuscitation and Automated External Defibrillation.
2. Inspects work places for the necessity of safety apparatus and recommends placement of first aid kits; prepares teaching aids and written materials for instruction programs; researches and evaluates current training and staff development methods and techniques; makes appropriate suggestions and recommendations for improvement in area of assignment.
3. Participates in the development of grant applications to various sources for the purchase of safety equipment needed to maintain a current safety program; reviews grant applications for accuracy and completeness; contacts sponsors regarding deficiencies on forms or requesting additional information; assists in monitoring grant contracts to ensure compliance with guidelines and regulations.
4. Participates in the development and evaluation of safety training guidelines for departmental staff and materials including handouts and work sheets; assists in the adaptation or modification of new instructional and training methods.
5. Performs advisory functions in the assessment of training needs; confers with and advises department management in the administration and implementation of safety training, including identifying potential problems or concerns; consults with management staff pointing out unsafe work conditions; prepares complex reports for review.
6. Responds to written or verbal inquiries from management staff, supervisors and others outside the Office concerning safety initiatives, descriptive course content, and related information.
7. Performs other duties as required or assigned within the scope of the class.

REQUIREMENTS:

Education and Experience:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of experience in the health care field with either current First Aid, Cardiopulmonary Resuscitation and Automated External Defibrillation training certifications, or the equivalent and an affiliation with an established training organization to obtain instructor certification prior to employment, or current First Aid, Cardiopulmonary Resuscitation and Automated External Defibrillation instructor teaching credentials.

SAFETY INSTRUCTOR (Continued)

Knowledges, Skills and Abilities

- Requires extensive knowledge of the fundamental principles of sound safety and health practices and methods.
- Requires working knowledge of employee development and safety training methods and techniques.
- Requires working knowledge of standard office methods, practices and procedures.
- Requires the ability to consult with management staff, employees and others on the health and safety programs for improvement.
- Requires the ability to make technical inspections and determinations regarding compliance with health and safety standards.
- Requires the ability to discuss safety training, rules and regulations with management staff, private sector organizations, and others to secure active cooperation in safety programs.
- Requires the ability to evaluate the effectiveness of safety training programs by accepted methods authorized by the operating department being served.
- Requires the ability to express technical ideas and terminology in clear, understandable terms.
- Requires the ability to express ideas, figures, symbols, theories, concepts and analogies with clarity and meaning in oral and written form.
- Requires the ability to present written and pictorial instructional information before employee groups of diverse social, economic and educational backgrounds.
- Requires the ability to operate audio-visual equipment and aids.
- Requires the ability to use templates, lettering guides and other mechanical aids in preparation of instruction materials.
- Requires the ability to obtain certification as an Instructor for First Aid, Cardiopulmonary Resuscitation and Automated External Defibrillator through an established training organization.
- Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission – August 14, 2002

Effective – August 16, 2002