

# JOB ANNOUNCEMENT\*

## Business Analyst (Safety) Grade 25

**Duties:** Assists the Director and/or the Manager of Safety in the analysis of the Authority's regulatory reporting requirements of injuries and incidents. Determines departments' reportable injuries in accordance with Bureau of Workers Compensation (BWC) regulations and Occupational Safety and Health Administration (OSHA) and evaluates injuries against the previous years. Prepares OSHA logs for General Manager's signature and maintains and certifies logs for posting and submission to the State. Conducts root cause analysis of injuries and collisions and assists on special projects to determine trends and develop corrective action plans. Assists the Director of Safety and/or the Manager of Safety in providing organizational and strategic leadership for safety and consulting for the Chief Executive Officer/General Manager and the Board of Trustees. Provides safety management and operational safety consulting services to departments. Researches and prepares grants for safety related systems. Acts as project manager during implementation of grant. Practices safety precautions and measures at all times. Performs other duties of a similar nature as may be required.

**MINIMUM REQUIREMENTS:** Applicants must have at least a Bachelors Degree in Business Administration, Mathematics, Criminal Justice, Public Administration, Statistics, Psychology, Information Systems or related fields from an institution accredited by the Higher Learning Commission and/or the United States Department of Education. A minimum cumulative GPA of 3.25 or higher and prior internship work is required. Applicants must have academic excellence, business acumen, good interpersonal skills, strong oral and written communication, and analytical problem solving skills. Applicants must demonstrate ability to utilize computer tools such as Word, Excel, Access, Power Point, and query/report writing tools. Applicants must possess a valid Ohio Drivers License.

**STARTING SALARY RANGE:** \$42,000 - \$45,000

**FILING OF RESUMES:** Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by e-mail to [jobs@gcrta.org](mailto:jobs@gcrta.org), by FAX (216) 781-4483, or mail to 1240 West 6<sup>th</sup> Street, Cleveland, Ohio 44113. **Resumes will be accepted until position is filled.**

**SELECTION PROCESS:** This is a non-bargaining position. Merit System Rules do not apply. No Eligible list will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

**AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE**

Job Grade: 25  
Date: November 10, 2011  
Job Announcement No. 2011-141

Web Site Address: [www.rideRTA.com](http://www.rideRTA.com)  
[jobs@gcrta.org](mailto:jobs@gcrta.org)

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