




Office of the City Manager

CONSENT CALENDAR

December 13, 2005

To: Honorable Mayor and
Members of the City Council

From:  Phil Kamlarz, City Manager

Submitted by: David W. Hodgkins, Director of Human Resources

Subject: Classification: Occupational Health and Safety Specialist

RECOMMENDATION

Adopt a Resolution amending Resolution No. 61,812–N.S., Classification and Salary Resolution for Unit Z2 – Unrepresented Confidential and Professional Employees, to establish an Occupational Health and Safety Specialist.

FISCAL IMPACTS OF RECOMMENDATION

The cost of salaries and benefits to establish and fill this class is \$55,703 for the remainder of FY 2006. The cost for FY 2007 is \$115,635. The Human Resources Department will fund the new position from the Refuse Collection and Disposal Fund (40 percent Budget Code 820-3804-410.11-01), Sanitary Sewer Operations fund (40 percent Budget Code 830-3804-410.11-01) and Equipment Maintenance Fund (20 percent Budget Code 865-3804-410.11-01).

CURRENT SITUATION AND ITS EFFECTS

There is a need to reinforce the City's Occupational Health and Safety Program with additional staffing resources to improve the workplace industrial safety and safety training efforts. Up until last spring, the direct staffing resources in this area were confined to the Occupational Health and Safety Coordinator in the Human Resources Department and the Public Works Operations Assistant in the Public Works Department. Technical supervision of the Public Works Operations Assistant has been transferred from the Director of Public Works to the Occupational Health and Safety Coordinator. A more technically oriented specialist class is needed to conduct a variety of occupational health and safety training programs for employees and to perform inspections to ensure compliance with City policies and procedures, state and federal regulations and standards to ensure the health and safety of employees, staff, and visitors.

BACKGROUND

It was known at the time of the transfer of technical supervision that the incumbent Public Works Operations Assistant was planning to retire in the near future and it was decided that the position and funding for the position would be transferred to the Human Resources Department. The incumbent Public Works Operations Assistant retired on August 5, 2005 and the position and funding was then transferred to Human Resources.

At its November 7, 2005 meeting, the Personnel Board by a unanimous vote of those present, (Chun, Robinson, Roter, Silver, Smith – yes;), recommended that the class of Occupational Health and Safety Specialist be established as nonexempt from the Fair Labor Standards Act (FLSA), in Unit Z2 – Unrepresented Professional with a five-step salary range of \$5,068 (Step A) to \$6,109 (Step E).

RATIONALE FOR RECOMMENDATION

The City has endeavored to improve overall safety in the workplace through aggressive outreach and training of the workforce in safe work practices. This effort is directed at employees in all occupational categories and not just employees in high risk and high hazard occupations so as to reduce the incidence and frequency of indemnity (or lost time) workers' compensation claims.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

David W. Hodgkins, Director of Human Resources, 981-6805
Robert S. Kraus, Senior Human Resources Analyst, 981-6820

Attachments:

- 1: Resolution
 Exhibit A: Salary Schedule
- 2: Personnel Board Item and Recommendation
- 3: Class Specification for Occupational Health and Safety Specialist

RESOLUTION NO. ##,###-N.S.

ESTABLISHING OCCUPATIONAL HEALTH AND SAFETY SPECIALIST
CLASSIFICATION

WHEREAS, there is a need to reinforce the City's Occupational Health and Safety Program to improve the workplace industrial safety and training efforts; and

WHEREAS, a technically oriented specialist class is needed to conduct a variety of programs including workplace inspections; and

WHEREAS, the Personnel Board has recommended that the class of Occupational Health and Safety Specialist be established as nonexempt from the Fair Labor Standards Act, in Unit Z2 – Unrepresented Professional Classifications.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 61,812–N.S., Classification/Salary Resolution for Unrepresented Employees, is amended to include the title of Occupational Health and Safety Specialist in Representation Unit Z2 – Unrepresented Professional Classifications, with salary ranges as shown on Exhibit A, effective January 1, 2006.

Exhibits

A: Salary Schedule

B: Personnel Board Item

C: Class Specification

Salary Schedule

Job Code	Unit	Class	FLSA	A	B	C	D	E	Effective Date
2415	Z2	Occupational Health and Safety Specialist	N	5,068	5,320	5,588	5,865	6,109	01/01/06
				5,311	5,575	5,856	6,147	6,402	07/02/06
				5,566	5,843	6,137	6,442	6,710	07/01/07

File: 121305_Occ Hlth&Safety Spec



Human Resources Dept.

October 11, 2005

To: Members of the Personnel Board

From: David W. Hodgkins, Director of Human Resources

Subject: Recommendation To Establish An Occupational Health and Safety Specialist Classification

Over the past several years, the City has undertaken a critical initiative to improve overall safety in the workplace through aggressive outreach and training of the workforce in safe work practices. This effort is directed at employees in all occupational categories and not just employees in high risk and high hazard occupations. One of the principal reasons for this effort has been to reduce the incidence and frequency of indemnity (or lost time) workers' compensation claims. As part of this effort, the City and its unions formed a joint labor management committee to address workplace safety, the volume of indemnity workers' compensation claims and the amount of lost time resulting from these claims. As a result of this cooperative effort, the City has been able to significantly reduce the volume of indemnity claims and the amount of lost time of injured workers. Since the beginning of fiscal year 2005, the City Council has been receiving quarterly reports of progress the City has made in the area of employee safety and the incidence and costs of workers' compensation claims.

The City Manager and I have recognized the need to reinforce the City's Occupational Health and Safety Program with additional staffing resources to improve the City's workplace industrial safety and safety training efforts. Up until last spring, the direct staffing resources in this area were confined to the Occupational Health and Safety Coordinator in the Human Resources Department and the Public Works Operations Assistant in the Public Works Department. Beginning last spring, it was decided that technical supervision of the Public Works Operations Assistant would be transferred from the Director of Public Works to the Occupational Health and Safety Coordinator. It was known at the time of this transfer of technical supervision that the incumbent Public Works Operations Assistant was planning on retiring in the near future and it was decided that the position and funding for the position would be transferred to the Human Resources Department. The incumbent Public Works Operations Assistant retired on August 5, 2005 and the position and funding was then transferred to Human Resources.

We propose to establish a new class of Occupational Health and Safety Specialist to conduct a variety of occupational health and safety training programs for employees and to perform

inspections to ensure compliance with City policies and procedures, state and federal regulations and standards to ensure the health and safety of employees, staff, and visitors. The position will report to the Occupational Health and Safety Coordinator in the Human Resources Department. A proposed class specification is attached for Personnel Board's review and a new organizational chart showing proposed lines of authority and reporting relationships.

We propose a salary of \$5,068-6,109 per month based on the attached external salary survey and internal salary comparisons with the Benefits Specialist in the Human Resources Department. This range is 14% below the Occupational Health and Safety Coordinator maximum of \$6,959.

The incumbent will have access to grievances and related Human Resources confidential information related to the Department activities in workers compensation and drug and alcohol testing for commercial drivers, so we recommend that this class be designated in Representation Unit Z-2 (Unrepresented Confidential and Professional Employees).

Recommendation:

Therefore, the Personnel Board is requested to recommend the following:

1. Establish the class of Occupational Health and Safety Specialist, nonexempt from the Fair Labor Standards Act, with a five step salary range of \$5,068 (Step A) to \$6,109 (Step E), and
2. Designate this class in Representation Unit Z-2 (Unrepresented Confidential and Professional Employees).

Attachments (3)

cc: Robert Kraus, Senior Human Resources Analyst
James Mason, Occupational Health and Safety Coordinator

City of Berkeley
Class No. 2415
November 2005

OCCUPATIONAL HEALTH AND SAFETY SPECIALIST

DEFINITION

Under general supervision, performs facility inspections for compliance with City policies, procedures, state and federal regulations and standards to ensure the health and safety of employees, staff, and visitors. Provides guidance and consultation to clients regarding hazardous materials, safety inspections, industrial hygiene and other related activities; performs other related duties as required.

CLASS CHARACTERISTICS

This class conducts a variety of occupational health and/or safety training programs in one or more of the following areas: general safety, occupational safety, or industrial hygiene; participates in the development of technical training programs; develops and maintains both automated and manual records and record systems of safety inspections and findings; responds to high-profile emergency or hazardous incidents and situations; and may provide limited operational guidance and leadership to managers and supervisors. Incumbents typically work in an environment divided between the field and office and specialize in general safety, occupational safety, or industrial hygiene. This class is distinguished from the Occupational Health and Safety Coordinator, which plans, implements and evaluates programs to reduce the City's exposure to the loss of human, financial, physical and natural assets through assessments and mitigation.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification and is similar or closely related to another duty statement.

1. Advises employees and staff regarding safety protocols and procedures to ensure regulatory compliance as mandated by local, state, and federal agencies;
2. Conducts periodic routine inspections of all city facilities for compliance with occupational health and general safety standards and reports non-compliance or hazardous conditions found;
3. Develops and maintains detailed records including locations and inspections of potentially hazardous areas or materials;
4. Develops and submits recommendations to maintain compliance with local, state, and federal safety regulations;

5. Responds to emergency situations involving city property damage incidents, city vehicle and employee accidents; serves as a resource to determine cause, and assists in the preparation of reports of findings and recommendations;
6. Participates in accident and near-accident investigations to maintain an environment that supports the health and safety of employees, staff, and visitors;
7. Utilizes a variety of monitoring, sampling, and analytical equipment and instruments to gather and enter data records;
8. In a specified field of expertise, including but not limited to general safety, occupational safety, or industrial hygiene, conducts a variety of occupational health and safety training programs such as chemical hazard communication, defensive driving, fire protection, construction and maintenance safety, ergonomics and respiratory protection;
9. Monitors and records functionality and location of emergency showers, emergency eyewash stations, fire extinguishers, fire hydrants, automatic fire suppression systems, special ventilation systems and other safety-related items;
10. Participates in the development of training programs;
11. Maintains current information and changes in state and federal regulations such as the Occupational Safety and Health Administration (OSHA) regulations, National Fire Protection Association (NFPA), The Omnibus Transportation Employee Testing Act (OTETA), and other safety regulations; and
12. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Chemical, hazardous waste and industrial hygiene standards;
2. Federal, state and local safety regulations, protocols, and procedures;
3. Emergency and hazard response procedures and protocols;
4. Transport and disposal procedures for safe handling of hazardous materials including biohazards;
5. The California Motor Vehicle Codes and Federal Motor Carrier and Highway Administrative Regulations specific to the Department of Transportation;
6. Principles and practices of disaster planning, including emergency response and evacuation procedures;
7. Office and financial software, including, Microsoft Access, Excel, PowerPoint and Word;

8. The operation of test, monitoring, sampling and/or analytical equipment and instruments and the use of protective equipment; and
9. Current developments and trends in general safety, occupational safety, industrial hygiene or a closely related broad area of expertise.

Skill in and ability to:

1. Detect problems and report information to appropriate personnel;
2. Develop and maintain recordkeeping systems and procedures;
3. Communicate technical information to non-technical personnel;
4. Provide operational guidance and leadership to staff in area of expertise;
5. Perform safety inspections to ensure compliance with OSHA and NFPA safety standards;
6. React calmly and effectively in emergency situations;
7. Observe, assess, and record work safety and health standards;
8. Conduct accident investigations relating to a variety of systems;
9. Develop and conduct employee information and orientation sessions;
10. Gather data, compile information, and prepare reports;
11. Use personal computers and related software applications;
12. Investigate and analyze information and to draw conclusions;
13. Develop safety procedures and protocols; and
14. Work effectively with diverse populations.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and a satisfactory driving record is required.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from an accredited four-year college or university with major course work in industrial hygiene or safety, loss prevention, biology, engineering, public health or a related field and a year of professional experience in occupational health and safety, risk management, workers'

compensation or similar program involving the identification, evaluation and control of safety hazards in work places. Certification as an Occupational Safety and Health Technician is desirable.

File: Occ Health & Safety Specialist - 24xx

Attachment 3

Salary Survey: Fall 2005	Agency	Class Title	Min	Max	Salary Range Effective Date	City-Pd		City-Pd Employee PERS (\$)	Other Comp	Adjusted Max	Notes
						Employee PERS (%)	Employee PERS (%)				
	Berkeley	Occupational Health and Safety Specialist (Proposed)	5,068	6,109	12/1/2005	8.64%	528	181		6,818	
	Alameda	No Match			12/28/2003	0.00%	-	-			
	Alameda Co	Public Works Safety Officer	5,197	6,313	12/21/03	3.00%	189	-		6,502	
	Concord	No Match			7/1/2004	8.64%	-	-			
	Contra Costa Co.	Safety Services Specialist - Level B	4,794	5,841	10/1/2004	2.72%	159	-		6,000	
	Fremont	Safety Coordinator	5,039	6,125	6/26/2005	0.00%	-	-		6,125	
	Hayward	No Match			7/1/2004	7.49%	-	84			
	Oakland	Safety & Loss Control Specialist	4,765	5,851	7/2/2005	3.09%	181	-		6,032	
	Palo Alto	Safety Officer		6,396	7/1/2004	7.49%	479	-		6,875	Midpoint
	Richmond	Risk Management Analyst	4,057	4,852	7/1/2003	8.64%	419	-		5,271	Weak match
	San Francisco	No Match			6/30/2005	0.00%	-	-			
	San Jose	No Match			7/4/2004	0.00%	-	-			
	San Leandro	No Match			1/1/2004	8.64%	-	-			
	San Mateo Co.	No Match			11/7/2004	3.53%	-	-			
	Santa Clara Co	No Match			6/20/2005	7.49%	-	-			
	Vallejo	Occupational Health and Safety Admin.	5,637	6,851	7/1/2003	0.00%	-	-		6,851	
	Median		4,917	6,125						6,125	
	% Lead(+)/Lag(-)									10.16%	
	\$ Lead(+)/Lag(-)									\$(692)	
	Agency Matches									7	
		Internal Comparisons									
		Occupational Health and Safety Coordinator	5,759	6,959	7/3/2005						
		Associate HR Analyst	5,578	6,717	7/3/2005						
		Public Works Operations Assistant	5,072	6,165	7/3/2005						
		Benefits Specialist	5,068	6,109							
		Assistant HR Analyst	4,507	5,411	7/3/2005						