

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 4/12/2016	(3) CONTACT/PHONE Tami Douglas-Schatz, Human Resources Director 805-781-5959 Dave Flynn, Deputy Director, Public Works 805-781-5252	
(4) SUBJECT Submittal of a resolution approving the new job classification and establishing the salary range of Safety Coordinator – Public Works. All Districts.			
(5) RECOMMENDED ACTION It is recommended that your Board approve a resolution establishing the new job classification and salary range of Safety Coordinator – Public Works. All Districts.			
(6) FUNDING SOURCE(S) Public Works – Fund Center 405 (FY 2016-17)	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$135,864.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Tami Douglas-Schatz, Human Resources Director  
805-781-5959  
Dave Flynn, Deputy Director, Public Works  
805-781-5252

DATE: 4/12/2016

SUBJECT: Submittal of a resolution approving the new job classification and establishing the salary range of Safety Coordinator – Public Works. All Districts.

## **RECOMMENDATION**

It is recommended that your Board approve a resolution establishing the new job classification and salary range of Safety Coordinator – Public Works. All Districts.

## **DISCUSSION**

The Public Works Department is responsible for construction, maintenance and operations of the County's infrastructure and facilities. To accomplish this work, roughly 50% of the Department's total staff of 280 FTE is directly involved in field service operations. Field conditions include working in and along roadways, at water and wastewater facilities, and on various building systems throughout the County. Work includes potentially hazardous duties such as aerial maintenance, working with chemicals and working in confined spaces. While the Department currently has an Engineer IV who acts as a department safety coordinator, the position only provides a maximum of 0.3 FTE towards oversight of the Public Works Injury and Illness Prevention Plan (IIPP). Considering the Department recently integrated approximately 50 facilities maintenance staff to the organization, the Department now has the highest concentration of high-risk safety-sensitive staff in the County and it is necessary to seek a full time position to oversee the safety program within Public Works.

This new classification is the first professional safety classification established outside of Risk Management. While the County's Risk Management division provides safety resources and consultation, their role is policy development and general oversight of the county-wide safety program. A request to add a Safety Coordinator position to the Position Allocation List was included in the Public Works Department FY16-17 budget submittal. This position will be responsible for day-to-day implementation of Public Works' safety program, including training and ongoing interaction with Public Works' staff. This position will be a centralized resource who can keep current with standards and practices for the Department and support the field supervisors in conducting work in a safe environment with an adequately trained work force. Responsibilities will include maintaining the IIPP, conducting Job Safety Analysis, creating safety manuals, taking a proactive field role in evaluating and instructing on safety practices, and documentation of current safety programs.

While the safety record for the Department has exceeded standards and reductions in injuries have been realized in recent years, safety requires constant attention and support. The proposed position would provide the resource to promote and ensure safety compliance across the Department. This position will work closely with the County Safety Officer and will report directly to the Director of Public Works.

The new safety-specific classification is a consistent model with other agency departments of similar size and scope. The recommended salary is appropriate for the classification's level of duties, complexity, independence and decision making authority and is consistent with the County's internal salary setting methodology.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

The Civil Service Commission approved this new classification on March 24, 2016. The County Administrative Office, Public Works Department, and County Safety Officer have reviewed this request and agree with the recommendations.

### **FINANCIAL CONSIDERATIONS**

A request to add this position to the Position Allocation List was included in the Public Works Department FY16-17 budget submittal. The total annual compensation for this position will be \$135,864 which includes salary and benefits.

### **RESULTS**

This action will provide the Department with the resource to promote and ensure safety compliance across the Department.

### **ATTACHMENTS**

1. Safety Coordinator – Public Works Classification Specification
2. Resolution