



Office of the City Manager

CONSENT CALENDAR  
July 16, 2013

To: Honorable Mayor and Members of the City Council  
 From:  Christine Daniel, City Manager  
 Submitted by: David Abel, Acting Director of Human Resources  
 Subject: Classification: Occupational Health and Safety Officer

RECOMMENDATION

Adopt a Resolution amending Resolution No. 65,376-N.S., Classification and Salary Resolution for Unrepresented Employees, to re-title the Occupational Health and Safety Coordinator classification to Occupational Health and Safety Officer effective July 17, 2013.

FISCAL IMPACTS OF RECOMMENDATION

None

CURRENT SITUATION AND ITS EFFECTS

The Occupational Health and Safety Coordinator is located in the Employee Relations Division of the Human Resources Department, with primary responsibility for leading the City's overall health and safety programs. This position leads the City's internal compliance programs by assessing needs, developing objectives, and then working with staff at all levels in the City who are responsible for implementing health and safety solutions. The classification maintains and administers the City's Injury and Illness Prevention Plan; ensures compliance with Cal OSHA requirements; implements accident/injury investigations and prevention strategies; conducts work site job hazard analysis; and develops safety training programs. Assistance is provided by a professional Occupational Health and Safety Specialist, and work is performed in conjunction with the Workers' Compensation Analyst.

The Occupational Health and Safety Coordinator classification was last revised in 2001, and since that time two individuals have held the position. It became vacant in February 2013 when the former incumbent resigned, and the Human Resources Department began a recruitment to fill the position in March 2013. The Human Resources Department made contact with a number of Health and Safety Associations to advertise the position during the recruitment process. Staff received feedback that the title

“Coordinator” did not adequately reflect the work of the position and that changing the title to “Officer” would be in line with industry standards.

BACKGROUND

The Personnel Board discussed the proposal at its June 3, 2013 meeting. By unanimous vote (Dixon, Eblé, Murray, Reyes, Roter – Yes) the Board recommended the following:

1. Re-title the Occupational Health and Safety Coordinator classification to Occupational Health and Safety Officer, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, in Representation Unit Z2 (Unrepresented Professional), effective July 17, 2013.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to maintain and revise the classification and salary schedule on a regular basis to accommodate assignment of new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

David Abel, Acting Director of Human Resources, 981-6807

Attachments

1. Classification: Occupational Health and Safety Officer
2. Resolution  
Exhibit A: Salary Schedule



CITY OF BERKELEY  
July 2013

## Occupational Health and Safety Officer

Class Code:  
24140

### **DEFINITION**

Under general direction, plans, organizes and implements a comprehensive occupational health and safety program; and performs administrative, systems, statistical, and management analysis to protect the City's human resources against potential accident or injury; performs related work required.

### **CLASS CHARACTERISTICS**

This classification is responsible for planning, implementation, and evaluation of the City's Occupational Health and Safety programs, and related education programs and activities. The incumbent is responsible for maintaining and administering the City's Injury and Illness Prevention Plan; interpreting regulations and ensuring compliance with Cal OSHA requirements; implementing accident/injury investigations and prevention strategies; conducting job hazard analysis; and leading the City's internal compliance programs by assessing needs, developing objectives, and working with staff at all levels in the City who are responsible for implementing health and safety solutions. The incumbent plans, implements, and evaluates programs to reduce the City's exposure to loss of its human, financial, physical, and natural assets through an assessment and mitigation of risk. This class is distinguished from the Employee Relations Manager in that the latter class is responsible for administering a division of diverse programs including employee and labor relations, occupational health and safety, employee health and welfare benefits, and workers' compensation.

### **EXAMPLES OF DUTIES:**

The following list of duties is intended only to describe the various types of work that may be performed and 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, or is similar or closely related to another duty statement.

1. Plans, organizes, directs, and coordinates the Occupational Health and Safety Program; plans, develops, implements, and monitors programs, policies, and procedures to ensure compliance of City departments with federal, state, and City workplace safety and health laws and regulations; identifies program needs and sets program priorities;
2. Plans and conducts field inspections of the City's facilities to ensure conformance

with established occupational health, safety, noise control, and CalOSHA regulations; exercises operation shut-down authority as necessary;

3. Inspects and surveys the City's facilities, programs, and operations to determine hazards and potential liability;
4. Conducts ergonomic assessments of employee work locations and work sites; makes recommendations to employees and supervisors on changes as appropriate to comply with applicable regulations and to ensure that employees work in a safe manner to avoid injury;
5. Coordinates City staff in providing work site health and safety investigations; assists in the development of hazardous materials programs, accident prevention and safety programs; maintains, updates, and analyzes inspection findings and other data for the occupational health function; serves as chairperson of the Citywide Safety Committee;
6. Studies statutory and regulatory requirements, and modifies program components to ensure they meet standards and legislative mandates established by federal and state regulations; analyzes the impact of legislative changes;
7. Makes joint inspections with federal, state, and local agencies as required; conducts noise surveys, and studies and follows up on complaints;
8. Identifies City-wide health and safety training needs for regulated and non-regulated classifications; determines training content, prepares curriculum based on training objectives, evaluates and modifies training objectives; facilitates and coordinates training workshops;
9. Develops City-wide accident prevention and occupational health control measures and programs; assists in the preparation of specific activity guidelines, regulations, and master plans for occupational health and safety for City departments;
10. Determines criteria for proactive strategies in assessing employee fitness and wellness; develops and administers programs to ensure that employees are medically qualified to perform the essential functions of their jobs; works with other staff and outside consultants to assist employees who are temporarily unable to perform the essential functions of their jobs to return to work;
11. Plans, implements, and evaluates programs and procedures needed to meet regulatory requirements and to attain safety and loss prevention goals and objectives; assists and advises management and supervisory staff on the development and implementation of effective and efficient loss control strategies;

12. Interprets statutory requirements and evaluates and modifies loss control program components to ensure compliance with industry standards and legislative mandates established by law;
13. Reviews, evaluates, and writes reports on the progress of the City and individual departments in reaching loss prevention goals and objectives; analyzes and prepares reports on cost and loss control activities including maintenance of a data base;
14. Plans, directs, trains, and evaluates the work of subordinate staff;
15. Administers drug and alcohol testing program for employees covered by the Omnibus Transportation Employee Testing Act of 1991 and related federal regulations; and
16. Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. State and federal laws, rules, and regulations pertaining to occupational health and safety management; current safety and accident reduction methods and technologies, including Cal OSHA standards; human error reduction, loss control management and applications of safety systems;
2. Work safety technology, principles, methods, and problems as they relate to occupational health;
3. Principles and practices of industrial hygiene and health medical surveillance programs, wellness programs, rehabilitation management, and industrial ergonomics;
4. Principles and practices of program and policy planning, development, administration, and evaluation;
5. Principles and practices of effective employee training, including training evaluation;
6. Principles and practices of education and public speaking, including the planning, preparation, and evaluation of educational materials and outreach tools;
7. Proactive strategies for reducing the City's exposure to industrial accidents and

injuries;

8. Office practices and procedures including personal computer business applications as they apply to statistical and management analysis, and data base management; and
9. Administrative principles and methods such as goal setting, program development, implementation and evaluation, and formal project planning systems.

Ability to:

1. Plan, organize, assign, direct, review, and evaluate the work of professional and office support staff;
2. Plan, coordinate, direct, review, and evaluate safe work practices;
3. Plan, organize, direct, and coordinate a variety of functional specialties with overlapping work areas, and provide effective customer service;
4. Analyze complex technical problems, identify and evaluate alternatives, and make sound judgments within established guidelines; identify and analyze occupational health management problems, evaluate alternatives and adopt an effective course of action;
5. Deal tactfully and effectively with a wide variety of board and commission members, government officials, civic groups, regulated industry representatives, unions, the public, and City staff;
6. Collect and organize statistical data; analyze, classify and rate risk exposure and loss expectancies; and maintain accurate records;
7. Develop, implement and evaluate program goals and objectives, operating procedures, work standards, and management controls; and make policy recommendations through the chain of command;
8. Prepare clear, concise, and accurate written studies, proposals, and reports;
9. Use industrial hygiene instrumentation and equipment;
10. Represent the City in meetings with unions, public, and government bodies to promote program goals; and
11. Provide clear, focused, and cost-effective occupational health and accident reduction training programs.

**MINIMUM QUALIFICATIONS:**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a 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 four (4) years of increasingly responsible professional experience administering occupational health and safety, risk management, workers' compensation or similar programs involving the identification, evaluation and control of safety hazards in work places; and developing, evaluating, and implementing occupational health and safety programs.

**OTHER REQUIREMENTS**

Possession of one of the following certificates is desirable: a Certified Safety Professional; Associate in Risk Management; or Certified Industrial Hygienist. 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, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

Occupational Health and Safety Officer	
Classification Code	2414
Classification Established	11/1989
Classification Revised	7/1995
Classification Revised	9/1997
Classification Revised	1/2001
Classification Revised	7/2013
FLSA Status	Exempt
Administrative Leave/Overtime	Administrative Leave
Representation Unit	Z2
Probationary Period	One Year
Workers' Compensation Code	8810

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

CLASSIFICATION: OCCUPATIONAL HEALTH AND SAFETY OFFICER

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Acting Director of Human Resources has recommended re-titling the Occupational Health and Safety Coordinator; and

WHEREAS, the Personnel Board recommended on June 3, 2013 to re-title the Occupational Health and Safety Coordinator to Occupational Health and Safety Officer, exempt from the overtime provisions of the Fair Labor Standards Act and eligible for administrative leave, in Representation Unit Z2 (Unrepresented Professional), effective July 17, 2013.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 65,376-N.S., Classification and Salary Resolution for Unrepresented Employees, is amended to re-title the Occupational Health and Safety Coordinator classification as shown in Exhibit A, effective July 17, 2013.

**Salary Schedule**

<b>Job Code</b>	<b>Unit</b>	<b>Class</b>	<b>FLSA</b>	<b>A</b>	<b>B</b>	<b>Steps C</b>	<b>D</b>	<b>E</b>	<b>Effective Date</b>
2414	Z2	<b>Occupational Health and Safety Officer</b>	E	\$7,153	\$7,490	\$7,863	\$8,248	\$8,644	07/17/13

