

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the Safety Officer class spec, assign the Fleet-Fiscal Officer incumbent as the Safety Officer, allocate the position to the Public Works Department and eliminate the Fleet-Fiscal Officer allocation, maintain the incumbent's salary at range 261, and assign the position to MCMCO. HDC & Associates, the consultant performing the Classification and Internal Compensation Study, drafted the class spec as previous Board discussions directed that one be drafted. It is being recommended that the salary for the Safety Officer position be maintained at the Fleet-Fiscal Officer's salary, who is currently performing the Safety Officer functions, as the consultant has been asked to make a salary recommendation during the internal comp portion of the Study. If the consultant recommends a salary higher than range 261, the Safety Officer's salary will be retroactive to this date. If the consultant recommends a salary lower than range 261, the Safety Officer's salary will be Y-rated* at range 261.

*Y-rate means if the salary of the employee is greater than the maximum of the new range, the salary of the employee will be designated as a "Y" rate and will not change during continuous regular service until the maximum of the new range exceeds the salary of the employee.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At their meeting of May 14, 2002, the Board approved a Fiscal Officer allocation to the Public Works Department. The Board also directed that Personnel develop a job description for the Safety Officer position as staff indicated this was a necessary position so that this individual could ensure OSHA compliance throughout the County. During this time, the Board retained HDC & Associates to conduct a Classification and Internal Compensation Study. It was thought that HDC could prepare a job description for the Safety Officer position, which they have done. The Fleet-Fiscal Manager allocation could not be eliminated, however, until a class spec was drafted and the Fiscal Officer position was filled; the Fiscal Officer position was filled in January 2003.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Amend the class spec as the Board desires and adopt. There is no other alternative as the Board has previously approved a Safety Officer classification.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		Class Spec _____
Source:		_____
Internal Transfer		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other		_____

CLERK'S USE ONLY:

Res. No.: 03-96 Ord. No. _____
Vote - Ayes: 4 Noes: _____
Absent: Pickard
AMW Approved
() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____ Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments: _____

CAO: *RJA*

SAFETY OFFICER

DEFINITION

Under direction, to develop, implement, oversee and maintain the County's Workplace Safety Program; to assist in general liability loss prevention activities; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Public Works.

EXAMPLES OF ESSENTIAL FUNCTIONS

Develops, implements, and monitors the effectiveness of the County's Workplace Safety Program

Provides consultation, guidance and technical assistance to departments on matters related to workplace safety and security, including SB 198 requirements and other Cal/OSHA standards relevant to department operations, loss prevention, and regulatory compliance.

Conducts regular safety audits of department compliance with required workplace safety standards, regulations and County policy.

Performs workplace safety reviews as indicated by injury/illness claims history or departmental need, recommends corrective action and makes follow-up audits or inspections to ensure compliance.

As requested, assists in loss prevention activities related to the County's general liability insurance program, which may include conducting on-site investigation of accidents or injuries to ascertain need for corrective action.

Reviews incident/accident reports and investigates claims of injury and/or property damage as appropriate.

Develops, implements and monitors a county-wide critical incident response policy and program which includes workplace violence prevention

Assists in the monitoring of the County-wide return to-work program for injured workers needing restricted or light duty assignments.

Develops and conducts training for departments on general and specific topics related to workplace safety, such as ergonomics, driving safety, personal protective equipment, lifting safety.

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Researches codes, regulations and legislative requirements and disseminates information to departments as appropriate.

Assists departments in the preparation of safety manuals and forms, and advises departments on proper recordkeeping requirements

Implements and coordinates the Public Works and Transit Drug/Alcohol Testing Program..

Prepares a variety of reports and correspondence.

EMPLOYMENT STANDARDS

Knowledge of:

Knowledge of: Local, state and federal Occupational Safety and Health Standards and regulatory compliance.

Methods and techniques of hazard and risk assessment.

California workers' compensation rules, regulations, and claims administration

Data analysis; methods and techniques of training.

Personal computers and software applications used in a business setting.

Ability to:

Understand, interpret, apply and/or implement occupational health and safety laws, rules, regulations and policies.

Respond to and investigate employee emergencies involving accidents and injuries.

Gather and analyze information, define problems and make appropriate recommendations.

Gather and evaluate data and prepare meaningful, concise and accurate written and oral reports and recommendations; communicate effectively both orally and in writing.

Establish and maintain positive working relationships with others at all organizational levels.

Initiate, plan and complete assignments with little or no supervision.

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This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Created: 04/03 (B/S Res. 03-96)