



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

WEDNESDAY, APRIL 25, 2018
1:00 P.M.

FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125

If you have a disability and need an accommodation to participate in the meeting, please call the Secretary at (760) 728-1125 for assistance so the necessary arrangements can be made.

Writings that are public records and are distributed during a public meeting are available for public inspection at the meeting if prepared by the local agency or a member of its legislative body or after the meeting if prepared by some other person.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION / DISCUSSION

A. SAFETY & RISK ADMINISTRATOR TITLE AND JOB DESCRIPTION REVISIONS

B. REORGANIZATION TO ACCOMMODATE CURRENT AND ANTICIPATED VACANCIES IN VARIOUS DEPARTMENTS

III. ADJOURNMENT OF MEETING

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DECLARATION OF POSTING

I, Mary Lou West, Secretary of the Board of Directors of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Mary Lou West, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

April 20, 2018
Dated / Fallbrook, CA


Secretary, Board of Directors

MEMO

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager 
DATE: April 25, 2018
SUBJECT: Safety and Risk Administrator Title and Job Description Revisions

Purpose

To obtain approval for the proposed revisions to the title and job description for the District's Safety and Risk Administrator job classification.

Summary

The proposed title change from Safety and Risk Administrator to Safety and Risk Officer and the proposed changes to the job description more adequately describe the current and projected scope of duties of the position.

The Safety and Risk Officer title will allow this position to be recognized by Occupational Safety and Health Administration (OSHA) thereby allowing the incumbent to work directly with OSHA compliance officers on inspections and appeal processes.

Additionally, pursuant to California Code of Regulations (CCR) Section 3203, the District must identify the individual with authority and responsibility for its risk and safety programs. The updates to the job description will provide this authority.

No change in compensation is being proposed.

Recommended Action

Staff recommends approving the Safety and Risk Administrator job title change to Safety and Risk Officer and the proposed changes to the job description.

RESOLUTION NO. 4928

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE FALLBROOK PUBLIC UTILITY DISTRICT
AMENDING ADMINISTRATIVE CODE ARTICLE 11, PERSONNEL
REGULATIONS

* * * * *

WHEREAS, the Safety & Risk Administrator job title and job description do not adequately describe the current and projected scope of duties of the position; and

WHEREAS, it is proposed the job title and job description be revised to Risk and Safety Officer to more adequately describe the current and projected scope of duties of the position; and

WHEREAS, the proposed revisions to the job title and job description will allow this position to be recognized by the Occupational Safety and Health Administration (OSHA) thereby allowing the incumbent to work directly with OSHA compliance officers on inspections and appeal processes; and

WHEREAS, the proposed revisions will identify the individual with the authority and responsibility to administer the District's risk and safety programs as required by California Code of Regulations section 3203.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fallbrook Public Utility District that:

1. Article 11, Personal Regulations, as they apply to the Safety & Risk Administrator job title and job description, shall be amended with the proposed revisions as shown in Attachment "A" attached hereto and incorporated herein.
2. The remaining provisions of Article 11 are unaffected and reconfirmed hereby.

PASSED AND ADOPTED by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the ____ day of _____, 2018, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Attachment “A”

SAFETY AND RISK ADMINISTRATOR SAFETY AND RISK OFFICER

Definition

Under general supervision by the ~~Administrative Services Manager/Treasurer~~ Chief Financial Officer/Assistant General Manager, to administer and process the District's risk and safety programs, including workers' compensation and property and liability claims; to perform project work analysis, defining methods and safety procedures for District operations while maintaining safety and security requirements; to plan and schedule work and safety training in accordance with established priorities, arrange for appropriate staffing and material; to maintain records and reports; ~~administer workers' compensation program and processes property and liability claims~~, and to perform related work as required.

Class Characteristics

Positions in this class perform specialized safety, risk, security (including vulnerability assessments), and field-related special analysis, reporting, planning and scheduling. Incumbents are expected to be familiar with practices of all District systems and functions, regulatory compliance, such as OSHA, CalOSHA, workers' compensation, and Department of Health requirements; and should be able to use a computer as a word processor and analyzer of information. Incumbents report as assigned and receive general direction in the broadest terms of desired work product requirements. ~~They carry responsibility for independent communication with employees, management, contractors, and citizens. Incumbents have a staff relationship as assigned and serve no line authority over other employees.~~

Examples of Duties

Administers employee safety, workers' compensation, risk, security and loss control program; Implements Injury and Illness Prevention Program (IIPP); Works directly with OSHA compliance officers on inspections and the appeal process; Inspects District-wide work areas and work in progress for safe work practices; Schedules and attends employee safety meetings; Coordinates with warehouse personnel on the purchase of equipment to ensure that attention has been given to the safety of new equipment; ~~Serves as the~~ Certified Respiratory Program Administrator; ~~Permanently assigned to~~ Participates on the Safety Committee as technical resource; Participates in vehicle and safety inspections; Coordinates disaster preparedness internally and with other agencies; Receives input from employees about ideas to improve District safety, responding to such input, and takes appropriate action under the direction of the ~~Administrative Services Manager/Treasurer~~ Chief Financial Officer/Assistant General Manager; Operates a ~~computer terminal and~~ personal computer in the analysis of work methods and workloads to maximize the use of District resources; Maintains computer records; Prepares written reports, brochures, programs, signage, training materials and schedules; Performs routine clerical functions such as keyboarding, filing, taking messages, and preparing letters; Operates District vehicles; Coordinates annual health fair; Maintains DMV pull notices, DOT records and regulations, and defensive driving training requirements; ~~Serves as~~ Is the liaison with contracted DOT and Non-DOT testing provider; Schedules annual physicals as required; Processes property and liability claims; and Performs related work as required.

Qualifications Knowledge of:

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Safety regulations, laws, ordinances, etc. applicable to water/wastewater agency; District functional operations; Workers' compensation rules and regulations; Property and liability programs; Crisis management and communication; Vulnerability assessments for security issues; Emergency response procedures and protocols; Principles of work measurement; Basic mathematics; English usage, spelling, grammar, punctuation, record keeping and filing; Report keeping methods; Construction, maintenance, and operations terminology, methods, materials and equipment; Word, Excel, Access, PowerPoint, Outlook, internet access and desktop publishing.

Ability to:

Read, understand, and apply moderately difficult materials; Maintain detailed and accurate records on a personal computer; Research, interpret and articulate laws, regulations and ordinances to District employees and to the public; Make mathematical calculations with speed and accuracy; Work in the field in varying weather conditions; Prepare oral and written reports; Develop safety, risk management, security and operating procedure manuals, programs, brochures, signage, and training schedules; Develop and conduct training sessions; Use audio/visual equipment; Write legibly; Operate a vehicle observing legal and defensive driving practices; Understand and carry out oral and written instructions; Establish and maintain effective relationships with those contacted in the course of work.

License and Certification

Valid and appropriate California driver's license.
Certified Occupational Safety Specialist (COSS) ~~higher certification or degree may be substituted;~~
Water Distribution Operator, Grade I (D1) ~~certification is highly desirable.~~
~~and either~~ Water Treatment Operator, Grade I (T1) ~~certification and~~ Collection System Maintenance Operator, Grade I (CSM 1) ~~certification is preferred.~~

Training and Experience Minimum Qualifications

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position.

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A typical qualifying entrance background is three years of experience as a safety

administrator/officer, trainer or coordinator, ~~operation of a computer terminal~~ and completion of safety training ~~specific to water/wastewater agencies~~ such as confined space, respirator (SCBA) administrator, defensive driving, hazardous materials management, ergonomics, lockout/tagout, workers' compensation, risk management, security and DOT drug/alcohol regulations; ~~Or~~ Completion of an AA Degree in Water or Wastewater Technology. A Bachelor's Degree in industrial hygiene, public or business administration is highly desirable.

Physical Demands

- Walking: Moves about on foot often through uneven terrain.
- Hands/Arms: Operates computer for up to 89 hours a day.
- Sitting: Sits in chair and District vehicles.
- Talking: Expresses ideas and shares information by means of spoken word in person and by telephone and radio.
- Hearing: Hears well enough to receive communication.
- Vision: Reads written or video messages for up to 9 hours per day; operates District vehicle.

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This position may include periodic to frequent disagreeable working conditions including dirt, fumes, vibrations, heat, cold, dampness, sewage, wastewater solids and hazardous chemicals.

Protective Devices Required

Hard hat, gloves, safety shoes, hearing protection, safety glasses, vest and seat belt.

Reasonable accommodations will be considered.

SALARY RANGE: 37 COSS certification
 38 COSS certification and D1 (Target)
 39 COSS certification, D1 and either T1 or CSM1

Board Approved
Effective Date
9/00
Board Approved
Revision Date
7/01
403
5/09 EFF. 9/09

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