


CITY OF MARYSVILLE

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: October 13, 2014

AGENDA ITEM: Job Classification-Risk/Emergency Management Officer	AGENDA SECTION: New Business	
PREPARED BY: Gloria Hirashima, CAO/CD Director	APPROVED BY: 	
ATTACHMENT: 1. Memo dated 10/6/14 2. Revised Job Description – Risk/Emergency Management Officer 3. Prior Job Description – Risk Management Officer 4. Non-Represented Pay Grid – 2014	MAYOR	CAO
	BUDGET CODE:	

DESCRIPTION:

The City is currently recruiting to fill a vacancy created by the current Risk Management Officer. The Executive Office has determined that a need exists with respect to emergency management planning for the city. The position has been revised to address that need by title and essential job duties. The position is titled Risk/Emergency Management Officer. The essential duties now require skills related to emergency management and disaster preparedness training and background. The position will also continue to serve as the Risk Management Officer and be responsible for coordinating the city’s Safety program.

Staff is recommending the position be reclassified to the N11 pay grid. The Risk Management Officer was previously classified in the N10 grid.

RECOMMENDED ACTION:

Approve the pay classification of N11 for the Risk/Emergency Management Officer.

COUNCIL ACTION:



EXECUTIVE DEPARTMENT
1049 State Avenue ♦ Marysville, WA 98270
(360) 363-8000 ♦ (360) 651-5099 FAX

Date: October 6, 2014

To: City Council

From: Gloria Hirashima, Chief Administrative Officer

A handwritten signature in black ink, appearing to be "Gloria Hirashima", written over the name in the "From:" field.

Subject: Risk/Emergency Management Officer

The City is currently recruiting to fill a vacancy created by the current Risk Management Officer. The Executive Office has determined that a need exists with respect to emergency management planning for the city. The position has been revised to address that need by title and essential job duties. The position is titled Risk/Emergency Management Officer. The essential duties now require skills related to emergency management and disaster preparedness training and background. The position will also continue to serve as the Risk Management Officer and be responsible for coordinating the city's Safety program.

Previously, the emergency management function has been added as a task level assignment to various positions within the city, rotating between Police and Public Works. This assignment has been added to management positions that already had full time essential job duties in other areas that required their full time and attention. The Executive office believes the emergency management function is a critical role of the city in preparation for disasters and would like to expand city wide training and planning for this function. To this end, we are revising the Risk Management position to provide a broader policy and planning approach for the city's emergency management, risk management and safety training for city departments and community. The position will be in the Executive Department, and the approach will be to coordinate with all city departments, Marysville Fire District, outside agencies, nonprofits and community members. The position will be expected to develop community wide training and involvement in the area of emergency preparedness. The new position will require experience and training in emergency management planning and preparedness.

The qualifications for the position, job duties and position complexity are similar to other positions in the N11 pay grid – chiefly the Senior Planner position, which is the other position in the classification.

**City of Marysville
Job Description**

Job Title:	Risk Management Officer
Department/Division:	Executive
Reports To:	Assistant Human Resources Director
FLSA Status:	non-exempt
Union Status:	non-union
Approval/Revision Date:	January 2008

POSITION SUMMARY:

Under the direction of the Assistant Human Resources Director, plan, organize, and implement a comprehensive risk management program designed to protect the City against financial and human resources exposures and risks, including general liability, workers' compensation, property damages and other risks; administer citywide safety program involving all departments in safety and accident prevention activities; and develop and administer the citywide employee safety training program.

The work performed by this class requires incumbents to apply professional knowledge and expertise as well as established guidelines and alternatives to determine facts, analyze problems, and make decisions without immediate supervisory review; incumbents may respond to sensitive and complicated inquiries or problems related to departmental programs or policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned as needed.

1. Develop, implement, administer, and review a comprehensive citywide safety and risk management program in accordance with federal, state, and local laws, regulations, policies, and procedures.
2. Serve as City's risk management coordinator, administering the City's liability, property and auto/physical damage insurance programs.
3. Coordinate claim process from initial filing to final claims adjustment.
4. Explain the claim filing and adjustment process to potential claimants and claimants.
5. Ensure appropriate insurance coverage levels by maintaining the property and automobile schedules.
6. Add newly acquired City property/automobiles to appropriate schedule.
7. Serve as City's safety officer; recommend proper measures to assure a safe workplace and safe work practices for City employees, and conduct appropriate follow up activities as needed.
8. Assist all City staff in achieving compliance with applicable laws, ordinances, policies and guidelines concerning safety and health.
9. Coordinate and/or conduct safety training as mandated.

10. Manage workers' compensation claims in order to maintain the City's experience factor at a manageable level; manage the City's return to work program to ensure prompt return of injured employees to their respective positions.
11. Communicate with employees and their supervisors about claims, coordinates leave buybacks from Labor & Industries checks.
12. Assist departments in facilitating the prompt return of injured workers by conferring with the injured employee, the employee's supervisor, and the employee's health care provider.
13. Serve as staff coordinator to the City Safety Committee, ensuring that the committee is effective in carrying out their responsibilities.
14. Administer federally mandated drug and alcohol testing for CDL holders.
15. Coordinate employee testing, receive test results, maintain records of testing, and provide policy guidance to supervisors as needed.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles, practices, regulations, and standards related to risk management.
- Insurance industry practices.
- WISHA standards, policies and procedures.

Ability to:

- Establish and maintain effective working relations with representatives of other jurisdictions, attorneys, insurance representatives and other staff.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex issues or regulations.
- Collect, analyze, interpret, evaluate and report risk and accident data and recommend countermeasures.
- Review proposed facilities, programs and other activities under consideration by the City for accident prevention and risk management implications.
- Maintain accurate records related to safety activities such as safety inspections, safety training, and accident investigations.
- Prepare reports and make recommendations as required.
- Perform workstation/method assessments, and make corrective recommendations of needed methods, materials, parts, equipment, and their use to minimize the risk of repetitive stress injuries and cumulative trauma disorders.
- Work effectively and in a professional manner while working with interruptions, strict deadlines and handling multiple projects simultaneously; plan, prioritize and organize workflow in order to meet position and department goals and deadlines.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

Three years of professional level experience involving safety, workers' compensation and risk management, preferably in the public sector.

Education and Training:

Any combination equivalent to: bachelor's degree in occupational health/safety, industrial hygiene, risk management, public or business administration or a related field.

Licenses or Certificates:

None

PHYSICAL DEMANDS / WORKING CONDITIONS:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

**City of Marysville
Job Description**

Job Title:	Risk/Emergency Management Officer
Department/Division:	Executive
Reports To:	Chief Administrative Officer
FLSA Status:	non-exempt
Union Status:	non-union
Approval/Revision Date:	August 2014

POSITION SUMMARY:

Under the direction of the Chief Administrative Officer, plan, organize, and implement comprehensive risk management and emergency management programs; participate in the development and administration of the City's emergency management program; administer citywide safety program and accident prevention activities; and develop and administer citywide employee safety and disaster preparedness training.

The work performed by this class requires incumbents to apply professional knowledge and expertise as well as established guidelines and alternatives to determine facts, analyze problems, and make decisions without immediate supervisory review; incumbents may respond to sensitive and complicated inquiries or problems related to departmental programs or policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned as needed.

1. Develop, implement, administer, and review comprehensive citywide emergency management, safety and risk management programs in accordance with federal, state, and local laws, regulations, policies, and procedures.
2. Serve as City's risk management coordinator, administering the City's liability, property and auto/physical damage insurance programs; coordinate the claim process from initial filing to final claims adjustment; explain the claim filing and adjustment process to potential claimants.
3. Ensure appropriate insurance coverage levels by maintaining the property and automobile schedules; add newly acquired City property/automobiles to appropriate schedule.
4. Serve as City's safety officer and staff coordinator to the City Safety Committee; recommend proper measures to assure a safe workplace and safe work practices for City employees, and conduct appropriate follow up activities as needed.
5. Assist all City staff in achieving compliance with applicable laws, ordinances, policies and guidelines concerning safety and health.
6. Coordinate and/or conduct safety training as mandated.
7. Write and coordinate a variety of emergency or disaster related plans or portions of plans, procedures, and checklists to be used in response to disasters or emergencies.
8. Coordinate disaster response or crisis management activities.
9. Propose alterations of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.

10. Develop and administer disaster management training programs, courses and preparedness presentations.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles, practices, regulations, and standards related to risk management.
- Insurance industry practices.
- WISHA standards, policies and procedures.
- National Incident Management System (NIMS)
- Fundamentals of emergency management and management of emergency operations.
- Skill in analysis and problem solving.
- Strong communication and public presentation skills.

Ability to:

- Establish and maintain effective and cooperative working relations with representatives of other jurisdictions, attorneys, insurance representatives, the public and other staff.
- Deal courteously, professionally and tactfully with internal and/or external regional partners, agencies and the public.
- Communicate effectively, orally and in writing including the ability to listen effectively and to explain complex issues to internal and external customers.
- Collect, analyze, interpret, evaluate and report data and recommend countermeasures.
- Effectively coordinate a variety of emergency management-related activities.
- Develop, implement and evaluate program goals and objectives.
- Review proposed facilities, programs and other activities under consideration by the City for accident prevention and risk management implications.
- Maintain accurate records related to safety activities such as safety inspections, safety training, and accident investigations.
- Prepare reports and make recommendations as required.
- Perform workstation/method assessments, and make corrective recommendations of needed methods, materials, parts, equipment, and their use to minimize the risk of repetitive stress injuries and cumulative trauma disorders.
- Work effectively and in a professional manner while working with interruptions, strict deadlines and handling multiple projects simultaneously; plan, prioritize and organize workflow in order to meet position and department goals and deadlines.
- Operate IBM-compatible personal computer, including word processing, spreadsheet, and database software applications.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

Three years of professional level experience involving safety, risk management, emergency preparedness, preferably in the public sector.

Education and Training:

Any combination equivalent to: bachelor's degree in occupational health/safety, industrial hygiene, risk management, public or business administration or a related field. Completion of at least 80 hours of emergency management classes.

Licenses or Certificates:

- Possession of, or ability to possess within six months of hire date, a Washington State Driver's license.

PHYSICAL DEMANDS / WORKING CONDITIONS:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

This position generally works a regular schedule; however, incumbents may be required to work some evening and/or weekend hours to respond to emergencies.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

CITY OF MARYSVILLE

NON-REPRESENTED PAY GRID – 2014

1.5% increase

PAY CODE	TITLE	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
N1		3,442	3,615	3,796	3,986	4,185	4,394	4,615
N2	Confidential Administrative Assistant	3,615	3,796	3,986	4,185	4,394	4,615	4,844
N3	Computer Support Tech I	3,796	3,986	4,185	4,394	4,615	4,844	5,087
N4	Planning Assistant	3,986	4,185	4,394	4,615	4,844	5,087	5,340
N5	Deputy City Clerk	4,185	4,394	4,615	4,844	5,087	5,340	5,608
N6	Engineering Project Aide, Probation Officer, Police/Legal Confidential Administrative Assistant	4,394	4,615	4,844	5,087	5,340	5,608	5,889
N7	Engineering Tech, Associate Planner, Development Services Tech., Code Enforcement Officer, Bldg Inspector, HR Specialist II, Executive Assistant/Analyst, Surface Water Specialist, Surface Water Inspector	4,615	4,844	5,087	5,340	5,608	5,889	6,182
N8	Athletic Coordinator, Recreation Coordinator, Electrical Inspector, Sr. Construction Inspector	4,844	5,087	5,340	5,608	5,889	6,182	6,493
N9	Community Information Officer, Financial Analyst, HR Analyst, Computer Network Administrator, GIS Analyst, Plan Exam/Senior Bldg Inspector, Crime Analyst, Information Systems Analyst	5,087	5,340	5,608	5,889	6,182	6,493	6,816
N10	Assoc Engineer III/CD, GIS Administrator, Risk Management Officer, SCADA/Telemetry Administrator, Project Engineer	5,340	5,608	5,889	6,182	6,493	6,816	7,158
N11	Senior Planner	5,608	5,889	6,182	6,493	6,816	7,158	7,515