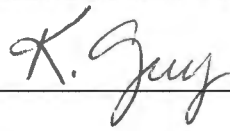


CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 3/14/2014

AGENDA ITEM: Safety/Training Officer Classification & Compensation	
PREPARED BY: Kristie Guy	DIRECTOR APPROVAL: 
DEPARTMENT: Human Resources	
ATTACHMENTS: Classification & Compensation Analysis	
BUDGET CODE:	AMOUNT:
SUMMARY:	

A new Safety/Training Officer position was approved in the 2016 budget to perform duties related to citywide safety and accident prevention, training, and to provide assistance and support with emergency and disaster preparedness activities to help schedule and coordinate training offered to community resources.

A classification and compensation analysis regarding a new Safety/Training Officer position was conducted. This position will enable the City to accomplish two objectives: 1) Increase safety and training programs for employees to ensure certifications and training are completed per local, state and federal requirements; and 2) allow the Emergency Management/Risk Officer to enhance the City's Emergency Management capabilities and increase training of community resources.

There is currently one position that covers the areas of Safety, Risk Management, and Emergency Management. Since initiation of community programs like Community Emergency Response Team (CERT) and Map Your Neighborhood (MYN), multiple requests have been received from neighborhood groups and individuals asking for meetings and assistance. The City will be better prepared to support these requests with the addition of the Safety/Training Officer position.

RECOMMENDED ACTION:

Staff recommends that Council authorize the Mayor to:

1. Adopt the proposed job description for Safety/Training Officer, which captures the responsibilities, knowledge, skills, and abilities required to perform the duties of this position.
2. Place the Safety/Training Officer position at range N7 on the Non-represented grid with a monthly salary range of \$4801 - \$6432. This placement reflects the external market value and preserves internal equity among the City's positions.

CLASSIFICATION AND COMPENSATION ANALYSIS OF SAFETY/TRAINING OFFICER

FEBRUARY 2016

I. BACKGROUND

Human Resources was asked to conduct a classification and compensation analysis regarding a new Safety/Training Officer position. This position will enable the City to accomplish two objectives: 1) Increase safety and training programs for employees to ensure certifications and training are completed per local, state and federal requirements; and 2) allow the Emergency Management/Risk Officer to enhance the City's Emergency Management capabilities and increase training of community resources.

There is currently one position that covers the areas of Safety, Risk Management, and Emergency Management. Since initiation of community programs like Community Emergency Response Team (CERT) and Map Your Neighborhood (MYN), multiple requests have been received from neighborhood groups and individuals asking for meetings and assistance. The City has not been able to support all of these requests. In addition to safety and training, the Safety/Training Officer position will also provide assistance and support with emergency and disaster preparedness activities to help schedule and coordinate training offered to community resources.

II. JOB CLASSIFICATION

SAFETY/TRAINING OFFICER JOB DESCRIPTIONS

This position performs a range of routine and complex duties related to citywide safety and accident prevention as well as compliance with occupational safety and health regulations, policies and procedures. Duties include activities such as job hazard analysis; field inspection of work places for possible hazards and exposures; coordinate, schedule and track employee training and certification requirements; develop and implement written safety policies and procedures. Duties also include assisting with emergency and disaster preparedness including training of community resources.

The work performed by this class requires incumbents to apply professional knowledge and expertise as well as established guidelines and alternatives to make non-routine judgments and recommendations to management regarding complex issues; incumbents operate independently and select appropriate methods to accomplish project assignments.

[A proposed job description is included]

III. COMPENSATION ANALYSIS

The focus of the compensation analysis is to evaluate placement of this position within the City's classification and compensation grid. The goal is to assign a compensation level that accurately reflects the responsibilities and accountabilities of the position and the skills, knowledge, and abilities required to perform the job while preserving the internal equity of the

City's classification and compensation system by compensating the position fairly relative to other City job classifications. It is also appropriate to look at external market comparables (since the City's compensation philosophy is generally a market-value approach) to ensure that qualified candidates will be attracted to the position.

SAFETY/TRAINING OFFICER

External comparisons:

To measure external equity, we looked at the cities of Olympia, Puyallup, and Renton. These three cities have similar positions whose focus is on safety and training. Duties performed include planning, coordinating and implementing citywide safety and accident prevention programs and also conduct and/or schedule employee occupational safety and health training and testing. All three positions require a Bachelor's degree in occupational health/safety, public or business administration or related field; two years related experience; or an equivalent combination of training and experience. However, these positions vary in their level of responsibilities and authority.

The City of Puyallup's Risk and Safety Coordinator position works under the direction of the City Attorney in an administrative support role performing duties related to both risk management and safety. Duties related to risk management include coordinating special event permits, maintaining claim files, and acting as a liaison for processing claims for damages received by the City. Safety responsibilities include maintaining records, coordinating with departments, and assisting with the evaluation and administration of worker safety and liability programs. This position provides administrative support for two different functions, risk and safety. This position has a lower level of responsibility than the positions at the two other comparable cities which are responsible for administering programs and ensuring compliance with provisions of local, state and federal safety standards and regulations. **The 2016 monthly salary range for Puyallup's Risk and Safety Coordinator is \$4325 - \$5622.**

The City of Olympia's Safety Officer administers a comprehensive employee occupational safety, health and training program. This position may lead or supervise the work of other employees and has a high degree of accountability. This position is responsible for assuring that the City's field staff functions are in compliance with occupational safety and health laws and that work procedures and practices are conducted safely and in a manner that minimizes risk of personal injury and accidents. The Safety Officer conducts research and makes recommendations on complex laws and regulations. This position does not require knowledge in the fundamentals of emergency management and management of emergency operations nor does this position provide support to emergency and disaster preparedness activities. **The 2016 monthly salary range for Olympia's Safety Officer is \$4749 - \$5778.**

The City of Renton (population 98,470) has a city-wide budget twice that of Marysville's. This allows them to have more positions that perform a narrower scope of work. They are included in this analysis because of their City's focus on safety and worker's compensation programs as well as emergency and disaster preparedness. The Renton Emergency Preparedness Academy (REPA) is a partnership between the City of Renton, the American Red Cross and Renton Technical College and provides courses to help people and neighborhoods be better prepared and equipped to face any type of emergency. Renton's Emergency Management Coordinator (\$5306 - \$6466) supports emergency management and disaster preparedness and acts as a staff liaison to train and support community groups, markets programs and participates in community events such as safety fairs and home shows to increase awareness of emergency preparedness.

Renton's Safety Officer works under the direction of the Risk Management Administrator to assist in the development and management of safety and worker's compensation programs. Similar to Marysville's position, specific duties include attend and participate in Central Safety Committee meetings, implement provisions of local, state and federal safety standards and regulations, provide training for supervisors and employees, and investigate vehicle and personal injury accidents. Renton's Safety Officer has a greater scope of responsibilities, however, because this position also assists with the administration of risk management programs. This includes coordinating the management of self insured worker's compensation programs and monitoring claims. Renton's Safety Officer is also responsible for identifying facilities safety issues and makes recommendations concerning improvements and installation of safety devices. These duties are performed by Marysville Fleet/Facilities Manager position. **The 2016 monthly salary range for Renton's Safety Officer is \$5354 - \$6525.**

Internal comparisons:

To gauge internal equity, we looked at education and experience as well as the knowledge, skills, and abilities requirements of other positions within the City of Marysville. Specifically, we looked at other non-represented positions that require an Associate or Bachelor degree and where incumbents must possess a high degree of professional knowledge and expertise in their field. We also looked at other positions that require the ability to review and analyze information regarding complex issues and make recommendations to management; coordinate and interact with other departments and outside agencies; and have responsibility for creating and maintaining records needed for regulatory and/or legal compliance.

The City of Marysville's Associate Planner classification, N7, performs professional work including land use and environmental reviews and comprehensive land use planning. This position requires a Bachelor's degree as well as professional experience and expertise. Similar to the Safety/Training Officer, this position requires the ability to review and analyze technical information, prepare and present reports, and make recommendations to department management. This position establishes and maintains databases, files and permit tracking systems. The Associate Planner performs work that assures regulatory compliance and coordinates projects with other city departments as well as outside agencies and groups.

Another comparable position within the City is the Surface Water Specialist classification. This position is also at the N7 level on the non-represented salary grid. This position requires an Associate's degree, Bachelor preferred, and two years experience. The Surface Water Specialist position works in a highly regulatory field and is responsible for coordinating and assisting in implementation of the surface water management program. This position tracks and assists with reporting of various regulatory programs including NPDES Phase II Permit requirements, maintains the surface water utility billing database, and calculates surface water utility rates.

The 2016 monthly salary range for both the Associate Planner and Surface Water Specialist, N7 on the non-represented salary grid, is \$4801 - \$6432.

As a comparison we also looked at positions at the N8 range on the non-represented salary grid which includes the Athletics Coordinator and Recreation Coordinator. Both of these positions require a Bachelor's degree and a minimum of two year's experience; supervise part-time and seasonal staff and contracted instructors; and assist with the hiring process, assign work schedules and tasks, train employees, and review work processes and products. These positions have a greater level of responsibility and perform supervisory duties not performed by positions in the N7 salary range. **The 2016 monthly salary range for the Athletics Coordinator and Recreation Coordinator, N8, is \$5040 - \$6755.**

IV. RECOMMENDATIONS

1. Adopt the proposed job description for Safety/Training Officer, which captures the responsibilities, knowledge, skills, and abilities required to perform the duties of this position.
2. Place the Safety/Training Officer position at range N7 on the Non-represented grid with a monthly salary range of \$4801 - \$6432. This placement reflects the external market value and preserves internal equity among the City's positions.

**City of Marysville
Job Description**

Job Title: Safety/Training Officer
Department/Division: Executive
Reports To: Risk/Emergency Management Officer
FLSA Status: non-exempt
Union Status: non-union
Approval/Revision Date: January 2016

POSITION SUMMARY

This position performs a range of routine and complex duties related to citywide safety and accident prevention as well as compliance with occupational safety and health regulations, policies and procedures. Duties include activities such as job hazard analysis; field inspection of work places for possible hazards and exposures; coordinate, schedule and track employee training and certification requirements; develop and implement written safety policies and procedures. Duties also include assisting with emergency and disaster preparedness including training of community resources.

The work performed by this class requires incumbents to apply professional knowledge and expertise as well as established guidelines and alternatives to make non-routine judgments and recommendations to management regarding complex issues; incumbents operate independently and select appropriate methods to accomplish project assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned as needed.

1. Plan, coordinate, and implement a comprehensive citywide safety and accident prevention program including implementation of provisions of safety standards and regulations in accordance with federal, state and City laws, regulations, and policies and procedures.
2. Develop, conduct and/or schedule employee occupational safety and health training and testing programs. Track employee training, certifications, and ensure testing (including hearing exams, noise level surveys, post incident blood borne pathogen exposure) is completed per local, state and federal requirements; prepare training class materials.
3. Conduct research, make recommendations and assist with the development of City policies and procedures related to occupational safety and health; keep current with interpretation of existing as well as newly implement provisions of WISHA/OSHA and other regulations.
4. Maintain, update and disseminate printed and/or electronic citywide safety materials and documents including the Accident Prevention Program, policy and procedures, and OSHA standards including Material Safety Data Sheets and those related to Lockout/Tag out.
5. Perform record keeping functions including the maintenance of files and databases related to safety, testing, accident/incidents, and employee training and testing; create reports and compile statistics.
6. Perform field inspection of job sites for accident prevention controls including use of prescribed safety equipment and methods; observe workers for proper use of Personal Protective Equipment; monitor noise, toxic and other hazards.
7. Recommend proper measures to assure a safe workplace and safe work practices for City employees, and conduct appropriate follow up activities as needed.

8. Provide support to the City's Safety and Health Committee, preparing and distributing meeting agendas, materials and minutes.
9. Assist with emergency and disaster preparedness activities; help schedule, coordinate and attend training offered to community resources and provide support to programs like Community Emergency Response Team (CERT) and Map Your Neighborhood (MYN).

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:

- Federal, state and local laws, codes, regulations, policies and procedures and compliance requirements related to health and safety including OSHA and WISHA.
- Principles, practices and current trends and developments of safety management, industrial hygiene, and risk management.
- Accident investigation and analysis techniques.
- Training practices and procedures.
- Fundamentals of emergency management and management of emergency operations.
- Windows based personal computer.

Ability to:

- Develop and implement a safety-training program to insure legal compliance and maximum safety of employees.
- Develop and present effective training curriculum in numerous areas of occupational safety and health and for training community resources for emergency preparedness.
- Conduct and facilitate meetings; present information before groups of employees, managers or officials.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Critically analyze current policies, practices, and procedures, and recommend and implement changes as needed.
- Maintain accurate records related to safety activities such as safety inspections, safety training, and accident investigations.
- Operate Windows based computer and software applications related to assigned department/division.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with city staff, city officials, the public and other agencies.
- Provide excellent customer service to internal and external customers and deal effectively with customers in stressful situations.
- Prioritize projects and requests for assistance and work on multiple projects in the same timeframe.

QUALIFICATIONS

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

Experience:

Two years of professional level experience in workplace safety programs and activities preferably in the public sector.

Education and Training:

- High School diploma or GED is required.
- Bachelor's degree in occupational safety, industrial hygiene, public or business administration, or related field.

Licenses or Certificates:

Possession of, or ability to possess within one month 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; kneel, bend, or climb and to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee must frequently lift up to 10 pounds; and occasionally lift and/or move 10 to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

This position works both in an office and outside in various weather conditions. Outside, the employee may work near moving mechanical parts. The employee may be exposed to physical hazards from mechanical and electrical equipment and also will sometimes work in hazardous areas under hazardous conditions. The employee occasionally works near traffic and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock and radiation. The noise level in the work environment is usually low to moderate indoors and moderate to loud outdoors.

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

Regular and reliable attendance is an essential function of this position.

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.