



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: October 14, 2010

Attached is Audrey Key's request to fill the vacant Safety & Training Coordinator position in the Human Resources Division.

According to our procedure for 2010, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

PMZjfw

cc: Mayor
HR Division
Audrey Key

ADM\CORR\VAC\POSREQ STCoord 101910



MEMORANDUM



TO: Paul Ziehler, City Administrative Officer/Clerk-Treasurer

FROM: Audrey Key, HR Manager

DATE: October 6, 2010

SUBJECT: REQUEST TO FILL VACANT POSITION

Attached is a completed "Review by City Administrative Officer of Department Requests to Fill Position Vacancies" for the position of Safety and Training Coordinator (I, II, III). If there is anything further you wish stated on the Request to Fill form, please let me know.

As you are aware, Dave Wepking, Safety and Training Coordinator III, has accepted an appointment to the position of Sanitation Supervisor, Department of Public Works/Engineering, to be effective October 25, 2010, after serving as the City's Safety and Training Coordinator for ~19 years. The City is losing an exceptional Safety and Training Coordinator, however gaining an employee who will prove to be an exceptional supervisor for the Department of Public Works/Engineering.

Thank you for your review and subsequent submittal to the Council for approval.

**REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: Safety and Training Coordinator (I, II, III)
2. Department/Division: Department of Administration/Finance – Human Resources Division
3. Vacancy Date: October 25, 2010
4. Vacancy Reason: Employee accepted internal promotion (PW- Sanitation Supervisor)
5. a. What are the specific work responsibilities of the position?

Under general direction; performs work of considerable difficulty in formulation of policy and procedures and the coordination and supervision of the City's safety and loss prevention, and training programs; assists with risk management/liability insurance.

Plans and directs the City's employee safety and loss prevention, and training programs for on-the-job and off-the-job; formulates new programs, drafts policies, and procedures to enhance employee safety and training; assists in risk management and general liability issues; advises managers and supervisors regarding current safety requirements, procedures and recommendations relating to the reduction of hazardous conditions and unsafe acts; advises supervisory personnel as to the proper use of equipment; functions as a training consultant and resource person.

Investigates and studies losses, searches for possible sources of losses and determines methods of controlling and preventing recurrence or minimizing liability; investigates employee accidents, injuries and illnesses for causes and future prevention; performs follow-up with treating physicians/service providers for timely return to work; performs safety inspections of work sites, equipment, materials, facilities and work procedures; consults with appropriate authority regarding compliance; issues discipline to DPW employees for safety violations, performs environmental inspections utilizing specialized testing equipment such as sound level meter and gas monitor; makes field checks of crews and equipment; works with City departments to ensure proper controls are in place; keeps OSHA logs and keeps updated on all federal and state regulation changes or additions.

Works with CVMIC/designated insurance company safety, loss control, and risk management representatives to plan and maintain an effective loss control and general liability program including transfer and avoidance liability; collects organizational data to assist in the completion of the City's municipal liability insurance application; acts as liaison and monitors inspections of buildings, equipment and working conditions by insurers; represents the City during all state and federal regulatory compliance inspections; responsible for insurance audits and various property and liability claims review; responds on-call, on-site where accidents involve damage to City property; responsible for administration and budget preparation of the City's worker compensation program.

Works with City departments to identify specific safety and training needs; implements, plans, monitors and conducts employee safety training programs; coordinates or trains employees in the efficient, proper and safe use and operation of trucks and other equipment; coordinates educational and promotional programs to develop the interest of all employees in the area of safety; develops graphic materials and visual aids used in training programs; researches and designs monitoring and evaluation standards for employee training activity; coordinates and attends meetings on the overall content and effectiveness of in-house training programs.

Prepares and manages divisional safety and training budget; reviews and approves expenditures for worker's compensation claims, pre-employment physicals, drug testing, spirometry/audiometric tests, etc.; develops, edits, publishes and distributes materials such as safety rules, statistics, reports, manuals, educational materials, newsletter articles, and bulletins; keeps records and prepares reports as required by local, state and federal agencies; serves as City's representative and coordinates City/DPW safety committee, Executive Safety Committee and other safety committees as needed including Accident Review Committee; serves as technical resource person relative to the purchase of Safety equipment and ergonomically sound office equipment, attends various meetings, seminars and training sessions.

Assists in the scheduling and coordination of fitness-for-duty exams for work related and non-work related injuries/illnesses; administers and coordinates the City's Drug and Alcohol Testing program in compliance with federal guidelines; City's contact for the Public Abstract Request System (PARS) for driving records review and documentation; oversees and directs the administration of the City's occupational services program with the City's designated occupational medical provider(s) and coordinates and reviews related service contracts.

b. How many other such positions exist in this Department? None

6. What are the reasons why the position must be filled?

The Safety and Training Coordinator position is an integral function in limiting the expense associated with ~85% of the City's operating budget – that is, 'human resources'. The City invests money to protect our physical assets (for example, fire suppression systems to protect the buildings and equipment contained within) why not invest at least equal or more time, money and devotion to our employees who make up ~85% of the City's operating budget? For each dollar spent on the direct costs of a worker's injury, an equal or greater amount is spent to cover the indirect costs (such as lost productive time, medical treatment, legal costs, increased workers' compensation rates, increased absenteeism, hiring, etc.). The costs associated with workplace injuries/illnesses are proven to be reduced by having an effective safety program/coordinator.

The City has moral and legal obligations as well when it comes to safety. There are numerous federal, state and local laws and codes that must be met as well as our obligation to provide a safe and healthful work place for our employees.

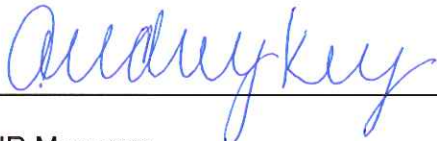
7. What will be the impacts on service functions if the position were not filled?

- a. Service to the public - Increased taxes; lack of compliance with state, federal, and local laws and codes.
- b. Service to staff - HR Division would be unable to provide safety and training services; unable to provide a safe and healthful workplace.

8. What is the fiscal impact related to filling this vacancy?

2010 annual salary range of \$42,120 - \$65,665 plus benefits. Potential savings of up to \$20,000 dependent on level of experience of new hire (i.e. difference in wage between incumbent and new hire).

9. Remarks/Comments:

Signature: 
Title: HR Manager

Date: October 6, 2010