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**DEPARTMENT OF
PERSONNEL**

**DONNA L. GILES
DIRECTOR**

**CITY OF SACRAMENTO
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DIVISION:
ADMINISTRATION
PERSONNEL SERVICES
OCCUPATIONAL HEALTH
SAFETY & RETIREMENT

June 19, 1990

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: REPORT BACK ON THE STATUS OF STAFFING THE EXPANDED WORKERS' COMPENSATION UNIT - OCCUPATIONAL HEALTH, SAFETY AND RETIREMENT DIVISION - DEPARTMENT OF PERSONNEL

SUMMARY

During the 1990-91 Budget Hearings, you requested information of the status of filling the new positions authorized in the Workers' Compensation Unit. This report is prepared in response to this request.

BACKGROUND

In order for the City to meet the requirements mandated by the Workers' Compensation Reform Act of 1989, a request was made for additional staff. The staff requested included one Vocational Rehabilitation Coordinator, one Workers' Compensation Claims Representative I, three Workers' Compensation Claims Representative Trainees, one Office Supervisor and two Typist Clerk II's. This request was approved by the Budget and Finance Committee on February 13, 1990 and by the City Council on February 20, 1990.

Of the eight positions authorized in February we have hired to date, the Vocational Rehabilitation Coordinator, one Workers' Compensation Claims Representative I, the Office Supervisor, and the two Typist Clerk II's. The examination is in process for the remaining Claims Representative Trainees. Because of the recency of the new staff being on board, the back log has not been impacted. However, in January we plan to report back and we feel that the impact of the new staff should be significant by then.

It is most difficult to find qualified workers' compensation claims representatives due to the shortage of professionals in this field brought about by the changes in the law. Every workers' compensation insurance carrier and self-insured entity is faced with this problem. Competition to attract competent employees is keen within the industry. The professional staff in the Workers' Compensation Unit receive an average of two calls per month regarding job offers from other employers.

Attached to this report please find three charts depicting the current staffing of the Occupational Health, Safety and Retirement Division by work unit.

FINANCIAL

No impact.

POLICY CONSIDERATIONS

No impact.

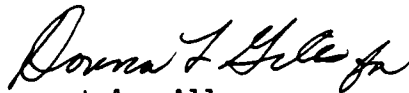
MBE/WBE EFFORTS

No impact.

RECOMMENDATION

No action is requested of the Budget and Finance Committee. This report is submitted for informational purposes only.

Respectfully submitted,



Margaret Ann Allen
Occupational Health, Safety & Retirement Manager

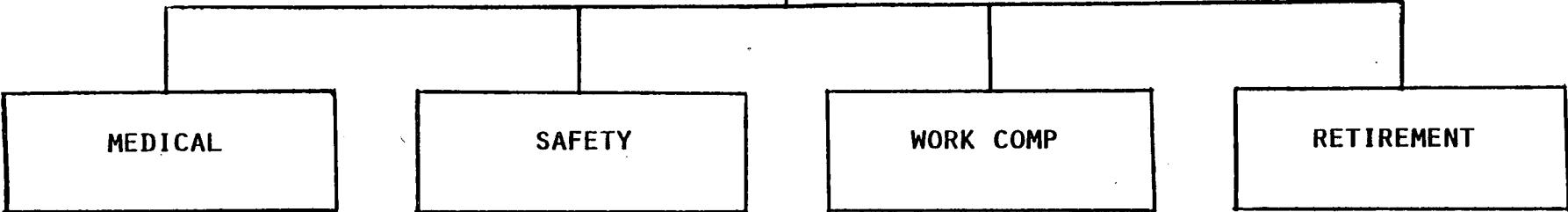
APPROVED:

FOR 
JACK R. CRIST
Deputy City Manager

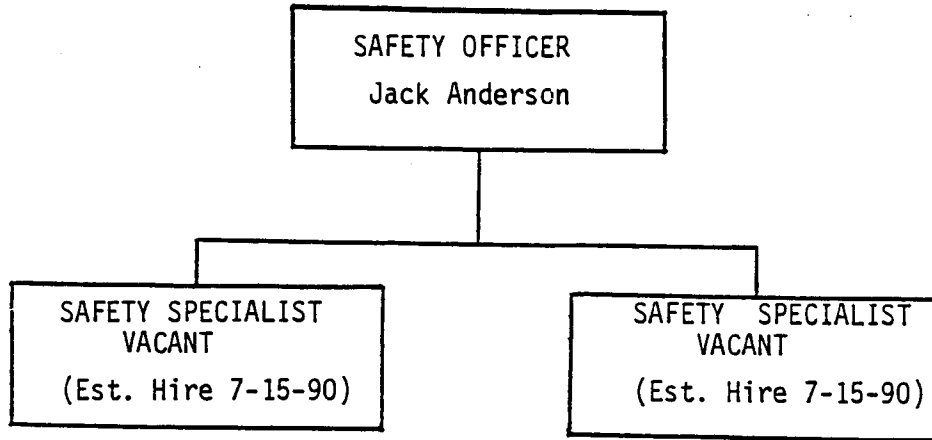
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All Districts

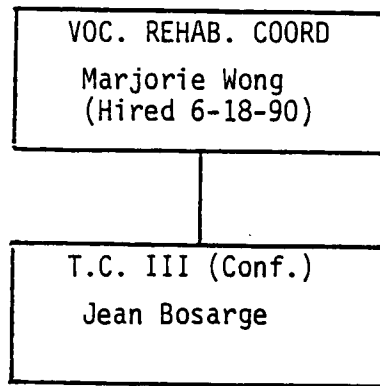
OCCUPATIONAL HEALTH
SAFETY AND RETIREMENT



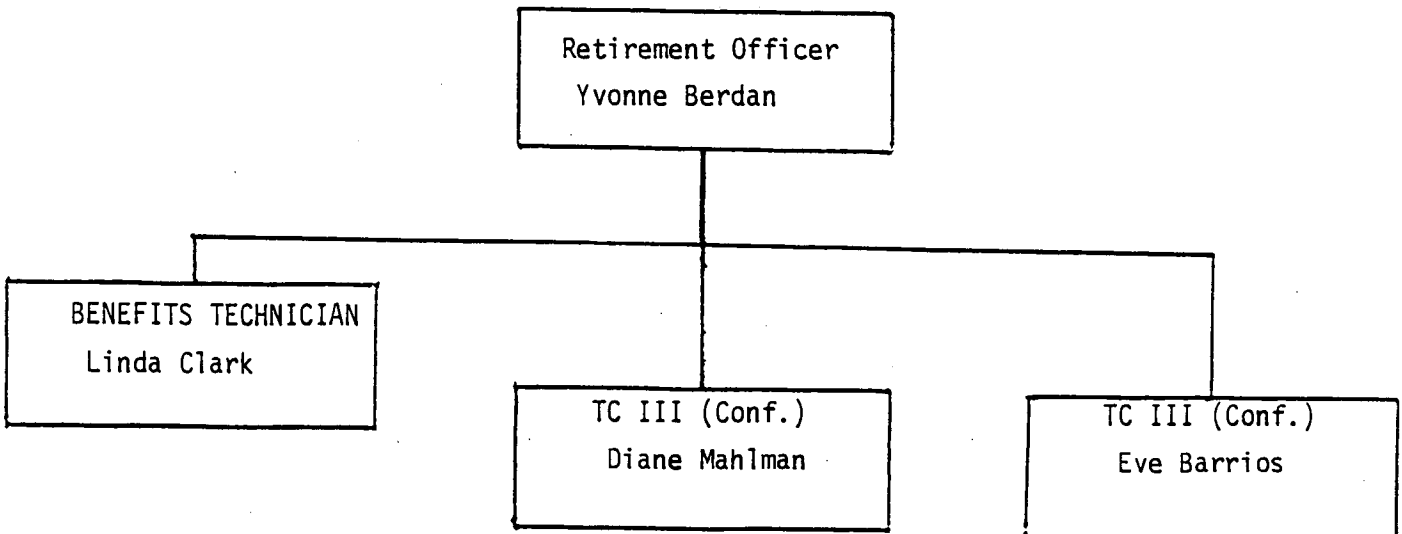
SAFETY UNIT



REHABILITATION/MEDICAL UNIT



RETIREMENT SERVICES UNIT



WORKERS' COMPENSATION UNIT

