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DEPARTMENT OF
PERSONNEL

PERSONNEL MANAGEMENT
SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

June 19, 1990

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DONNA L. GILES
DIRECTOR OF
PERSONNEL

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: REPORT BACK ON THE DEFINITION OF JOB DUTIES ASSIGNED TO THE TWO
SAFETY SPECIALISTS CONTAINED IN THE SAFETY UNIT - OCCUPATIONAL
HEALTH, SAFETY AND RETIREMENT DIVISION - DEPARTMENT OF PERSONNEL

SUMMARY

On May 22, 1990 the Budget and Finance Committee heard the proposed 1990 - 1991 Budget of the Department of Personnel. During that session, Councilperson Mueller requested further information regarding specific job assignments for the two Safety Specialist positions. This report is prepared in response to this request.

BACKGROUND

The Safety Unit is responsible for ensuring a healthy and safe workplace for our City employees. This unit is comprised of a Safety Officer and two Safety Specialists. One of the Safety Specialist positions is vacant due to the resignation of Michael Wasserman on March 16, 1990. The second Safety Specialist is a new position proposed in this budget.

The Safety Officer is responsible for maintaining the vehicle accident and injury accident records for the City. He monitors the baseline biological monitoring records, serves as Cal/OSHA liaison, is responsible for program development, conducts management safety meetings and administers the Department of Motor Vehicles - Commercial Drivers' License program.

The first Safety Specialist is dedicated to overseeing the industrial hygiene programs for the City. These include asbestos surveys, carbon monoxide monitoring, the hazardous materials programs such as Material Safety Data Sheet training, Employee Right to Know laws, and hazardous waste disposal. This employee does all environmental monitoring for chemical, physical, biological and ergonomic stresses.

The second Safety Specialist will be responsible for more general safety programs including emergency action plans, implementing new laws which deal with confined space entry training and certification of Water and Sewer Service Workers, self-contained breathing apparatus fit testing and certification, chain saw training, forklift operator certification and annual monitoring of all chemical hoods used in paint booths, water quality lab and the crime lab.

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 and Retirement Manager

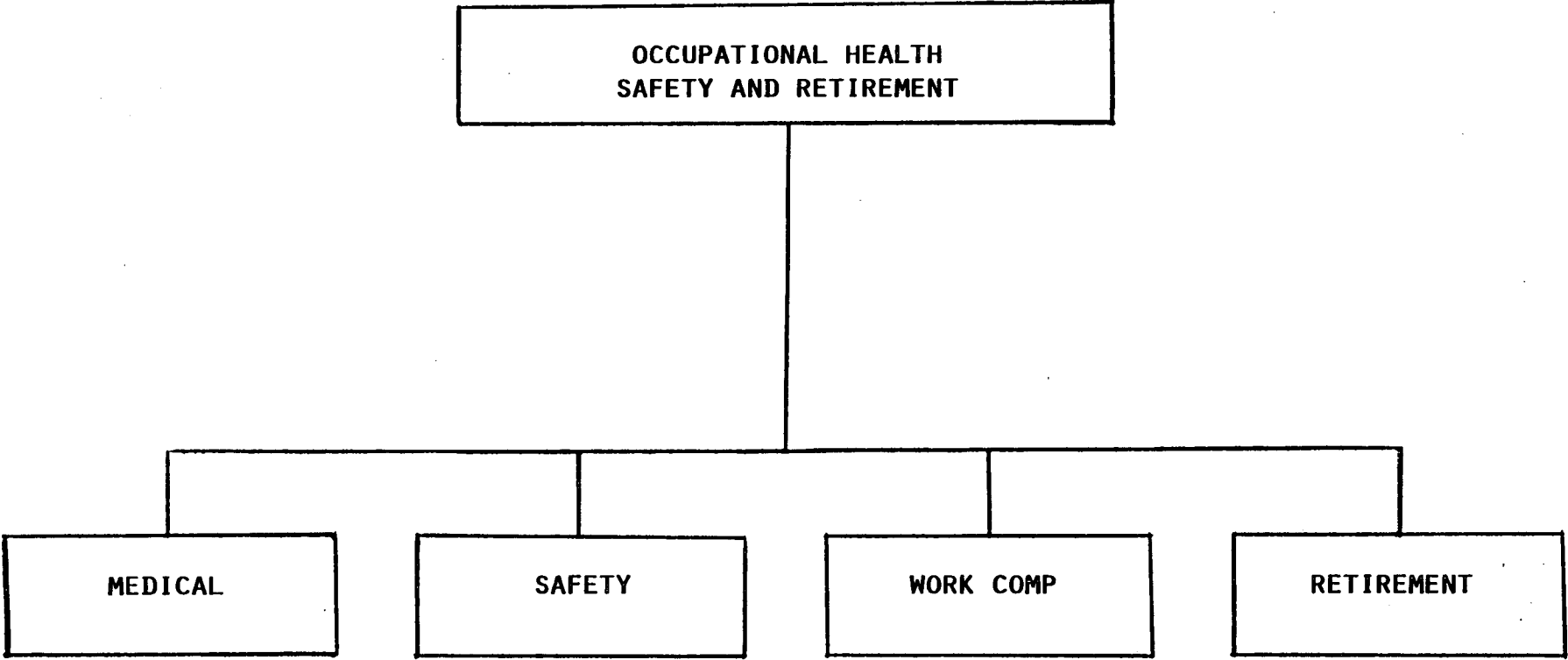
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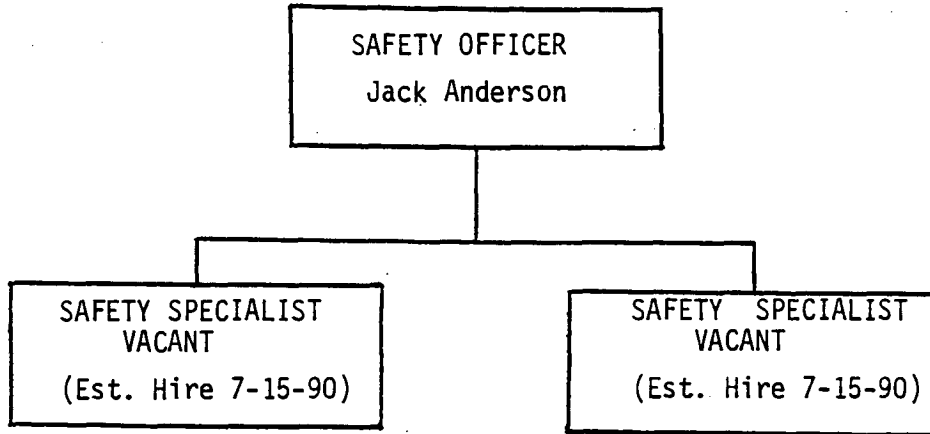
Jack R. Crist
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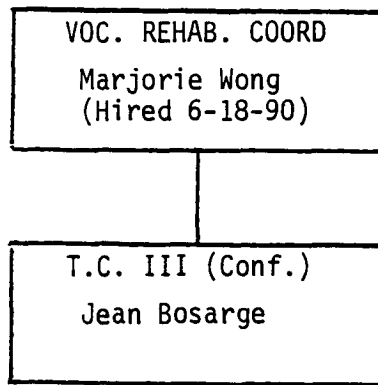
All Districts



SAFETY UNIT



REHABILITATION/MEDICAL UNIT



RETIREMENT SERVICES UNIT

