

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

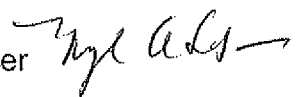
Date: November 26, 2013

CAO File No. 0111-31284-0010

Council File No.

Council District:

To: The Council

From: Miguel A. Santana, City Administrative Officer 

Reference: Letter from the Department of General Services dated November 19, 2013

Subject: **DEPARTMENT OF GENERAL SERVICES – 2013-14 SUBSTITUTE AUTHORITY
REQUEST FOR ONE SAFETY ENGINEER**

SUMMARY

As part of the 2013-14 budget deliberations, the Council adopted a policy whereby authorization of substitute positions, other than for layoff avoidance, shall require Council approval, effective July 1, 2013 (C.F. 13-0600).

In a letter dated November 19, 2013, the Department of General Services (Department) requested approval of a substitute authority for one Safety Engineer (Class Code 1727-0) within the Finance and Special Services Division. The Safety Engineer is responsible for developing, planning, organizing and directing the Department's Illness Prevention Program and ensures compliance with Cal/OSHA mandates. This position performs hazard assessments and provides training in support of the Department's various safety programs which include respirator, blood-borne pathogen and confined space, eye protection and hazard communication (Chemical Safety). The current incumbent is also authorized by substitute authority and is the only safety employee of the Department scheduled to retire in January 2014.

Over the past several years the City and the Department have faced financial challenges that did not result in the approval of the Department's budget request to regularize this position. However, since fiscal year 2011-12 the Department has continued to receive Council approval for substitute authority due to the important duties of this position.

The Department requests a second substitute authority for the purpose of selecting and training a new employee prior to the anticipated retirement of the current incumbent. The projected salary cost for the period of December 1, 2013 through June 30, 2014 is \$66,731. The Department proposes to offset this cost through salary savings and by holding vacant one General Funded position of Equipment Mechanic (Class Code 3711-5) with a projected salary cost of \$47,130.

This Office recommends approval of the proposed request because of the skillset and knowledge required for this position. Further, approval of this position would ensure proper transition and

training without any disruption to service, maintain compliance with State mandates and prevent potential for workplace injuries. The Personnel Department has also reviewed and approved the duties for the proposed request.

RECOMMENDATION

That the Council approve the proposed substitute authority request from the General Services Department for one Safety Engineer the period of December 1, 2013 through June 30, 2014.

FISCAL IMPACT STATEMENT

There is no additional impact to the General Fund. The Department of General Services (Department) is requesting substitute authority for one Safety Engineer. The Department will hold one General Funded financed position of Equipment Mechanic to partially offset the cost for this substitute position. The remaining cost will be offset using existing salary savings.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: November 19, 2013

TO: Miguel Santana, City Administrative Officer
Attn: Delilah Puche

FROM: Tony M. Royster, General Manager 

SUBJECT: REQUEST FOR SUBSTITUTE AUTHORITY – SAFETY ENGINEER

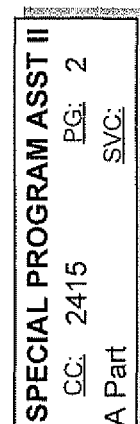
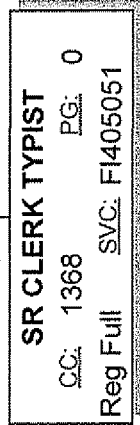
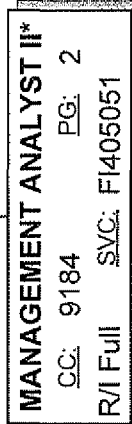
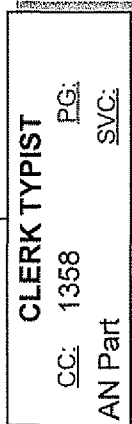
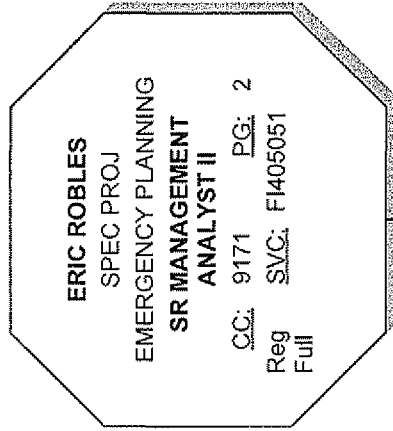
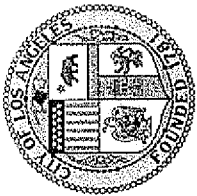
The Department of General Services (GSD) requests a substitute authority for one position of Safety Engineer (Class Code 1727). One (1) General Funded Equipment Mechanic position (Class Code 3711-5) of Fleet Services will be held vacant to fund this position.

The Safety Engineer is responsible for developing, planning, organizing and directing the administration of the Department's Injury & Illness Prevention Program (IIPP). This position is also responsible for performing hazard assessments, education and training, program development and implementation and other activities in support of GSD's IIPP. The Safety Engineer also works to ensure that we are in compliance with Cal/OSHA mandated regulations. In addition, the Safety Engineer is responsible for developing and maintaining the Department's Safety Programs such as: Respirator, Bloodborne Pathogen and Confined Space Programs, Eye Protection and Hazard Communication (Chemical Safety).

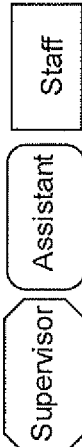
GSD's workforce is engaged in a variety of high risk, potentially dangerous tasks. The current Safety Engineer is the only safety staff for the whole Department and is scheduled to retire in January 2014. It is imperative that we receive authorization to fill this Safety Engineer position prior to the incumbent's retirement so that we may continue to take proactive action in reducing the number of workplace injuries and illnesses and maintain compliance with Cal/OSHA. We are requesting that this matter be processed as expeditiously as possible.

Attached is a position description and organization chart for your ready reference. An unfreeze request is also being transmitted for this position.

If you have any questions, please call Dan Yoshimura at (213) 922-8577.



Legends



Sky Blue = VAC
Light Orange = MULTIPLE Positions
Yellow = SUBSTITUTE Position

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: New	2. Employee's Present Class Title/Code: Safety Engineer - 1727	3. Present Salary or Wage Rate: 108,179.28
4. Reason for Preparing Description:		Date Prepared
☒ New Position ☐ Change in Existing Position		☐ Routine Report of Duties ☐ Review for Proper Allocation
5. Location of office or place of work: 111 East First Street, Room 307 Los Angeles, CA 90012		6. Name of Department <u>General Services</u> Division <u>Finance & Special Services</u> Section <u>Special Operations</u>
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Eric Robles</u> Title <u>Senior Management Analyst II</u>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
PERCENT OF TIME	DUTIES	
65	Develops, plans, organizes, and directs the overall updating, development, and administration of the Department's Injury & Illness Prevention Program (IIPP); Develops loss prevention programs, including accident prevention and loss prevention for City property; Develops safety guidelines, policies, and procedures; reviews, evaluates, and monitors safety systems to ensure compliance with Department requirements; Provides guidance to the department's divisions on safety issues and continuous monitoring of their safety programs; Conducts safety inspections of Department facilities and operations; Recommends corrective action on unsafe conditions and practices; Monitors accident and injury records to identify trends; Confers with Cal-OSHA compliance officers and addresses regulatory compliance issues; Represents the department on all Cal/OSHA matters; Conducts accident investigations; Reviews and makes recommendations on equipment and construction/maintenance operations for compliance with OSHA safety requirements; Provide management with information on safety laws and codes pertinent to Department operations, including but not limited to, the Federal Occupational Safety and Health Act, California Occupational Safety and act, ordinances and other regulatory agencies; Develop a comprehensive ergonomic assessment plan, including ergonomic/work station evaluation, injury investigation, training, and follow-up processes; Chairs/runs the monthly division Safety Coordinators meeting.	
20	Develops and administers safety training programs to comply with OSHA training requirements; Develops work instructions emphasizing safety for specific operations; Holds training meetings with supervisors and other employees to stress safe practices, develop an awareness of hazards, and instill a sense of personal responsibility for accident prevention.	
15	Provides direct supervision for risk management staff assisting in the completion of above-specified duties.	
9. How long have the duties been substantially as described above? _____		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. 		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____		
12. Indicate the number of employees supervised by class titles. 		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____ Date _____ Extension _____		