

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to request for one substitute authority for one Safety Engineer for the Department of General Services (GSD).

Recommendations for Council action:

1. RECEIVE and FILE the November 26, 2013 City Administrative Officer (CAO) report relative to request for one substitute authority for one Safety Engineer (Class Code 1727-0) for the GSD within the Finance and Special Services Division.
2. INSTRUCT the CAO to report in regard to the criteria used to evaluate requests for substitute position authorities to include:
 - a. The number of requests for substitute position authorities that have been submitted by City departments for the current fiscal year.
 - b. The number of requests for substitute position authorities that have been forwarded to Council with recommendations for or against approval.
 - c. The number of requests for substitute position authorities currently being evaluated by the CAO.

Fiscal Impact Statement: The CAO reports that there is no additional impact to the General Fund. The GSD is requesting substitute authority for one Safety Engineer. The GSD 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.

Community Impact Statement: None submitted.

Summary:

On January 7, 2014, your Committee considered a November 26, 2013 CAO report relative to a request by the GSD for one substitute authority for one Safety Engineer (Class Code 1727-0). According to the GSD, as part of the 2013-14 budget deliberations, Council adopted a policy whereby authorization of substitute positions, other than for layoff avoidance, shall require Council approval, effective July 1, 2013 (Council File No. 13-0600). On November 19, 2013, the GSD 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, bloodborne 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 GSD have faced financial challenges that did not result in the approval of the GSD's budget request to regularize this position. However, since Fiscal Year 2011-12 the GSD has continued to receive Council approval for substitute authority due to the important duties of this position. The GSD is requesting 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 GSD 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.

After further consideration and having provided an opportunity for public comment, the Committee moved to receive and file the November 26, 2013 CAO report, inasmuch as the GSD has withdrawn their request. Additionally, the Committee moved to instruct the CAO to report back in regard to the criteria used to evaluate requests for substitute position authorities by City departments along with the number of requests that have been submitted during the current fiscal year and the number of requests that have been submitted to Council with recommendations for or against approval. This matter is now referred to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT

<u>MEMBER</u>	<u>VOTE</u>
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KORETZ:	YES
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O'FARRELL:	YES
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FUENTES:	YES
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-NOT OFFICIAL UNTIL COUNCIL ACTS-