

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 01/09/06		Item Number: <u>A-4</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Safety Officer			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List, Culver City Employees Association on 01/04/06			
Department Approval: Serena Wright (01/03/06)		CAO Approval: Martin R. Cole for Jerry B. Fulwood (01/03/06)	
City Controller Approval: N/A			
<u>RECOMMENDATION</u> That the City Council approve the revised classification specification for Safety Officer. <u>BACKGROUND</u> In August 1989, the Risk Management Division enhanced their operations to include a Safety Technician to proactively handle workplace safety and environmental issues. In addition, this position would also be responsible for providing mandatory training to City employees per Federal and State regulations. <u>DISCUSSION</u> One of the primary responsibilities of the Safety Technician is to determine and ensure that the safety needs of the City are met. The Risk Management field provides the title of Safety Officer to employees that are responsible for planning, coordinating and evaluating various safety and training programs. This title is an industry standard that recognizes the authority and responsibility given to such employees that are accountable for determining the City's safety programs. The distinction between a Safety Technician and a Safety Officer is that the Technician routinely performs tasks that are delegated to him/her. Whereas, a Safety Officer evaluates and determines the safety needs of an organization; and is then, subsequently, responsible for ensuring that those tasks are accomplished in a successful manner.			

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The current Safety Technician position has the sole responsibility for determining the safety needs of the City. Also, the supervision that this position receives is of a general oversight nature.

In conclusion, the current title of Safety Technician is inconsistent with the duties and authority required of this position. Therefore, staff is recommending that the Safety Technician classification specification be changed to Safety Officer.

The Civil Service Commission approved this revised classification specification at the December 7, 2005 meeting.

FISCAL ANALYSIS

There is no fiscal impact.

ATTACHMENTS

1. Revised Classification Specification for Safety Technician

MOTION

That the City Council

Approve the revised classification specification for Safety Technician.