



**FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE**

AGENDA

PURSUANT TO WAIVERS TO CERTAIN BROWN ACT PROVISIONS UNDER EXECUTIVE ORDERS ISSUED BY GOVERNOR NEWSOM RELATED TO THE COVID-19 STATE OF EMERGENCY THIS MEETING WILL BE CONDUCTED VIA WEB AND TELECONFERENCE USING THE BELOW INFORMATION, AND THERE WILL BE NO PHYSICAL LOCATION FROM WHICH MEMBERS OF THE PUBLIC MAY PARTICIPATE. INSTEAD MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THE COMMITTEE MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION.

Join Zoom Meeting

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MEETING ID 878 6281 3353

AUDIO PASSCODE 418384

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+1 312 626 6799 US (Chicago); +1 646 558 8656 US (New York); +1 301 715 8592 US (Washington DC)

Find your local number: <https://us06web.zoom.us/j/87862813353?pwd=WGt3S0ZzNXN1RWdWd0tCc1dtQzg5dz09>

PUBLIC COMMENTS: Members of the public may submit public comments and comments on agenda items in one of the following ways:

SUBMIT COMMENTS BEFORE THE MEETING:

- By emailing to our Acting Board Secretary at mavisc@fpud.com
- By mailing to the District Offices at 990 E. Mission Rd., Fallbrook, CA 92028
- By depositing them in the District's Payment Drop Box located at 990 E. Mission Rd., Fallbrook, CA 92028

All comments submitted before the meeting by whatever means must be received at least 1 hour in advance of the meeting. All comments will be read to the Committee during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

MAKE COMMENTS DURING THE MEETING: The Committee Chair will inquire prior to Committee discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to the "Participants List," hover over your name and click on "raise hand." This will notify the moderator that you wish to speak during oral communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT'S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.

**TUESDAY, JUNE 8, 2021
9:00 A.M.**

**FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125**

If you have a disability and need an accommodation to participate in the meeting, please call the Board Secretary at (760) 999-2704 for assistance.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION / DISCUSSION -----(ITEM A)

A. PROPOSED JOB DESCRIPTION UPDATES FOR SAFETY AND RISK OFFICER

III. ADJOURNMENT OF MEETING

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DECLARATION OF POSTING

I, Mavis Canpinar, Acting Executive Assistant/Board Secretary of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Mavis Canpinar, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

June 2, 2021
Dated / Fallbrook, CA

/s/ Mavis Canpinar
Acting Executive Assistant/Board Secretary

M E M O

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: June 8, 2021
SUBJECT: Proposed Job Description Updates for Safety & Risk Officer

Purpose

To obtain approval for the proposed updated job description for the District's safety & risk officer job classification.

Summary

The proposed updated job description, which includes a change to the certification requirements, is more in line with industry standards for similar positions and more adequately describes the current scope of duties and responsibilities of the position.

The most notable changes include an emphasis on the disaster preparedness and emergency response duties and responsibilities of the position, as follows:

- Plans and coordinates the District's disaster preparedness and emergency response programs, including coordinating related drills with District staff and other agencies;
- Stays abreast of new trends and innovations in the field of industrial safety, occupational safety, risk management, security and disaster preparedness response and recovery issues;
- Develops and maintains inter-agency security coordination and communication with police, sheriff, fire, FBI and DHS; and
- Acts as District liaison with other local emergency response organizations.

With the anticipated July 23, 2021 retirement of the current incumbent, the District's early recruitment efforts of this position may allow for some overlap and on-the-job training.

Budgetary Impact

There is no budgetary impact as no change in compensation is being proposed.

Recommended Action

Staff recommends approving the proposed changes to the job description to more accurately reflect the current duties and responsibilities of the position.

Attachment A
Proposed Job Description Updates for Safety & Risk Officer

SAFETY AND RISK OFFICER

Definition

Under general supervision by the Human Resources Manager, to administer and process the District's risk and safety programs, including workers' compensation and property and liability claims; to plan and coordinate disaster preparedness and emergency response programs; to perform project work analysis, defining methods and safety procedures for District operations while maintaining safety and security requirements; to plan and schedule work and safety training in accordance with established priorities, arrange for appropriate staffing and material; to maintain records and reports; and to perform related work as assigned.~~required.~~

Class Characteristics

Positions in this class perform specialized safety, risk, disaster preparedness and emergency response, security, ~~(including~~ vulnerability assessments), and field-related special analysis, reporting, planning and scheduling. Incumbents are expected to be familiar with practices of all District systems and functions, regulatory compliance, such as OSHA, CalOSHA, workers' compensation, and Department of Health requirements. ~~and should be able to use a computer as a word processor and analyzer of information. Incumbents report as assigned and receive general direction in the broadest terms of desired work product requirements.~~

Examples of Duties

Administers employee safety, workers' compensation, risk, security and loss control program;
Maintains the District's Implements Injury and Illness Prevention Program (IIPP) and Material Safety Data Sheet (MSDS) information and provides employees with related trainings;
Works with the Human Resources Manager in the development and updating of risk/safety policies and programs;
Plans and coordinates the District's disaster preparedness and emergency response programs, including coordinating related drills with District staff and other agencies;
Stays abreast of new trends and innovations in the field of industrial safety, occupational safety, risk management, security and disaster preparedness response and recovery issues;
Develops and maintains inter-agency security coordination and communication with police, sheriff, fire, FBI and DHS;
Acts as District liaison with other local emergency response organizations;
Works directly with OSHA compliance officers on inspections and the appeal process;
Inspects District-wide work areas and work in progress for safe work practices;
Recommends process improvement related to areas of work;
Schedules and attends employee safety meetings;
Coordinates with warehouse personnel on the purchase of equipment to ensure that attention has been given to the safety of new equipment;
Serves as the certified Respiratory Program Administrator;
Chairs and pParticipates in on the Safety Committee as technical resource;
Participates in vehicle and safety inspections;
~~Coordinates disaster preparedness internally and with other agencies;~~
Receives input from employees about ideas to improve District safety, responding to such input, and takes appropriate action under the direction of the Human Resources Manager;
Operates a personal computer in the analysis of work methods and workloads to maximize the use of District resources;
Maintains computer records;
Prepares written reports, brochures, programs, signage, training materials and schedules;

Performs routine clerical functions such as keyboarding, filing, taking messages, and preparing letters;
Operates District vehicles;
Maintains DMV pull notices, DOT records and regulations, and defensive driving training requirements;
Serves as liaison with contracted DOT and Non-DOT testing provider;
Schedules annual physicals as required;
Processes property and liability claims; and
Performs related work as required.

Qualifications

Knowledge of:

Safety regulations, laws, ordinances, etc., applicable to water/wastewater agency;
[Industry specific training requirements for confined space, respirator \(SCBA\), defensive driving, hazardous materials management, and lockout/tagout,](#)
[DOT drug/alcohol regulations;](#)
District functional operations;
Workers' compensation rules and regulations;
Property and liability programs;
Crisis management and communication;
Vulnerability assessments for security issues;
Emergency response procedures and protocols;
Principles of work measurement;
Basic mathematics;
English usage, spelling, grammar, punctuation, record keeping and filing;
Report keeping methods;
Construction, maintenance, and operations terminology, methods, materials and equipment; and
Word, Excel, Access, PowerPoint, Outlook, internet access and desktop publishing.

Ability to:

Read, understand, and apply moderately difficult materials;
Maintain detailed and accurate records on a personal computer;
Research, interpret and articulate laws, regulations and ordinances to District employees and to the public;
Make mathematical calculations with speed and accuracy;
[Conduct site visits](#) ~~Work~~ in the field in varying weather conditions;
Prepare oral and written reports;
Develop safety, risk management, security and operating procedure manuals, programs, brochures, signage, and training schedules;
Develop and conduct training sessions;
Use audio/visual equipment;
Write legibly;
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions; and
Establish and maintain effective relationships with those contacted in the course of work.

License and Certification

Valid and appropriate California driver's license.

Certified Occupational Safety Specialist (COSS) certification is highly desirable.

Completion of FEMA's MGT-343 Disaster Management for Water and Wastewater Utilities course is highly desirable.

~~Water Distribution Operator, Grade I (D1) certification is highly desirable.~~

~~Water Treatment Operator, Grade I (T1) certification and Collection System Maintenance Operator, Grade I (CSM I) certification are preferred.~~

Education and ~~Training and~~ Experience Minimum Qualifications

Education

An associate's degree in public administration or closely related field. A bachelor's degree is highly desirable.

Experience

Three years of professional level work experience in safety/risk management.

~~Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position.~~

~~A typical qualifying entrance background is three years of experience as a safety administrator/officer, trainer or coordinator, and completion of safety training such as confined space, respirator (SCBA), defensive driving, hazardous materials management, ergonomics, lockout/tagout, workers' compensation, risk management, security and DOT drug/alcohol regulations; and completion of an AA Degree in Water or Wastewater Technology. A Bachelor's Degree in industrial hygiene, public or business administration, is highly desirable.~~

Physical Demands

Walking:	Moves about on foot often through uneven terrain.
Hands/Arms:	Operates computer for up to 9 hours a day.
Sitting:	Sits in chair and District vehicles.
Talking:	Expresses ideas and shares information by means of spoken word in person and by telephone and radio.
Hearing:	Hears well enough to receive communication.
Vision:	Reads written or video messages for up to 9 hours per day; operates District vehicle.

SALARY RANGE:

43 ~~COSS certification~~ No Certification

44 Certified Occupational Safety Specialist (COSS) certification ~~and D1 (Target)~~ OR Completion of FEMA's Disaster Management for Water and Wastewater Utilities (MGT-343) Course

45 ~~COSS certification, D1 and either T1 or CSM1~~ Certified Occupational Safety Specialist (COSS) certification AND Completion of FEMA's Disaster Management for Water and Wastewater Utilities (MGT-343) Course