



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 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 TELECONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION

MEMBERS OF THE PUBLIC MAY ALSO SUBMIT PUBLIC COMMENTS AND COMMENTS ON AGENDA ITEMS IN ADVANCE IN ONE OF THE FOLLOWING WAYS:

- BY EMAILING TO OUR BOARD SECRETARY AT LECKERT@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 BY WHAT EVER MEANS MUST BE RECEIVED AT LEAST ONE HOUR IN ADVANCE OF THE MEETING. ALL COMMENTS WILL BE READ TO THE BOARD DURING THE APPROPRIATE PORTION OF THE MEETING. PLEASE KEEP ANY WRITTEN COMMENTS TO 3 MINUTES. THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT'S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.

AUDIO CALL-IN +1 (408) 418-9388
ACCESS CODE 126 034 3344
AUDIO PASSWORD 92998245

<https://fallbrookpublicutilitydistrict.my.webex.com/fallbrookpublicutilitydistrict.my/j.php?MTID=md47a48e107ab54c1fba5426be1e347e4>

WEDNESDAY, AUGUST 26, 2020
10:00 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 CHANGE IN REPORTING OF THE SAFETY & RISK OFFICER POSITION

III. ADJOURNMENT OF MEETING

* * * * *

DECLARATION OF POSTING

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

August 18, 2020
Dated / Fallbrook, CA

/s/ Lauren Eckert
Executive Assistant/Board Secretary

MEMO

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: August 26, 2020
SUBJECT: Proposed Change in Reporting of the Safety & Risk Officer Position

Purpose

To obtain approval for the proposed change in reporting and the related updates to the job description and organizational chart.

Summary

The Safety and Risk Officer currently reports directly to the Assistant General Manager/Chief Financial Officer in the administration and processing of the District's risk and safety programs, including workers' compensation and property and liability claims; however, human resources and safety share responsibility in dealing with several key areas, including workers' compensation, workplace health and safety, recordkeeping, employee training, and ensuring that established processes are followed while complying with the law. Most recently, as a result of the COVID-19 pandemic, human resources and safety continue to work closely on the District's related processes and procedures, including the safe reopening plan and the establishment of safety precautions to be followed by all employees.

Given the overlap and shared responsibility for many critical areas, it makes sense to have the Safety & Risk Officer report directly to the Human Resources Manager, with the position continuing to work closely with the AGM/CFO and General Manager in the processing of property and liability claims.

Budgetary Impact

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

Recommended Action

That the Personnel Committee approve the change in reporting and the resulting changes to the job description and organizational chart.

Attachment A
(Proposed Job Description)

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 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 required.

Class Characteristics

Positions in this class perform specialized safety, risk, 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;
Implements Injury and Illness Prevention Program (IIPP);
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;
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;
Participates 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;
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;
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;
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;
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.
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.

Training and Experience Minimum Qualifications

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.

This position may include periodic to frequent disagreeable working conditions including dirt, fumes, vibrations, heat, cold, dampness, sewage, wastewater solids and hazardous chemicals.

Protective Devices Required

Hard hat, gloves, safety shoes, hearing protection, safety glasses, vest and seat belt.

Reasonable accommodations will be considered.

- SALARY RANGE: 37 COSS certification
- 38 COSS certification and D1 (Target)
- 39 COSS certification, D1 and either T1 or CSM1

Board Approved Effective Date 9/00
Board Approved Revision Date 7/01 403 5/09 EFF. 9/09

**Attachment B
(Existing Job Description)**

SAFETY AND RISK OFFICER

Definition

Under general supervision by the ~~Chief Financial Officer/Assistant General~~ Human Resources Manager, to administer and process the District's risk and safety programs, including workers' compensation and property and liability claims; 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 required.

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~~Coordinates annual health fair;~~
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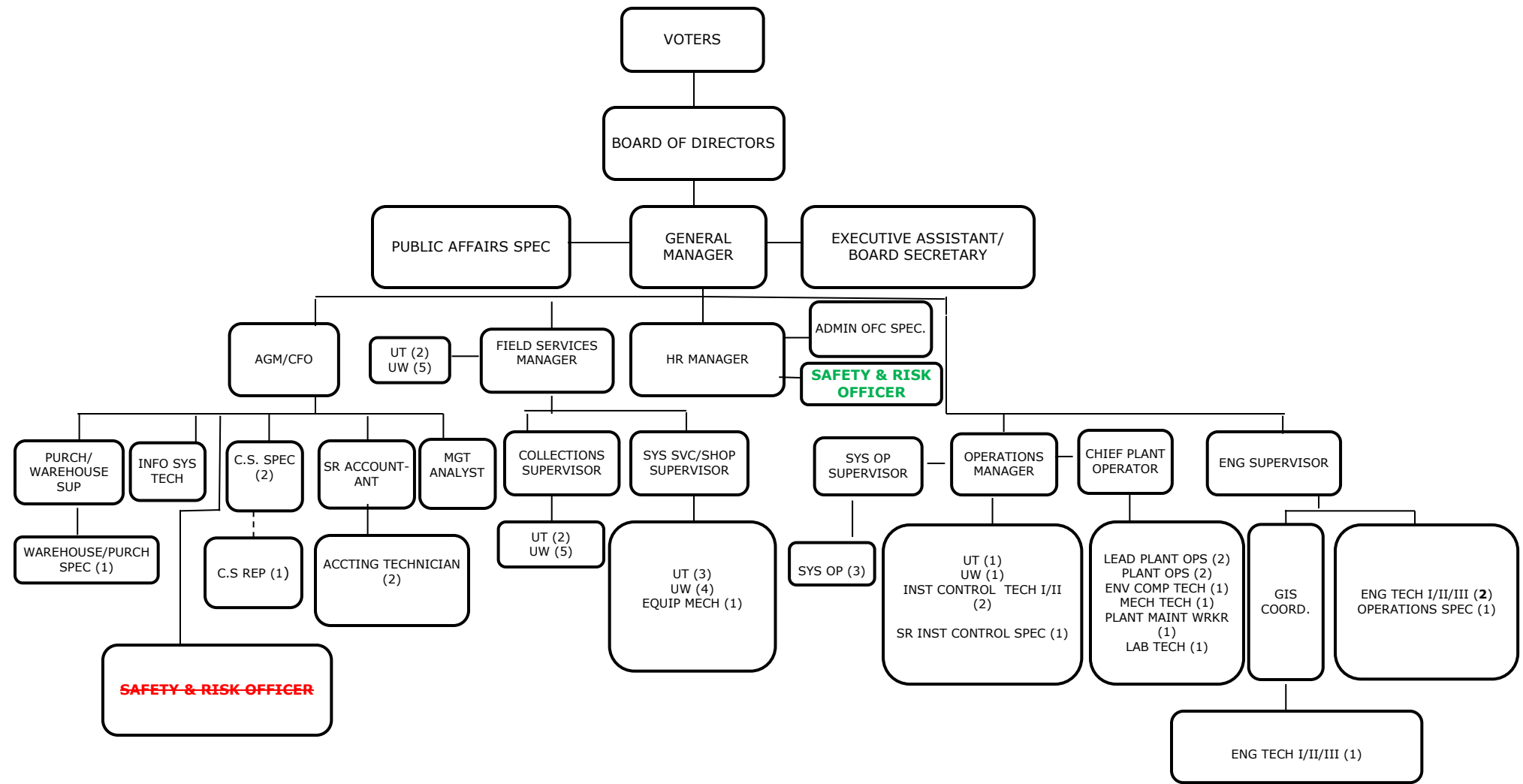
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- 39 COSS certification, D1 and either T1 or CSM1

Board Approved Effective Date 9/00
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**Attachment C
(Org Chart)**

FALLBROOK PUBLIC UTILITY DISTRICT



67 Total Positions