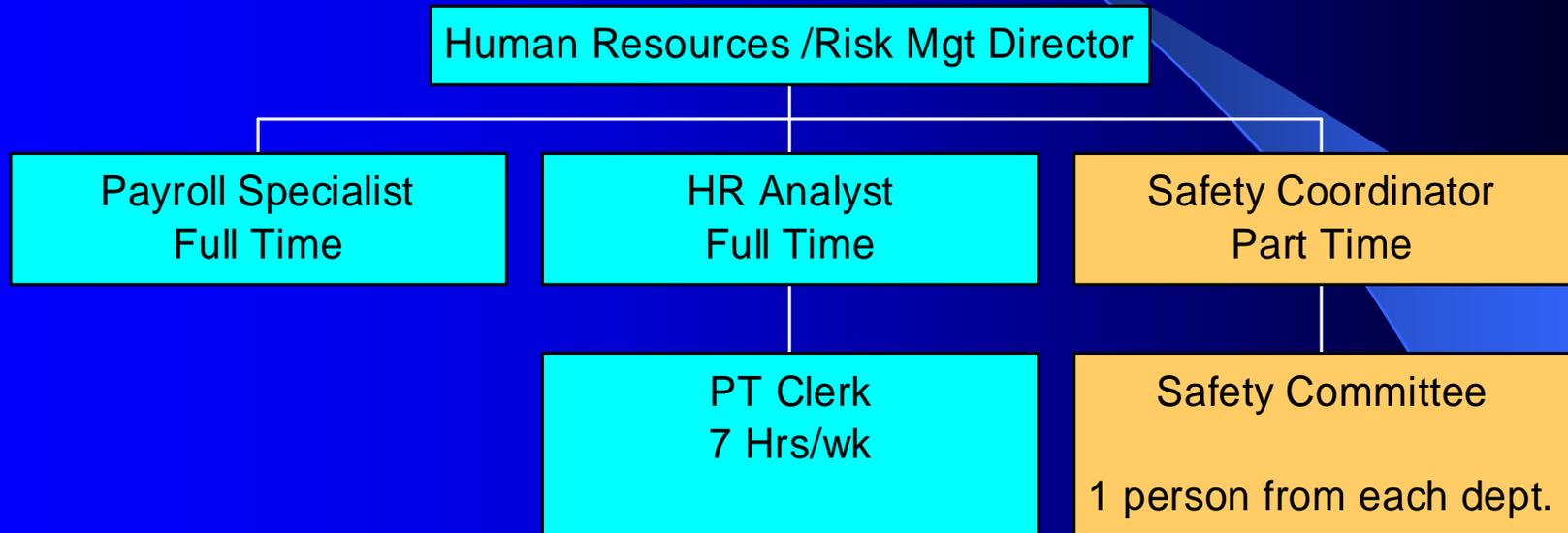


# HR / Risk Management Dept.



# Human Resources Responsibilities

## TOP Personnel Policy Administration

Recruitment & Selection

Compensation Administration

Employee Training

Retirement Benefits

Benefits Administration

Employee Performance

Conflict Resolution

Payroll Administration

## Federal & State Employment Law Compliance

- FLSA
- FMLA
- HIPAA
- COBRA
- EEOC
- ADA
- ADEA
- PDA
- NLRA
- ERISA
- FCRA

Risk Management Responsibilities Now

HR Director

Safety  
(Each Dept. Doing Their Own Thing)

General Liab & Property Ins.

Worker Comp. Insurance

Claims Management

OSHA Compliance

Employee Training

Events Center Insurance

Fire Works Insurance

Accident Investigation

Town Safety Prog.

Hazard Prevention & Control

Special Events Insur

Airport Insurance

Complaint Followup

Work Site Inspections

Facility Inspections

Records Mgt

Accident Investigation

# Danger of Current Program

- Each department is doing their own thing their own way. There is no continuity, leaving exposure gaps.
- Required safety programs, record keeping, inspections, audits and training are not consistent throughout Town departments, leaving exposure gaps.
- Department heads have voiced a need for a resource person to help them with safety.
- Department heads find it difficult or impossible to respond to required compliance issues.

# Proposed Change



# Safety Coordinator Essential Duties

- Be a resource to all Town Departments to ensure a safe work environment for all employees.
- Cord. Safety Committee
- Ensure compliance with OSHA Regulations
- Serve as point of contact for OSHA inspections
- Oversee the Towns Safety Program
- Conduct inspections & accident investigations
- Issue hot work permits & confined space entry permits
- Admin. Hearing Conservation Program
- Maintain related records

# Contract Services vs. Internal Staff

## Training

- Pro's - No Staff Time do to training. However staff still must coord. the classes with the service provider
- Con's – Their availability does not always fit the needs of the dept or staff. Difficulty to customize to endive. Dept. needs. Record keeping is inconsistent.

## Inspections

- Pro's – None
- Con's – Not a normal service offered, Records keeping is difficult. Not able to inspect when needed

## Training

- Pro's – Flex. To sech. training to fit wk sch. & staff. One main person can coord. the use of other staff as trainers. Additional topics can be added easily, & customize to dept. needs. Record keeping is consistent.
- Cons – Requires staff time

## Inspections

- Pro's – Use of one person ensures continuity. Record keeping is consistent.
- Con's – Requires staff time

# Use of Safety Committee Only

## Pro's

- Less Cost

## Con's

- Without one person to coord/focus the activities they become ineffective.
- Does not keep pressure on dept's.
- Safety is not consistent from dept. to dept.
- Record keeping is not consistent.
- Some dept's put emphasis on safety others not as much.

# Why Is The Safety Position Beneficial To The Town?

- South West Risk Services (Our P&L/Work Comp Carrier)
  - Ed Bantel (Director) told me:
    - The Municipalities with a Safety Coordinator have lower claims, and the lowest premiums.
    - If we have a Safety Coordinator we could see a 5% to 10% discount in our premium.
    - Municipalities with Safety Coordinators are looked at more favorability when claims are reviewed.

# Why Is The Safety Position Beneficial To The Town?

- Sean Hyde (loss control rep.) with SWR told me he recently spoke with the Senior Compliance Officer with AZ- OSHA and was told they are currently visiting all Municipalities.

One person working with each dept towards compliance there is much less exposure to OSHA fines.

# Why Is The Safety Position Beneficial To The Town?

- Many liability claims related to slips, trips and falls, poor condition of walking/playing surfaces can be avoided with routine inspections that are difficult to complete by individual dept's.
- Having one person whose responsibility is to inspect and respond to safety hazards of citizens and staff is beneficial & will help avoid costly claims and a public relations black eye.
- Gives all departments a person as a resources to help them with safety concerns and issues.

# Expected Outcomes Of The Safety Position

- 5% to 10% Reduction in our Property, Liability & Workers Comp. Insurance Premium.
- Reduction in liability claims.
- Reduction in frequency and severity of employee injuries
- Increased awareness and focus on safety by all employees.
- Compliance with OSHA regulations











<b>Required Compliance Safety Programs / Inspections / Training / Record Keeping</b>	<b>Streets</b>	<b>Water</b>	<b>Parks</b>	<b>Recreation</b>	<b>Building Inspection</b>	<b>Comm. Development</b>	<b>Fire</b>	<b>Police</b>	<b>Airport</b>	<b>Library</b>	<b>Administration</b>
<b>Heavy Equip. Safety</b>											
Written Prog	X	X	X								
Maintain Records	X	X	X								
Annual Training	X	X	X								
<b>Confined Space Entry Prog.</b>											
Written Prog	X	X	X				X				
Maintain Records	X	X	X				X				
Site Inspections	X	X	X				X				
Annual Training	X	X	X				X				
<b>Above Ground Storage Tanks</b>											
Records Mgt.		X									
Annual Inspection		X									
<b>Aerial Lifts</b>											
Written Prog	X	X	X				X				
Maintain Records	X	X	X				X				
Annual Inspections	X	X	X				X				



# Municipalities With A Safety Coord.

- Apache Junction – Safety Officer (full time)
- Avondale – Safety/Risk Coordinator (full time)
- Buckeye – Safety Coordinator (full time)
- Bull Head City – Risk / Safety Coordinator (full time)
- Casa Grande – Safety / Risk Mgt Specialist (full time)
- Chandler – Safety Coordinator (full time)
- Flagstaff – Safety Coordinator (full time)
- Goodyear – Safety Coordinator (full time)
- Holbrook – Safety Coordinator (full time)
- Lake Havasu – Safety Coordinator – (full time)

# Municipalities With A Safety Coord.

- Pinetop/Lakeside – Safety Officer (full time)
- Prescott – Risk Tech (full time)

# Budget Impact

- New cost to the budget – \$77,280
- Income Offset:  
Annually our Property & Liability / Workers Compensation Insurance Carrier refunds excess dividends to its members. This year our refund is \$34,953.80

## History of our refunds

- 2003 = \$49,436.48
- 2004 = \$69,352.00
- 2005 = \$70,323.00

I recommend using this annual refund to offset the cost of the position.

Cost of the position \$77,280  
Revenue from refund \$34,953

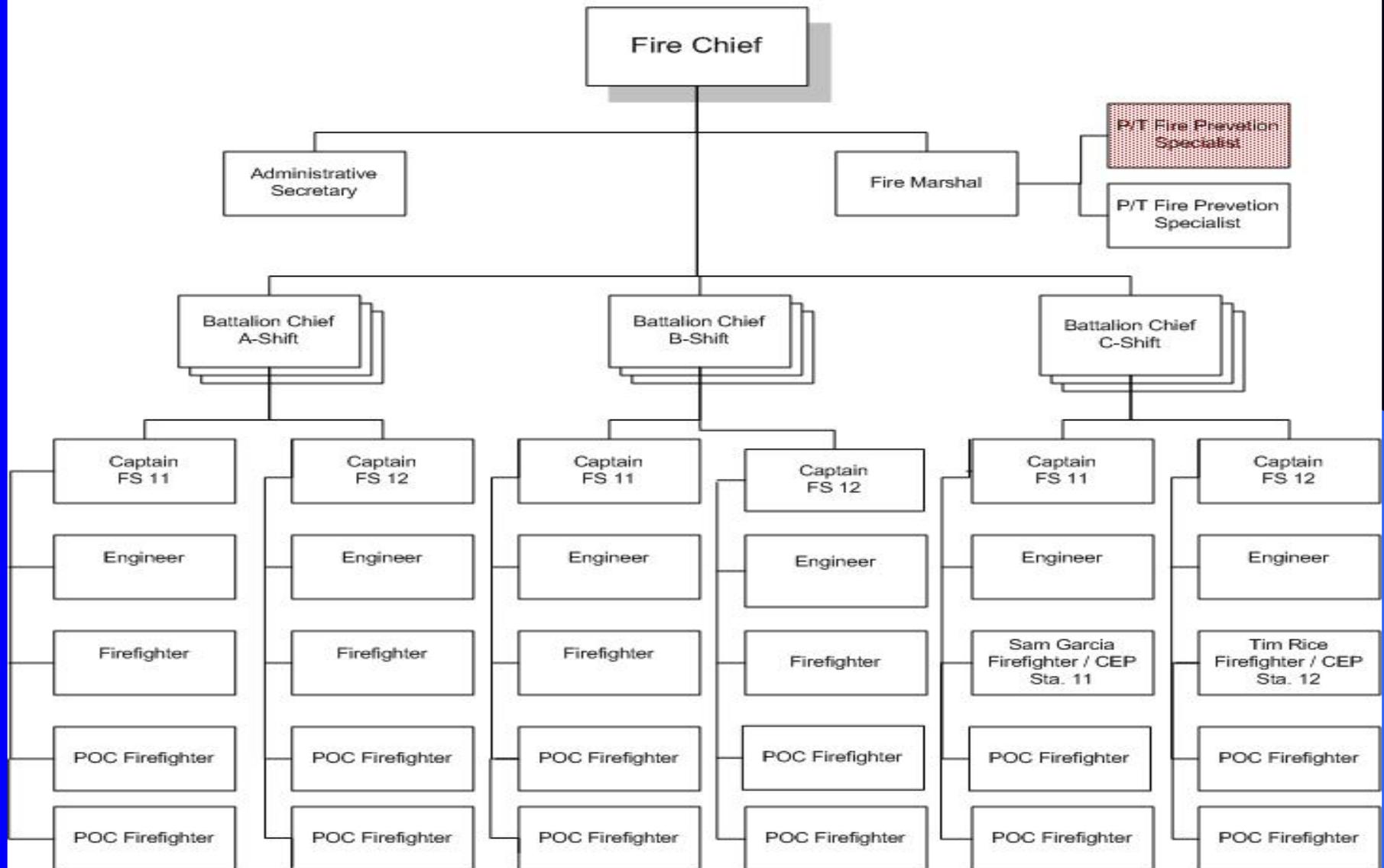
Cost to the budget \$42,327

# Proposed Cost Allocation

I recommend spreading the cost of the position among all departments. As it's a cost of doing business for them.

- General Fund = 44%
  - Community Development 5%
  - Engineering 1%
  - Information Systems 1%
  - Legal 1%
  - Police 13%
  - Fire 13%
  - Support Services 1%
  - Clerks Office 1%
  - HR 1%
  - Parks & Recreation 6%
- Enterprise Funds = 56%
  - Streets Fund 25%
  - Water Fund 25%
  - Airport Fund 5%
  - Library Fund 1%

# Fire Department Organizational Chart



# Fire Prevention Specialist Duties

- Review plans for code compliance
- Perform fire safety and construction inspections
- Investigate code compliance complaints
- Perform Firewise assessments
- Consult with contractors, developer and public as necessary
- Maintain a presence at the Community Development Dept.
- Assist with public education opportunities
- Assist in training fire and community development staff

# Requisite Skills & Knowledge

- Knowledge of codes and standards
- Inspection procedures
- Plan review procedures
- Knowledge of basic fire behavior
- Knowledge of human behavior
- The ability to communicate orally and in writing
- The ability to make decisions, recognize problems, handle complaints
- The ability to maintain a professional demeanor



## MEMO

**TO:** Mayor and Council  
**THROUGH:** Fred Carpenter *B*  
**FROM:** *JO* Jerry Owen  
**DATE:** *JO* June 26, 2007  
**SUBJECT:** Permit Technician Position

The Community Development Department consists of 13 full time positions responsible for Community Development activities, Economic Development, Planning and Zoning administration (including zoning and town code enforcement), Building Division functions, Housing programs, and the Main Street/Green Valley Redevelopment Program Area. An organizational chart is attached. As part of these duties, department employees staff seven boards and commissions: Town Council; Planning and Zoning Commission; Board of Adjustment; Building Advisory Committee; Housing Advisory Committee; Design Review Board; and the Green Valley Redevelopment Committee. In addition, staff work with several task forces, writes and secures housing and other grant funds and helped organize the Focused Future Summit. Over the past fiscal year, the department has:

- Reviewed 85 development services projects
- Reviewed and presented 15 re-zonings requests
- Reviewed and presented 11 preliminary subdivision plats
- Reviewed and presented 8 conditional use permits applications
- Reviewed and approved 5 minor land divisions applications
- Reviewed and presented 1 variance request
- Issued 561 building permits
- Performed 5,841 building inspections
- Generated \$531,342 in building permit fees (through May)
- Secured \$439,479 in State housing grant funds
- Conducted 847 zoning and code enforcement inspections
- Processed six amendments to the Unified Development Code

The Community Development Department is seeking one additional staff position – Permit Technician (Grade 44, salary range \$30,974 - \$46,461). The fiscal impact is estimated at \$46,818 including salary and benefits. This position would staff the front counter and handle the

large volume of walk-in and telephone traffic for the Community Development and Engineering Departments, process and issue permits, and answer questions. This new position would then allow other more experienced staff to adjust their duties to better address current planning and code enforcement activities. The current Permit Technician will assist at the front counter but also be able to perform residential and commercial plan checks regarding zoning setbacks and signs. The Building Inspector Trainee will assume full responsibility for code enforcement. The Planning Specialist II would then be able to devote full-time attention to Planning and Zoning cases and projects including commercial and multi-family review and needed Unified Development Code amendments such as a dark sky ordinance. Staff believes this request is the most cost effective method to improve the department's services.

# DEPARTMENT ORGANIZATION

