



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

Meeting date: Dec 1, 2021

Department: Human Resources

Agenda Planning Date: Nov 23, 2021

Time required:

☐ Audio/Visual aids

Contact: Michelle Shelton, CHRO

Phone: 503-566-3999

Department Head Signature:

*Michelle Shelton*

### TITLE

Consider recommendation to update class spec, move from non-exempt to exempt, move from Unit 6 to Unit 12, and uphold pay grade for class code #358, Safety Specialist.

Issue, Description & Background

As part of the strategy to maintain Marion County compensation and classification programs, human resources periodically reviews classification specifications and pay ranges. The classification review ensures classification specifications reflect current industry language, standards and county practices, and positions are properly classified and placed in the appropriate pay range. This also brings the classification closest to the mean (0%) of market comparables within the county's current pay structure. Internal equity may also be used in determining appropriate compensation.

Financial Impacts:

Impacts to Department & External Agencies

Options for Consideration:

1. Approve recommendation; 2. Do not approve recommendation

Recommendation:

1. In Unit 06 - MCEA, move #358, Safety Specialist to Unit 12 - Confidential/ Non-Management, move from non-exempt to exempt, and uphold pay grade at 06.CS.

2. Approve recommendation beginning the first pay period following approval by the Board.

List of attachments:

Personnel Findings and Recommendation Reports

Presenter:

*Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)*

Copies to:

Jan Fritz; Jane Vetto; Michelle Shelton; Lori O'Mara; HRCompClass; HRProcessing; HRRecruitment.



## MARION COUNTY HUMAN RESOURCES

# Personnel Findings and Recommendation Report

**Date:** Nov 18, 2021

**To:** Jan Fritz, Personnel Officer

**From:** Michelle Shelton, Chief Human Resources Officer

**Re:** Recommendation to update class spec, move from non-exempt to exempt, move from Unit 6 to Unit 12, and uphold pay grade for class code #358, Safety Specialist.

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### Background Information:

As part of the strategy to maintain Marion County compensation and classification programs, human resources periodically reviews classification specifications and pay ranges. The classification review ensures classification specifications reflect current industry language, standards and county practices, and positions are properly classified and placed in the appropriate pay range. This also brings the classification closest to the mean (0%) of market comparables within the county's current pay structure. Internal equity may also be used in determining appropriate compensation.

In conjunction with the market review, HR senior staff reviewed the FSLA and unit designations. It was found this position meets the definitions of an exempt classification according to FLSA standards due to the position's maintenance of legal and regulatory compliance and that it is considered an administrator of the safety program. The Safety Specialist interprets safety laws and regulations to develop departmental policies and procedures to ensure compliance. This position also leads direction in the assessment and clean-up of hazardous material spills and illegal disposals.

The Safety Specialist position should be moved from Unit 6 to Unit 12 due to the nature of the work conflicting with being a union represented employee. The position has regular access to confidential information and assists and acts in a confidential capacity to management personnel and, therefore, would be considered Unit 12 - Confidential/Non-Management. Such tasks that are in conflict would be conducting investigations involving employees that may result in a liability claim and that this position assists in placing injured workers in modified duty positions. This position also administers legally mandated drug testing programs for employees in safety-sensitive positions, which creates a conflict of interest of being Unit 6.

Since the duties that the Safety Specialist perform are considered to require a high degree of independent judgment; include determination of work techniques, policies and procedures; monitors work for regulatory compliance; and requires maintaining employee information confidentiality, this position should be moved from non-exempt to exempt and moved from Unit 6 to Unit 12.

### Discussion:

Functions performed by classification #358, Safety Specialist:

GENERAL STATEMENT OF DUTIES Administer the safety program for a large, multi-division department; assists in maintaining departmental compliance with the safety regulations of regulatory agencies, such as OR-OSHA, and DOT; arrange for employee training in the area of safety; conduct workers' injury investigations; track injured worker recovery process and develops worksite modifications; facilitate injured worker return-to-work process.

In determining if the classification is appropriately compensated HR conducted a market review in accordance with county personnel rules and HR practices. This review identifies which pay grade will bring the classification closest to the mean (0%) of market comparables within the county's current pay structure; in addition to these market findings, funding and internal equity are also considered when establishing the pay grade.

After review, HR found this classification to be within market.



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

**Recommendation:** 1. In Unit 06 - MCEA, move #358, Safety Specialist to Unit 12 - Confidential / Non-Management, move from non-exempt to exempt, and uphold pay grade at 06.C5.

2. Approve recommendation

I concur with the findings of the Human Resources Department and approve the actions detailed above.

Jan Fritz, Personnel Officer

Date

11/19/21



MARION COUNTY

# Safety Specialist

Class Code:  
358

Bargaining Unit: Unit 12 - Confidential / Non-  
Management06 - Marion County Employees  
Association

## SALARY RANGE

\$23.80 - \$31.91 Hourly  
\$1,904.00 - \$2,552.80 Biweekly  
\$49,504.00 - \$66,372.80 Annually

## OVERVIEW:

FLSA: ~~Non~~-Exempt EEOC: 05 Paraprofessionals Department: Multiple Departments

## GENERAL STATEMENT OF DUTIES

Administer the safety program for a large, multi-division department; assists in maintaining departmental compliance with the safety regulations of regulatory agencies, such as OR-OSHA, and DOT, DEQ<sup>[ECB1]</sup>; arrange for employee training in the area of safety; conduct workers' injury investigations; track injured worker recovery process and develops worksite modifications; facilitate injured worker return-to-work process.

## SUPERVISION RECEIVED

Work under the general supervision of a manager or designee who assigns work, establishes goals, and reviews the results obtained for overall effectiveness.

## SUPERVISION EXERCISED

Supervision of other employees is not a requirement of positions in this classification; however, may be assigned lead worker responsibility on projects and, or employee teams.

## EXAMPLES OF DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assess safety training needs of the department; develop, conduct, and coordinate safety-related training programs for employees; monitor incident and loss data.
- Ensure the department meets employee safety training and health monitoring requirements and complies with state and federal laws and departmental policies.
- Participate in and support departmental safety committees. Coordinate, establish topics for, and facilitate divisional and departmental safety meetings; follow-up with supervisors to ensure the implementation of safety committee suggestions and decisions.



- ~~Represent the department on the countywide Safety Committee~~<sup>[ECB2]</sup>; ~~s~~Serve as the department contact person with other departments and agencies on safety-related matters.
- Perform research, attend trainings, and network with others to maintain current awareness of existing, new, and revised safety laws and regulations. Interpret safety laws and regulations, and develop departmental policies and procedures to ensure compliance.
- Investigate incidents involving employees that may result in a claim of liability to the department. Administer injury reporting requirements; assist in the placement of workers injured on the job, when possible, to positions with modified work duties. Develop worksite prevention and modifications to reduce potential injury recurrences in collaboration with Marion County Business Services, Risk Division.
- Perform safety inspections for employee work teams, equipment, and facilities; develop reports with findings of noncompliance and procedures and timelines for achieving compliance.
- Administer legally mandated drug testing programs for employees in safety-sensitive positions as described in Marion County's policies and procedures. Apply principles of confidentiality in conferring with employees and supervisors regarding medical histories or while administering a drug-testing program.
- Coordinate department emergency and disaster drills, including evacuations, with department staff, outside agencies, and the [County Emergency Manager](#); monitor and evaluate outcomes; make effective recommendations to amend policies and procedures, as needed.
- Keep appropriate hazardous materials certifications current to provide assistance or lead direction in assessing and cleaning hazardous material spills and illegal disposals.
- Conduct regular testing of department's safety equipment and train others in their use; maintain, or ensure maintenance of, all safety and safety training files for departmental employees.
- Perform other duties as assigned.

## MINIMUM REQUIREMENTS:

### EXPERIENCE AND TRAINING

- Associate degree in occupational safety, public administration, communications, loss control, or a related field; AND
- One year of related experience; OR
- Any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Marion County.

### SPECIAL REQUIREMENTS

**Certification, Credentialing, and Training** Must possess, or complete as required; courses such as:

- FEMA ICS/NIMS IS-100/200/300/700/L954 Incident Command; within one year of hire.
- First Aid and CPR certifications within 30 days of hire.
- ~~Hazardous material certification within 6 months of hire.~~<sup>[ECB3]</sup>
- ~~Hazardous Waste Management and Supervision Training through Oregon Department of Environmental Quality (DEQ) within 6 months of hire.~~<sup>[ECB4]</sup>
- Hazardous Waste Operations and Emergency Response Training (HAZWOPER) ~~408~~-hour, through a third party within 6 months of hire.
- Temporary Traffic Control Training through Oregon Department of Transportation (ODOT) within 6 months of hire.

- ~~Traffic Control Supervisor Training through ODOT within 6 months of hire~~ [ECB5]

**Driver's License** Must possess a current driver's license in the applicant's state of residence and acceptable driving history.

**Wellness Requirements** Must be able to pass a pre-employment physical examination by a county-appointed medical doctor and have good physical agility.

- Must be available for 24-hour on-call response for incident/disaster management.

**Knowledge of**

- OR-OSHA and other safety regulations, including those specific to the operations of the department
- Safety regulations regarding hazardous waste operations
- HIPPA rules and regulations

**Skills and abilities to**

- Successfully complete the OSHA mandated course on hazardous materials response
- Administer a legally mandated drug testing program
- Maintain confidential information, including confidential medical records, and to responsibly determine need-to-know for sharing of such information
- Develop, conduct, and coordinate employee safety-related training programs
- Interpret safety laws and regulations and skill in developing policies and effective procedures to ensure compliance
- Conduct effective site and employee safety inspections and to achieve corrections as necessary to ensure compliance with laws, regulations, and policies
- Communicate verbally and in writing; speak effectively before groups
- Investigate claims that involve personal injury, liability, and property damage
- Work effectively with other employees, other agencies, and the public

**ADOPTED:** 06/95

**REVISED:** 06/04; 09/10; 10/16; 5/18; 11/21

**MARKET REVIEW:** 06/04; 09/10; 10/16; 11/21