Sacramento Public Library Authority

November 29, 2012 **Agenda Item 14.0: Position Description and Control Update**

TO: **Sacramento Public Library Authority Board Members**

FROM: **Rivkah K. Sass, Library Director**

RE: **Position Description and Control Update**

RECOMMENDED ACTION(S):
Adopt Resolution #12-50, A Resolution Approving a Revision of the Authority's FY 2012-13 Position Control Listing.

REASON FOR RECOMMENDATION
Reclassify 1.0 FTE Risk Management Supervisor to 1.0 FTE Safety and Security Coordinator: The Library Safety and Security Coordinator position was created in 2008 to improve Sacramento Public Library's safety record, lower costs related to injuries and illness, and to ensure compliance with all regulatory requirements with regard to workplace safety. The employee hired to fill that position did all that and more, and the position was expanded and revised to Risk Management Supervisor in 2009. The new position included all risk management duties including Worker's Compensation administration and Liability and Property insurance oversight.

The position is now open due to a resignation. Staff recommends returning to the original role and job description of Safety and Security Coordinator. Risk management duties, including Worker's Compensation administration and return to work coordination will return to the Human Resources Department. Liability and Property insurance will return to the Deputy Library Director. This change will result in annual salary and benefits savings of $40,176.

ATTACHMENT(S)
Resolution #12-50, A Resolution Approving a Revision of the Authority's FY 2012-13 Position Control Listing.

Exhibit A: Position Description, Safety and Security Coordinator
Exhibit B: Revised FY 2012-13 Position Control

Sacramento Public Library
JOB DESCRIPTION

Safety and Security Coordinator
Grade: 5
FLSA Status: Non-Exempt
Designation: Represented

Department: Facilities
Date: 11/2012

Job Summary: Responsible for the safety of staff, customers and facilities; develops and implements safety training, programs and initiatives throughout the Library system; provides ongoing safety training to staff; and performs other duties as assigned.

Essential Functions:
(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Identifies safety training needs and develops safety programs throughout the Library;
2. Provides hands-on training on safe use of hand and power tools, forklifts, confined space entry, ergonomics, fall protection, blood borne pathogens, hazardous spill confinement, and other training that may be required;
3. Responds to safety emergencies and conducts accident investigations;
4. Evaluates and analyzes trends, barriers to performance of safe work and root causes of accidents; develops action plans to control or eliminate hazards in the workplace including engineering and/or administrative controls;
5. Maintains thorough documentation of all incidents for internal and for OSHA reporting;
6. Plans, develops, writes and conducts safety training presentations and safety programs; researches and implements web-based training and record-keeping systems;
7. Physically conducts OSHA compliance audits and inspections of all library work locations; develops audit protocols, schedules, and produces audit reports; establishes annual audit schedules;
8. Regularly visits branch locations and other business units to monitor and/or observe employee safety performance; immediately and decisively corrects safety deficiencies that may lead to injury or illness to staff and/or the general public;
9. Conducts workplace audits and inspections to identify and alleviate environmental factors and stresses affecting the health and safety of employees;
10. Conducts ergonomic or other specific assessments; recommends equipment, procedures, assignments or other actions to alleviate identified problems or concerns;
11. Develops, maintain and manage library programs which prevent or minimize employee exposure to hazardous physical agents including, noise, heat, ergonomic stresses;
12. Develops, maintains and provides training on a fully OSHA compliant Injury and Illness Prevention Program (IIPP);
13. Convenes and chair regular system-wide safety committee meetings.
14. Develops and implement disaster and pandemic preparation plans, including evacuation and shelter in place preparations for all branches; provides training for all staff on said plans.
15. Develops and implement business continuity plans for disaster recovery;

16. Facilitates compliance with applicable provisions of federal state and local regulatory requirements, particularly California Code of Regulations, Titles 8, 17 and 22; maintains currency in applicable regulations and inform the Library of changes which may impact library operations.
17. Contracts with hazardous waste haulers for the disposal of hazardous materials. Coordinates disposal dates and times with hazardous waste haulers. Approves and signs all hazardous waste manifests. Ensures that satellite accumulation locations are in compliance with regulations.
18. Administers the Authority's hazardous materials electronic database and all MSDS records.
19. Ensures that all safety equipment is maintained and regularly inspected, including first aid kits emergency response equipment and extinguishers;
20. Responds to system-wide security, fire and intrusion alarms;
21. Investigates worker's compensation claims and recommends corrective action, as appropriate;
22. Liaisons with contracted security staff and local law enforcement, fire department and other relevant agencies as well as neighborhood and community groups;
23. Cultivates and maintains positive relationships with other staff and members of the public;
24. Researches, compiles and analyzes data for special projects and various reports;
25. Requires regular and punctual employee presence;
26. Keeps abreast of safety trends by attending workshops and educational programs and reading periodicals and specialized literature; and recommends more efficient practices;
27. Attends meetings and events; participates in various teams when needed; and
28. Performs other duties as assigned.

SACRAMENTO PUBLIC LIBRARY CORE COMPETENCIES

All employees of Sacramento Public Library are evaluated on the following competencies:

- Accountability
- Communication
- Customer Service Focus
- Respect for Others

Required Knowledge, Skills, and Abilities:
The employee is expected to perform or possess the following:

1. Thorough knowledge of Sacramento Public Library's policies and procedures;
2. Act as a representative of Sacramento Public Library to the public;
3. Thorough knowledge of security and safety policies, procedures and programs;
4. Knowledge of effective investigation methods;
5. Prioritize and multitask;
6. Thorough knowledge of safety policies, procedures and programs;
7. Knowledge of Microsoft Office Suite, Internet, email and other relevant software;
8. Effectively train others on safety policies and practices;
9. Excellent written and verbal communication skills;
10. Establish and maintain effective working relationships; demonstrate the ability to work as part of a team;
11. Establish priorities and organize workload effectively and efficiently, paying attention to detail while working under pressure;
12. Maintain a pleasant and productive working environment;
13. Keep relevant parties informed of all major issues and recommend changes as appropriate;
14. Communicate effectively and courteously with other staff and members of the public;
15. Anticipate the customer's needs and deliver services by focusing on the customer;
16. Respond to customers in a timely, accurate, courteous, respectful and friendly manner;

17. Address the customer complaints/problems in a timely manner;
18. Possess attention to detail and follow through on tasks effectively and efficiently;
19. Take ownership for solving problems, regardless of assigned responsibility;
20. Build personal accountability;
21. Maintain a calm atmosphere and effectively handle emergency situations which may occur;
22. Set, model, and maintain a positive work environment;
23. Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software packages;
24. Maintain the confidential nature of sensitive information;

Education and Experience:

1. Bachelor's degree in Occupational Medicine, Occupational Health and Safety, Health Science or related field; and
2. Two years relevant experience;
3. Certification(s) from the National Association of Safety Professionals (NASP) such as Certified Safety Administrator, or Certified Environmental Health and Safety Management Specialist are highly desirable;
4. Or equivalent training, education, and/or experience.

Physical and Environmental Conditions:

Work usually occurs indoors, with acceptable lighting, temperature and air conditions. Spends 50% of the time standing, walking, or climbing stairs. Work may involve occasional moving/lifting of items of up to 40 pounds.

Work environment also involves everyday risks or discomforts which require normal safety precautions typical of such places as libraries, offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations and traffic signals when driving. May encounter aggressive human behavior. May require the need to occasionally work irregular hours.

A valid Class C California Drivers license will be required at the time of appointment and as a condition for continued employment. A satisfactory DMV check and alcohol/drug screen will be required prior to appointment to the position.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
NOVEMBER 29, 2012

PROPOSED FY 2012-13 POSITION CONTROL - November 29, 2012

	FY 2012-13 Approved October 25, 2012	FY 2012-13 Proposed November 29, 2012	
Accounting Specialist	2	2	
Administrative Assistant	2	2	
Administrative Analyst	1	1	
Administrative Technician	1	1	
Accountant/Budget Analyst	1	1	
Building Maintenance Worker	2	2	
Capital Projects Manager	1	1	
Circulation Supervisor	16	16	
Collection Management Services Manager	1	1	
Community Services Manager	1	1	
Custodial and Logistics Supervisor	1	1	
Custodian	10.5	10.5	
Deputy Library Director	1	1	
Director of Facilities	1	1	
Events Coordinator	0.5	0.5	
Field Custodial Supervisor	1	1	
Finance Manager	1	1	
General Services Worker	5.5	5.5	
Human Resources Generalist	1	1	
Human Resources Manager	1	1	
Human Resources Technician	1	1	
Information Technology Manager	1	1	
Information Technology Supervisor	2	2	
Information Technology Technician	1	1	
Librarian	42.5	42.5	
Library Associate	3	3	
Library Communications Analyst	1	1	
Library Director	1	1	
Library Program Specialist	1	1	
Library Services Assistant	90	90	
Library Services Specialist	2	2	
Library Supervisor I	14	14	
Library Supervisor II	9	9	
Library Supervisor III	14	14	
Library Technician	3	3	
Literacy and Homework Center Supervisor	1	1	
Materials Handler	1	1	
Procurement-Contract Coordinator	1	1	
Public Information Coordinator	1	1	
Public Services Manager	3	3	
Risk Management Supervisor	1	0	-1.0
Safety and Security Officer	0	1	1.0
Senior Accounts Payable Technician	1	1	
Senior HR Generalist	1	1	
Senior Information Technology Analyst	2	2	
Senior Information Technology Technician	2	2	
Senior Payroll Technician	1	1	
Special Projects and Remodeling Coordinator	1	1	
Technology Assistant	7.5	7.5	
Visual Communications Specialist	1	1	
	261.5	**261.5**	**0.0**

* FTEs are full time equivalent positions, equating part time positions into a fraction of a full time position.