



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services Director  
Date: May 23, 2017

Subject: Add one Safety Services Manager position in the Health Services Department

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22070 to add one (1) Safety Services Manager (AJFA) (represented) position at salary plan and grade level ZA5 1608 (\$5,688 - \$6,914) in the Health Services Department.

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$135,109 with estimated pension costs of \$29,456 already included. The entire cost is offset by Hospital Enterprise Fund I revenues.

**BACKGROUND:**

Per the California Department of Occupational Safety and Health Administration (Cal-OSHA), the Health Services Department is now required to establish specific standards to address workplace violence. The recently adopted regulation mandates a comprehensive workplace violence prevention program in all healthcare facilities and providers which includes the County's hospital and its health centers, all health field workers, and mobile health clinics. The Safety Services Manager will be primarily responsible for

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **05/23/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 23, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Rolanda Hartfield, Deputy

Contact: Jo-Anne Linares,  
(925) 957-5240

cc:



### BACKGROUND: (CONT'D)

developing and implementing the program infrastructure to include worksite analysis and hazard identification, management commitment and worker participation, safety and health training, recordkeeping and reporting of employee concerns. In addition, the incumbent will be managing the Department's Injury Illness and Prevention Program and also designated as the Safety Coordinator working closely with Risk Management and Department managers to mitigate loss to the County.

The addition of the Safety Services Manager position will ensure the Department is making every effort to promote and maintain a safe work environment.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not have adequate staff to implement and manage the Workplace Violence Prevention Program as required by Cal-OSHA.

### ATTACHMENTS

P300 No. 22070 HSD