



DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Hazardous Materials Investigator

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Hazardous Materials Investigator to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The Hazardous Materials Investigator job description was revised to change the title to Hazardous Materials Inspector to accurately reflect the duties of the position, which do not include conducting investigations. Rather, the primary responsibility is to conduct inspections of hazardous materials facilities.

The essential duties have been updated to reflect the additional responsibilities due to the changed nature of the job. The incumbent will review and process Hazardous Materials Business Plans submitted by regulated facilities into the California Environmental Reporting System (CERS). The incumbent will also be in charge of reviewing compliance and providing interpretation for the Hayward-adopted version of the California Fire Code associated with hazardous materials. The incumbent will provide review and interpretation for the Planning and Building Divisions associated with hazardous materials.

The changes to the Hazardous Materials Investigator job description were shared with and agreed to by representatives of Local 21. The Hazardous Materials Investigator job description was revised to update the title, definition, distinguishing characteristics, essential

duties, job related and essential qualifications, and special requirements. The changes to the job description are as follows:

Replaced title “Hazardous Materials Investigator” with “Hazardous Materials Inspector”

Definition

Added: “... which administers the ... Program Agency (CUPA), Hayward-adopted version of the California Fire code, as well as other... and local... regulations...”

Replaced: “...Hazardous Materials and Hazardous Waste Management Program...” with “...hazardous materials and hazardous waste management programs...”

Removed: “... Agency (CUPA) and a Local Implementing Agency (LIA) for the Regional Water Quality Control Board ...”

Distinguishing Characteristics

Replaced: “...non-public...” with “...public, non-safety...”

Essential Duties

Added:

- “... as well as...”
- “Conducts verification inspections to ensure compliance with approved permits and plans.”
- “Reviews and processes Hazardous Materials Business Plans submitted by regulated facilities into the California Environmental Reporting System (CERS) for completeness and accuracy.”
- “Reviews compliance and provides interpretation for the Hayward-adopted version of the California Fire Code associated with hazardous materials.”
- “Provides review and interpretation for the Planning and Building Divisions associated with hazardous materials.”

Replaced:

- “...on site...” with “...on-site...”
- “...information...” with “...informational...”
- “...first responders...” with “...First Responders...”
- “Make...” with “Makes...”
- “evaluate...” with “Evaluates...”

Removed: “...chemical...”

Job Related and Essential Qualifications

Knowledge of:

Removed: “Analyze and interpret codes, regulations, and policies.”

Ability to:

Added: "Analyze and interpret codes, regulations, and policies."

Special Requirements

Added:

- "...and field... and field..."
- "...consistently use and maintain appropriate safety equipment in performing job functions and duties..."

Removed:

- "...and..."
- "...to travel..."

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

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Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager