

**Program # 71013B - Office Support (for Safety Program)**

**Version 4/04/2005 s**

<b>Priority:</b>	Safety	<b>Lead Agency:</b>	County Business
<b>Program Offer Type:</b>	New Program	<b>Program Contact:</b>	Mary Boyer
<b>Related Programs:</b>	71009, 71013A, 71015A		
<b>Frameworks:</b>			

**Executive Summary**

Adds a position to be shared with Workers'Comp program to provide record keeping maintenance and integrity; ensure accurate and timely filing of paperwork; provide other office support functions, including data collection, analysis, reporting, scheduling.

**Program Description**

This adds a .5 FTE Office Assistant Senior to support Safety Staff in the continued implementation of Safety Audit recommendations through scheduling, assisting the public and other staff in interpreting and applying policies, procedures, laws, and ordinances; contact the public and outside agencies in acquiring and providing information and making referrals; research, complete, analyze, and summarize data for special projects and comprehensive reports. Compile information and data for reports; maintain a variety of statistical records; review, compute and correct data requiring analysis and coordination of several data sources and interpretation of policy. Initiate and maintain a variety of files and records; maintain manuals and update resource materials; order and maintain office supplies; process and maintain personnel, payroll, accounting and purchasing information; prepare and revise various operating procedures, rules and regulations upon request; develop and revise office forms and report formats, as well as report preparation procedures.

**Program Justification**

This will support the Accountability priority by providing excellent support service to the Safety and Health unit, allowing the Safety specialists to concentrate on field work, coordinating with departments, providing required training, accident analysis, ergonomic consultation and building, personnel and security consultations.

**Performance Measures**

Reports will be completed accurately and on time 99% of the time  
Required filings will be completed accurately and on time 99% of the time.  
Requests for inspections, evaluations, assessments and consultations will be scheduled within 7 days of request 90% of the time.  
All contact with the public, employees, vendors and consultants will represent high standards of professionalism and customer service at all times.

**Summary of last year's program results and this year's expected results**

New Program

**Program Mandate: 4 Program and Funding Level Choice****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2005	2005	2006	2006
<b>Program Expenses</b>				
Personnel	\$0	\$0	\$0	\$30,371
Subtotal: Direct Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,371</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,371</b>
Program Total:	<b>\$0</b>		<b>\$30,371</b>	
Program FTE	0.00	0.00	0.00	0.50
<b>Program Revenues</b>				
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

The position will be funded from within the Workers' Comp portion of the 60140 rates.

**Significant Program Changes**