CITY OF KEY WEST
FY 13/14 New Positions and Reclassifications Requested

Fund All
Department All Dept.

Cost Center	Total FT / PT	Requested Position Title (if Reclass, list new title here)	New or Reclass	Requested Increase/ (Decrease) in Salary	Purpose/Justification (include total annual hours for PT and current Position Title for Reclass)*
All Depts	PT	SAFETY OFFICER	New	4%	Assist in safety inspections. Provide guidance in accident investigations & reporting Selection of "jobs specific to work site" for hazard analysis. Conduct Hazard Anaylisis Provide Training Specific to Dept. & conduct walk-through with new -hires. Train personnel in vehicle inspections. Identify Unsafe Conditions and report to dept head Complete & report to Risk Mgmnt. those reports required when an accident occurs while driving a City-owned vehicle. Meet montly w-Risk Mgr. Attend quarterly City Safety Committee meeting.
					The proposed 4% increase in salary is recommended so that the individual will, in addition to their current job descrip/duties, be incentivized to take on the additional tasks associated with being a safety officer. The recommended increase would only affect a few depts (to be determined by dept. director) Example: emplyee earns $450 wkly * 4% = $18 per week * 4 wks = $72 monthly*12 mos = $864 annually. Additionaly, the City benefits because these tasks develops an individual for a future supervisory position.

* Reclass requests are required to include a completed position classification questionnaire and a completed new or revised job description (Forms are available in Human Resources).