

STATE OF CALIFORNIA  
 Budget Change Proposal - Cover Sheet  
 DF-46 (REV 03/13)

Fiscal Year 2014/15	BCP No. 14-03	Org. Code 7350	Department Industrial Relations	Priority No. 3
Program 40 Division of Occupational Safety & Health (DOSH)			Element	Component

Proposal Title  
 Cal/OSHA Program Unfunded Positions

Proposal Summary

The Division of Occupational Safety and Health (DOSH) requests an augmentation of \$3.314 million in the Occupational Safety & Health (OSH) Fund to support 26.0 of 31.5 existing, unfunded positions in the Cal/OSHA program to help increase the overall capacity to perform statewide safety inspections.

Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed	
Does this BCP contain information technology (IT) components? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, departmental Chief Information Officer must sign.</i>	Department CIO	Date
For IT requests, specify the date a Special Project Report (SPR) or Feasibility Study Report (FSR) was approved by the California Technology Agency, or previously by the Department of Finance. <input type="checkbox"/> FSR <input type="checkbox"/> SPR Project No. Date:		

If proposal affects another department, does other department concur with proposal?  Yes  No  
 Attach comments of affected department, signed and dated by the department director or designee.

Prepared By <i>Karen Swane</i>	Date <i>1/6/14</i>	Reviewed By <i>M. Garcia</i>	Date <i>1/6/14</i>
Department Director <i>Michelle Boh</i>	Date <i>1/3/14</i>	Agency Secretary <i>[Signature]</i>	Date <i>1-8-14</i>

**Department of Finance Use Only**

Additional Review  Capital Outlay  ITGU  FSCU  OSAE  CALSTARS  Technology Agency

BCP Type:  Policy  Workload Budget per Government Code 13308.05

PPBA Date submitted to the Legislature

## A. Proposal Summary

The Department of Industrial Relations (DIR) requests an augmentation of \$3.314 million in the Occupational Safety and Health (OSH) Fund to support 26.0 of 31.5 existing, unfunded positions in the Cal/OSHA program within the Division of Occupational Safety and Health (DOSH). The remaining 5.5 positions will be abolished (see Attachment I for a complete list of the 31.5 unfunded positions).

This proposal is a request for an increase to authority only, and will not increase the annual assessment. The unfunded positions will be supported by existing OSH funds which were previously dedicated to the support of the Process Safety Management (PSM) function within the Cal/OSHA program. The PSM refinery<sup>1</sup> function will be supported by a new distinct fee as described in DIR's PSM Unit Expansion budget change proposal. This shift in funding support will provide the capacity to support the increased expenditure authority requested by this proposal. DIR will manage cash flow accordingly so as to ensure that the annual assessment is not increased as a result of this action.

## B. Background/History

DOSH's mandate is to fulfill the duties under the California Occupational Safety and Health Act of 1973, ensuring safe and healthful working conditions for all California workers. Labor Code 50.7 indicates that:

*(a) The Department of Industrial Relations is the state agency designated to be responsible for administering the state plan for the development and enforcement of occupational safety and health standards relating to issues covered by corresponding standards promulgated under the federal Occupational Safety and Health Act of 1970 (Public Law 91-596). The state plan shall be consistent with the provisions of state law governing occupational safety and health, including, but not limited to, Chapter 6 (commencing with Section 140) and Chapter 6.5 (commencing with Section 148) of Division 1, and Division 5 (commencing with Section 6300), of this code.*

*(b) The budget and budget bill submitted pursuant to Article IV, Section 12 of the California Constitution shall include in the item for the support of the Department of Industrial Relations amounts sufficient to fully carry out the purposes and provisions of the state plan and this code in a manner which assures that the risk of industrial injury, exposure to toxic substances, illness and death to employees will be minimized.*

Budget change proposals in the 2008-09 and 2009-10 fiscal years helped to stabilize funding in support of the Cal/OSHA program by providing an appropriation from the newly created OSH Fund. However, this fund shift did not provide any augmentations to the program to address prior unfunded pay increases (salary adjustments pursuant to bargaining agreements for which funding augmentation is not provided) or price and inflationary impacts for which the General Fund does not receive an annual adjustment.

The historical impact of these funding shortfalls can be seen in the consistent vacancies present in the Cal/OSHA program. These historical excess vacancy rates are reflected on Attachment II.

DOSH's current number of unfunded positions presents a barrier to the accomplishment of the above mission, and helps contribute to California's inability to adhere to (at minimum) federal health and safety standards. This proposal will outline DIR's need to increase its current OSH appropriation in support of funding 26 of its 31.5 vacancies.

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<sup>1</sup> It should be noted that only the refinery cost will be supported by the new fee. The non refinery function within the PSM unit will continue to be supported by the OSH fund.

**Resource History**  
(Dollars in thousands)

Program Budget	2008-09	2009-10	2010-11	2011-12	2012-13
Authorized Expenditures	\$104,977	\$94,758	\$107,179	\$111,480	\$112,114
Actual Expenditures	\$97,936	\$93,999	\$99,255	\$107,912	\$106,616
Revenues	\$54,127	\$99,211	\$90,309	\$88,457	\$73,482
Authorized Positions	726.2	727.7	727.2	723.4	724.4
Filled Positions	655.9	682.9	662.0	652.0	673.0
Vacancies	70.3	44.8	65.2	71.4	51.4

**C. State Level Considerations**

Labor Code Section 50.7(b) indicates: The budget and budget bill submitted pursuant to Article IV, Section 12 of the California Constitution shall include in the item for the support of the Department of Industrial Relations amounts sufficient to fully carry out the purposes and provisions of the state plan and this code in a manner which assures that the risk of industrial injury, exposure to toxic substances, illness and death to employees will be minimized.

The authority requested to support the unfunded positions will be devoted to carrying out the intent of this section.

**D. Justification**

This proposal requests increased funding authority of \$3.314 million in the OSH Fund to support 26.0 existing, unfunded positions in the Cal/OSHA program<sup>2</sup>.

As mentioned above, historical excess vacancy rates specific to the Cal/OSHA program are reflected on Attachment II. Historical unfunded positions have contributed to these high vacancy rates, and are in part responsible for the following program deficiencies, many of which have been noted in the most recent OSHA Federal Audit and Monitoring Evaluation (FAME) report:

- Federal goal for California for opening complaint inspections is 5 days; in Federal Fiscal Year (FFY) 2012, DOSH's average was 14.9 days
- Federal goal for California for closing safety inspections is 55.9 days (national average); in FFY 2012, DOSH's average was 85.8 days. The average time to close safety complaints increased from FFY 2010 through FY 2012.
- Federal goal for California for closing health inspections is 67.9 days (national average); in FFY 2012, DOSH's average was 97.4 days. The average time to close health complaints increased from FFY 2010 through FY 2012.
- 2012 FAME report also noted that DOSH did not verify abatement (hazard correction) for 37 violations classified as Serious, Willful or Repeat.
- Of the 75-100 tunnels under construction at any one time in California, approximately 50 percent cannot be inspected every two months as required by Labor Code § 7953 due to lack of field inspection staff. In addition, there is not enough Mining and Tunneling personnel to administer the 450 examinations each year for the Blaster, Gas Tester or Safety Representative Certification, and avalanche control blasting facilities cannot be inspected as

<sup>2</sup> This proposal does not address the negative impact of federal sequestration reductions. Based on the most recent information available from Federal OSHA, the impact of sequestration is -\$2.3 million, which will prevent the filling approximately 21 positions in 2013/14 and ongoing.

needed. Within the next 3 years, California will be constructing 16 new major tunnels, all of which will use large Tunnel Boring Machines (TBMs), and all of which will need close regulatory oversight to ensure employee safety and to avoid another Sylmar-type disaster.

The program deficiencies listed above are examples and do not constitute a comprehensive list unmet mandates and/or unfulfilled workload demands for service. Attachment III provides workload justification and Attachment IV provides additional detail of the anticipated deliverables which will be achieved by providing funding for the 26.0 unfunded positions as requested by this proposal. Some examples of the benefits to California for filling the vacant Safety Engineer positions are shorter response times to complaints, increased Cal/OSHA health and safety inspections as well as tunnels and mining inspections, and increased on-site consultations to help employers eliminate workplace hazards. Additionally, the ability to fill vacant management and support staff positions will also increase inspections and consultations since it will enable safety inspectors to spend more time in the field, rather than in the office performing administrative functions. Further detailed information is noted in Attachment IV.

As indicated above, this proposal will address this lack without impacting the assessment on California employers.

#### **E. Outcomes and Accountability**

This proposal will generate more inspections and more comprehensive inspections as appropriate; reduce response time to complaints and accidents; increase the number of on-site consultations and provide more educational outreach events such as heat illness prevention training. It should be noted that there is a correlation between the number of inspections and the number of penalties assessed. Cal/OSHA penalties are deposited into the General Fund.

The goal of this proposal is to enhance the program's capacity to fill its existing positions, and close the gap between the existing level of program delivery and the federal OSHA standard. The activities in the proposal will be monitored by DOSH management and DIR Executive staff. The outcomes will be measured by the number of inspection conducted, consultations provided, number of hours spent in inspection, and number of hours spent in litigation to defend citations issued.

#### **F. Analysis of All Feasible Alternatives**

##### **1. Do Nothing**

###### Pro:

DOSH retains all of its position authority and the program does not increase its expenditure authority.

###### Con:

This alternative leaves the program ineffective and vulnerable to reductions in grant funding. If Cal/OSHA fails to retain the minimum of field staff required by Federal OSHA, grant funding could be cut. This option hinders Cal/OSHA's ability to effectively address inspector to worker ratios, which are currently below the national average, and other performance measure levels which currently do not meet federal standards, and are below California's own requirements. Although these positions are currently unfunded, the actual reduction of inspectors and other necessary managerial and support personnel will send the wrong message to federal OSHA evaluators who have expressed concern regarding California's underperformance and staffing levels.

**2. Abolish All Unfunded Positions**

Pro:

This alternative would "true's up" the budget by reducing staffing of the Cal/OSHA program down to its current budget authority.

Con:

As mentioned above in Alternative 1, while the Cal/OSHA's budget remains unchanged, this alternative could send the wrong message to federal OSHA given that California is not meeting the federal required inspector to worker ratio at this time.

**3. Approve the Proposal**

Pro:

This alternative allows Cal/OSHA to fill most of the vacant positions that have historically been left vacant due to lack of funding. Increased staffing will lead to more inspections and quicker responses to accidents which will create a safer and healthier environment for the California worker. This proposal will benefit California by increasing its inspector to worker ratios and keep California's Federal grant funding intact. This proposal will also allow Cal/OSHA to provide the necessary clerical and administrative support for the program to help achieve the deliverables outlined in this proposal. See Attachment V for the OSH Fund Condition Statement.

**G. Implementation Plan**

Begin hiring process

July 2014

**H. Supplemental Information**

None     Facility/Capital Costs     Equipment     Contracts     Other

**I. Recommendation**

Approve this request for an increase in authority of \$3.314 million in the OSH Fund to support 26.0 existing, unfunded positions in the Cal/OSHA program and eliminate 5.5 positions.

**Fiscal Summary**  
(Dollars in thousands)

BCP No. DIR 14-03	Proposal Title Cal-OSHA Unfunded Positions			Program 40 DOSH - Cal-OSHA		
Personal Services	Positions			Dollars		
	CY	BY	BY + 1	CY	BY	BY + 1
Total Salaries and Wages <sup>1</sup>	0.0	-5.5	-5.5		\$2,021	\$2,021
Total Staff Benefits <sup>2</sup>					887	887
<b>Total Personal Services</b>	0.0	-5.5	-5.5	\$0	\$2,908	\$2,908
<b>Operating Expenses and Equipment</b>						
General Expense					43	43
Printing					16	16
Communications					29	29
Postage					30	30
Travel-In State					66	66
Travel-Out of State					0	0
Training					7	7
Facilities Operations					0	0
Utilities					0	0
Consulting & Professional Services: Interdepartmental <sup>3</sup>					0	0
Consulting & Professional Services: External <sup>3</sup>					0	0
Data Center Services					89	89
Information Technology					120	120
Equipment <sup>3</sup>					6	6
Other/Special Items of Expense: <sup>4</sup>					0	0
Distributed Administration / Indirect Costs					0	0
<b>Total Operating Expenses and Equipment</b>				\$0	\$406	\$406
<b>Total State Operations Expenditures</b>				\$0	\$3,314	\$3,314
Fund Source	Item Number					
	Org	Ref	Fund			
General Fund						
Special Funds <sup>5</sup>	7350	001	3121		\$3,314	\$3,314
Federal Funds						
Other Funds (Specify)						
Reimbursements						
<b>Total Local Assistance Expenditures</b>				\$0	\$0	\$0
Fund Source	Item Number					
	Org	Ref	Fund			
General Fund						
Special Funds <sup>5</sup>						
Federal Funds						
Other Funds (Specify)						
Reimbursements						
<b>Grand Total, State Operations and Local Assistance</b>				\$0	\$3,314	\$3,314

<sup>1</sup> Itemize positions by classification on the Personal Services Detail worksheet.

<sup>2</sup> Provide benefit detail on the Personal Services Detail worksheet.

<sup>3</sup> Provide list on the Supplemental Information worksheet.

<sup>4</sup> Other/Special Items of Expense must be listed individually. Refer to the Uniform Codes Manual for a list of standard titles.

<sup>5</sup> Attach a Fund Condition Statement that reflects special fund or bond fund expenditures (or revenue) as proposed.

## Personal Services Detail

(Whole dollars)

BCP No. DIR 14-03	Proposal Title Cal-OSHA Unfunded Positions
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### Salaries and Wages Detail

Classification <sup>1 2</sup>	Positions			Salary Range	Dollars		
	CY	BY	BY + 1		CY	BY	BY + 1
<b><u>Enforcement:</u></b>							
Deputy Chief Safety-OSHA		[1.0]	[1.0]	8,369-9,325		\$106,164	\$106,164
Sr. Safety Engineer-Industrial		[3.0]	[3.0]	8,115-10,155		328,860	328,860
Associate Safety Engineer		[6.0]	[6.0]	6,898-8,629		559,008	559,008
Nurse Consultant III-Spec		-1.0	-1.0	5,953-10,551			
Assistant Safety Engineer		[1.0]	[1.0]	5,276-6,601		71,268	71,268
Associate Gov'l Prog Analyst		-1.0	-1.0	4,400-5,508			
Special Asst		-1.0	-1.0	3,676-4,424			
Office Technician-Typing		[2.0]	[2.0]	2,686-3,362		72,576	72,576
Office Technician-Typing		-1.0	-1.0	2,686-3,362			
Office Assistant-Typing		[1.0]	[1.0]	2,143-2,911		30,324	30,324
Student Assistant		-0.5	-0.5	1,458-1,999			
<b><u>Mining &amp; Tunneling:</u></b>							
Senior Safety Engineer M&T		[1.0]	[1.0]	7,377-9,234		99,672	99,672
Assoc Safety Engineer M&T		[1.0]	[1.0]	6,898-8,629		93,168	93,168
Office Technician-Typing		[2.0]	[2.0]	2,686-3,362		72,576	72,576
<b><u>Consultation:</u></b>							
Area Mgr Cal-OSHA		[2.0]	[2.0]	7,377-9,234		199,344	199,344
Assoc Safety Engineer		[3.0]	[3.0]	6,898-8,629		279,504	279,504
Office Technician-Typing		[1.0]	[1.0]	2,686-3,362		36,288	36,288
Office Technician-Typing		-1.0	-1.0	2,686-3,362			
<b><u>Targeted Inspection &amp; Consultation:</u></b>							
Office Technician (Typing)		[2.0]	[2.0]	2,686-3,362		72,576	72,576
<b>Total Salaries and Wages<sup>3</sup></b>	0.0	-5.5	-5.5		\$0	\$2,021,328	\$2,021,328

Staff Benefits Detail	CY	BY	BY + 1
OASDI		\$125,322	\$125,322
Health/Dental/Vision Insurance		222,346	222,346
Retirement			
Miscellaneous		428,582	428,582
Safety			
Industrial			
Other:			
Workers' Compensation		40,427	40,427
Industrial Disability Leave		0	0
Non-Industrial Disability Leave		0	0
Unemployment Insurance		0	0
Other:		70,746	70,746
<b>Total Staff Benefits<sup>3</sup></b>	\$0	\$887,424	\$887,424
<b>Grand Total, Personal Services</b>	\$0	\$2,908,752	\$2,908,752

<sup>1</sup> Use standard abbreviations per the Salaries and Wages Supplement. Show any effective date or limited-term expiration date in parentheses if the position is not proposed for a full year or is not permanent, e.g. (exp 6-30-13) or (eff 1-1-13)

Note: Information provided should appear in the same format as it would on the Changes in Authorized Positions.

<sup>2</sup> If multiple programs require positions, please include a subheading under the classification section to identify positions by program/element.

<sup>3</sup> Totals must be rounded to the nearest thousand dollars before posting to the Fiscal Summary.

Department of Industrial Relations  
 Division of Occupational Safety and Health (DOSH)  
 FY 2014/15 Budget Change Proposal DIR 14-03  
 Unfunded Positions

Attachment I

40.10 - Enforcement and Admin					
Program	Unit	Class Code	Serial	Classification	Vacant Positions
40.10	403	1139	265	OFF TECH (TYPING)	1.0
40.10	403	3929	583	ASSOC SAFETY ENGR	1.0
40.10	404	3929	297	ASSOC SAFETY ENGR	1.0
40.10	410	3899	377	A SAFE ENG	1.0
40.10	413	3929	637	ASSOC SAFETY ENGR	1.0
40.10	415	1379	247	OFF ASST/TYPE	1.0
40.10	416	5393	012	ASO GOVRL PROG ANL	1.0
40.10	418	3004	002	DEP CHIEF SAFETY/OSHA	1.0
40.10	418	0397	008	SP A TO SECTY	1.0
40.10	421	1139	083	OFF TECH (TYPING)	1.0
40.10	425	3929	434	ASSOC SAFETY ENGR	1.0
40.10	428	1139	257	OFF TECH (TYPING)	1.0
40.10	428	3929	001	ASSOC SAFETY ENGR	1.0
40.10	432	3909	069	SR SFTY ENG	1.0
40.10	461	3929	022	ASSOC SAFETY ENGR	1.0
40.10	462	3181	011	NURS' CON III SP	1.0
40.10	490	4870	001	STUDENT ASSISTANT	0.5
40.10	491	3909	046	SR SFTY ENG	1.0
40.10	491	3909	060	SR SFTY ENG	1.0
40.10 TOTAL					18.5

40.20 - Mining and Tunneling					
Program	Unit	Class Code	Serial	Classification	Vacant Positions
40.20	440	1139	302	OFF TECH (TYPING)	1.0
40.20	448	3905	008	SR SFTY ENG MNG&TU	1.0
40.20	453	1139	188	OFF TECH (TYPING)	1.0
40.20	460	3876	036	ASSOC SAFETY ENGR/M T&M	1.0
40.20 TOTAL					4.0

40.80 - Consultation					
Program	Unit	Class Code	Serial	Classification	Vacant Positions
40.80	471	3929	014	ASSOC SAFETY ENGR	1.0
40.80	472	1139	160	OFF TECH (TYPING)	1.0
40.80	472	3918	007	AR MGR CL/OSHA C S	1.0
40.80	473	3929	319	ASSOC SAFETY ENGR	1.0
40.80	475	1139	227	OFF TECH (TYPING)	1.0
40.80	475	3918	003	AR MGR CL/OSHA C S	1.0
40.80	477	3929	623	ASSOC SAFETY ENGR	1.0
40.80 TOTAL					7.0

40.90 - Targeted Inspection and Consultation					
Program	Unit	Class Code	Serial	Classification	Vacant Positions
40.90	481	1139	217	OFF TECH (TYPING)	1.0
40.90	484	1139	226	OFF TECH (TYPING)	1.0
40.90 TOTAL					2.0

Total Cal-OSHA Unfunded Positions	31.5
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\* Highlighted positions to be abolished.



Department of Industrial Relations  
 Division of Occupational Safety & Health  
 FY 2014/15 Budget Change Proposal DIR 14-03  
 Cal-OSHA Vacancy History

Attachment II

40.10 - Enforcement and Admin

	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Authorized	394	414.5	421.3	426.8	385.5	373.4	379.4	375.4	378.4	382.4	380.9	377.9	395.9
Filled	342.6	349.8	366.7	359.3	337.3	321.7	323.8	334.6	339	331.3	342.4	329.3	319.5
Vacant	51.4	64.7	54.6	67.5	48.2	51.7	55.6	40.8	39.4	51.1	38.5	48.6	67.4
Vacancy Rate	13%	16%	13%	16%	13%	14%	15%	11%	10%	13%	10%	13%	17%

40.20 - Mining & Tunneling

	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Authorized	24	30	32	30	29	26	29	31	31	31	31	30	29
Filled	24.8	27.9	28.3	28	24.2	20.2	24.8	27.9	28.3	26.6	26.3	24.4	24.4
Vacant	-0.8	2.1	3.7	2	4.8	5.8	4.2	3.1	2.7	4.4	4.7	5.6	4.6
Vacancy Rate	-3%	7%	12%	7%	17%	22%	14%	10%	9%	14%	15%	19%	16%

40.80 - Consultation Services

	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Authorized	75.5	68	60	63	63	59	59	60	62	64	65	63	61
Filled	49.1	54.2	59.7	60.2	60	53.5	55.9	58.6	60.3	60.7	57.2	57.5	56.3
Vacant	26.4	13.8	0.3	2.8	3	5.5	3.1	1.4	1.7	3.3	7.8	5.5	4.7
Vacancy Rate	35%	20%	0%	4%	5%	9%	5%	2%	3%	5%	12%	9%	8%

40.90 - Targeted Inspection & Consultation

	1999/00	2000/01	2001/02	2002/03	2003/04 *	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Authorized	90	87	72	64.5	104.8	71.5	60.5	61	59.5	54	54	53	53
Filled	59.4	62.3	60.3	58.1	55.8	53.7	53.9	52	52.8	49.9	50.8	48.6	46.1
Vacant	30.6	24.7	11.7	6.4	49	17.8	6.6	9	6.7	4.1	3.2	4.4	6.9
Vacancy Rate	34%	28%	16%	10%	47%	25%	11%	15%	11%	8%	6%	8%	13%

\* Increase of positions in Targeted Inspection & Consultation Fund to mitigate the effects of the Control Section 3.90 & General Fund Reduction

**Classification - Deputy Chief Safety (Enforcement)**

Activity	Annualized Hours
Manage, implement and oversee regular enforcement program for six Regions	600.0
Manage, implement and oversee special enforcement program for six Regions	375.0
Interface with Federal OSHA, complete reports, meet with representatives	475.0
Interface with stakeholders, public speaking engagements, advisory committee meetings, etc.	220.0
Administrative work - personnel, budget and facilities oversight for enforcement units	120.0
<b>TOTAL TIME:</b>	<b>1,790.0</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>	<b>1.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>	<b>1.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>	<b>0.0</b>

**Classification - Senior Safety Engineer (Enforcement)**

Activity	Annualized Hours
Research; Review existing standards, enforcement experience, consultation service experience, review other jurisdictions' regulations, develop an initial proposal.	1,350
Regulatory text development; Draft text of amendments to Title 8 standards, petitions for regulations, Form 9s, variances, discuss drafts with internal stakeholders.	900
Preparation of rulemaking packages; Draft initial statement of reasons and related documents.	900
Liaison with Standards Board; Interact with the staff of the OSH Standards Board on draft texts, scheduling and related matters.	300
Response to Comments; Respond to comments of stakeholders made orally or in writing during the public comment period.	900
Training [both given and received]; Prepare materials to be used as an instructor, attend training as provided by DOSH.	240
Professional duties; Maintain knowledge in areas of expertise, maintain professional certifications.	300
Provide on-site assistance for compliance officers, as needed, during inspections.	240
Provide expert witness testimony during appeal hearings, provide technical assistance to attorneys with litigation.	240
<b>TOTAL TIME:</b>	<b>5,370</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>	<b>3.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>	<b>3.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>	<b>0.0</b>

**Classification - Associate Safety Engineer (Enforcement)**

Activity	Annualized Hours
Field inspections - preparation and on-site; meeting with employer, walk-around of facilities, interviewing employees	3,200
Report-writing; research of regulations, evaluation of field notes, computer input	2,130
Travel for inspections and training	530
Abatement verification - on-site and paperwork review to ensure all violations are corrected within time frame	530
Professional duties - conduct research relevant to inspections, maintain certifications, maintain knowledge in areas of expertise	1,070
Litigation - prepare for appeal hearings and participate in hearings if citations are appealed by employer	1,070
Training - attend training annually as provided by DOSH	530
Office duties - perform tasks of District Office duty office, conduct permit conferences, generate administrative letters	1,600
<b>TOTAL TIME:</b>	<b>10,660</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>	<b>6.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>	<b>6.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>	<b>0.0</b>

**Classification - Assistant Safety Engineer (Enforcement)**

Activity	Annualized Hours
Field inspections - preparation and on-site; meeting with employer, walk-around of facilities, interviewing employees	500.0
Report-writing; research of regulations, evaluation of field notes, computer input	330.0
Travel for inspections and training	90.0
Abatement verification - on-site and paperwork review to ensure all violations are corrected within time frame.	75.0
Professional duties - conduct research relevant to inspections, maintain certifications, maintain knowledge in areas of expertise	180.0
Litigation - prepare for appeal hearings and participate in hearings if citations are appealed by employer	100.0
Training - attend training annually as provided by DOSH	270.0
Office duties - perform tasks of District Office duty office, conduct permit conferences, generate administrative letters	270.0
<b>TOTAL TIME:</b>	<b>1,815.0</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>	<b>1.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>	<b>1.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>	<b>0.0</b>

**Classification - Office Technician-Typing (Enforcement)**

Activity	Annualized Hours
Phone answering, Answer, screen and direct phone calls from public, employers, employees and other government agencies.	800.0
Correspondence; Open and date stamp incoming mail, faxes, email correspondence, match correspondence to appropriate files and other documents, distribute correspondence to appropriate staff, generates outgoing correspondence, make file copies, prepare postage and delivery services.	370.0
Filing; Generate filing system, prepare labels, return files and other documents to appropriate locations.	370.0
Handling case files; Generate, assemble, update and maintain inspection case files throughout the various stages of inspection activities, maintain a log of activities within the file.	800.0
Procurement; Order supplies, materials and equipment for the office, use Cal Card and reconcile Cal Card statements, prepare purchase orders and short form contracts.	250.0
Personnel matters; Maintain office calendar for all staff, maintain attendance calendar for all staff, review and process workers compensation forms, time sheets, car logs and Travel Expense Claims.	200.0
Photocopying; Locate, retrieve and copies or scans of inspection case files and other documents, count copies for billing purposes, copies made for internal administrative purposes, legal requests, and PRA requests.	800.0
<b>TOTAL TIME:</b>	<b>3,590.0</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>	<b>2.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>	<b>2.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>	<b>0.0</b>

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Attachment III

**Classification - Office Assistant-Typing (Enforcement)**

Activity	Annualized Hours
Phone answering; Answer, screen and direct phone calls from public, employers, employees and other government agencies.	400.0
Correspondence; Open and date stamp incoming mail, faxes, email correspondence, match correspondence to appropriate files and other documents, distribute correspondence to appropriate staff, generates outgoing correspondence, make file copies, prepare postage and delivery services.	185.0
Filing; Generate filing system, prepare labels, return files and other documents to appropriate locations.	185.0
Handling case files; Generate, assemble, update and maintain inspection case files throughout the various stages of inspection activities, maintain a log of activities within the file.	400.0
Procurement; Order supplies, materials and equipment for the office, use Cal Card and reconcile Cal Card statements, prepare purchase orders and short form contracts.	100.0
Personnel matters; Maintain office calendar for all staff, maintain attendance calendar for all staff, review and process workers compensation forms, time sheets, car logs and TECs.	70.0
Photocopying; Locate, retrieve and copies or scans of inspection case files and other documents, count copies for billing purposes, copies made for internal administrative purposes, legal requests, and PRA requests.	460.0
<b>TOTAL TIME:</b>	<b>1,800.0</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>	<b>1.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>	<b>1.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>	<b>0.0</b>

**Classification - Senior Safety Engineer (M&T)**

Activity	Hours per Activity	# of Activities per Year	Total Hours
Assignment of cases	1.0	150	150.0
Case management; Ensure inspections are managed in accordance with regulatory timelines/timeframes.	3.0	150	450.0
Case review - Review inspection files for completeness and proper evidence to support citations issued.	3.0	150	450.0
Training [both given and received], Review good engineering and best practices of M&T enforcement nationally and develop and implement training on an annual basis, attend training as provided by DOSH.	40.0	5	200.0
Professional duties; Conduct research into Good Engineering Practices and ensure California M&T enforcement is at least consistent with nationally recognized practices	168.0	1	168.0
Administrative duties; Ensure administrative duties of the District Office comply with Administrative and DOSH P&P, various personnel tasks, including performance evaluations.	334.0	1	334.0
<b>TOTAL TIME:</b>			<b>1,752.0</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>			<b>1.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>			<b>1.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>			<b>0.0</b>



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**Classification - Associate Safety Engineer (M&T)**

Activity	Hours per Activity	# of Activities per Year	Total Hours
Comprehensive mandated inspections	12.0	24	288.0
Partial mandated inspections	8.0	24	192.0
Accident inspections	40.0	3	120.0
Complaint inspections	16.0	3	48.0
Comprehensive follow-up inspections	10.0	4	40.0
Partial follow-up inspections	6.0	2	12.0
Accident follow-up inspections	24.0	2	48.0
Complaint follow-up inspections	12.0	1	12.0
On-site pre-job inspections	4.0	25	100.0
Telephone pre-job evaluations	2.0	4	8.0
Time spent on "no inspections" (cancelled)	4.0	4	16.0
8-hour dust sampling	16.0	3	48.0
Blaster exams	4.0	20	80.0
Gas tester exams	4.0	15	60.0
Safety representative exams	4.0	15	60.0
Technical assistance with reports	16.0	2	32.0
Filling in for supervisor	16.0	2	32.0
Diesel permit conferences	4.0	7	28.0
Training days	8.0	70	560.0
<b>TOTAL TIME:</b>			<b>1,784.0</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>			<b>1.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>			<b>1.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>			<b>0.0</b>

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Attachment III

**Classification - Office Technician-Typing (M&T)**

Activity	Hours per Activity	# of Activities per Year	Total Hours
Secretary to senior engineer (letters, Reports)	2.0	300	600.0
Directs workflow of office	2.0	300	600.0
Arranges meetings & schedules exams	1.0	300	300.0
Processes mail and distribution	0.4	300	120.0
Prepares copies of case files and documents	0.5	300	150.0
Monitors appeal activities	1.0	300	300.0
Performs role of attendance reporting officer	1.0	300	300.0
Processes certificates of execution	2.0	50	100.0
Answers phone & greets visitor	1.5	300	450.0
Takes complaints and accident reports	1.0	200	200.0
Maintains classification records	0.5	300	150.0
Other work as assigned	0.2	200	40.0
Training days	8.0	20	160.0
Backs up IMIS system (daily-weekly-monthly)	0.5	300	150.0
<b>TOTAL TIME:</b>			<b>3,620.0</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>			<b>2.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>			<b>2.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>			<b>0.0</b>

**Classification - Area Manager (Consultation)**

Activity	Hours per Activity	# of Activities per Year	Total Hours
Outreach to employers - preparation and delivery of oral presentations in the field, conferences and events; handle scheduled walk-in appointments	360.0	2	720.0
Review employer requests for consultation and make assignments	160.0	2	320.0
Field auditing - accompanying consultants on field visits to employers	90.0	2	180.0
Report review, editing and approval	420.0	2	840.0
Workload management - directing flow of reports, assessments and evaluations	300.0	2	600.0
Personnel management - evaluation of staff, writing performance reports, personnel issues	300.0	2	600.0
Training - attend training annually as provided by DOSH	90.0	2	180.0
Professional duties - conduct research relevant to consultation visits, maintain certifications, maintain knowledge in areas of expertise	90.0	2	180.0
<b>TOTAL TIME:</b>			<b>3,620.0</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>			<b>2.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>			<b>2.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>			<b>0.0</b>

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**Classification - Associate Safety Engineer (Consultation)**

Activity	Hours per Activity	# of Activities per Year	Total Hours
On-site Consultations - safety program evaluation, loss analysis, hazard identification, worker interviews	720.00	3	2,160.0
Report writing - review documents provided by employer, review field notes, interview notes, photographs, write narrative text	360.00	3	1,080.0
Outreach to employers - preparation and delivery of oral presentations in the field, conferences and events; handle scheduled walk-in appointments	270.00	3	810.0
Training - attend trainings annually as provided by DOSH	90.00	3	270.0
Travel for on-site consultations, outreach and training	180.00	3	540.0
Professional duties - conducts research relevant to inspections, maintains certifications, maintain knowledge in areas of expertise	90.00	3	270.0
Office duties - answering phone, handling unscheduled walk-in appointments, reproducing hand-out materials	90.00	3	270.0
<b>TOTAL TIME:</b>			<b>5,400.0</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>			<b>3.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>			<b>3.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>			<b>0.0</b>

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**Classification - Office Technician-Typing (Consultation)**

Activity	Annualized Hours
Answering phone	270.0
Copying - publications, presentations	180.0
Entry of IMIS forms	360.0
Preparation of case files	180.0
Preparation of internal documents (daily, weekly, monthly)	180.0
Correspondence - receipt, process, preparation of reponses, mailing	270.0
Report formatting and editing - review for format and textual errors	270.0
Filing of case files	90.0
<b>TOTAL TIME:</b>	<b>1,800.0</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>	<b>1.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>	<b>1.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>	<b>0.0</b>

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 Division of Occupational Safety & Health  
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Classification - Office Technician-Typing (Targeted)

Activity	Annualized Hours
Phone answering; Answer, screen and direct phone calls from public, employers, employees and other government agencies.	800.0
Correspondence; Open and date stamp incoming mail, faxes, email correspondence, match correspondence to appropriate files and other documents, distribute correspondence to appropriate staff; generates outgoing correspondence, make file copies, prepare postage and delivery services.	370.0
Filing; Generate filing system, prepare labels, return files and other documents to appropriate locations.	370.0
Handling case files; Generate, assemble, update and maintain inspection case files throughout the various stages of inspection activities, maintain a log of activities within the file.	800.0
Procurement; Order supplies, materials and equipment for the office, use Cal Card and reconcile Cal Card statements, prepare purchase orders and short form contracts.	250.0
Personnel matters; Maintain office calendar for all staff, maintain attendance calendar for all staff, review and process workers compensation forms, time sheets, car logs and TECs.	200.0
Photocopying; Locate, retrieve and copies or scans of inspection case files and other documents, count copies for billing purposes, copies made for internal administrative purposes, legal requests, and PRA requests.	800.0
<b>TOTAL TIME:</b>	<b>3,590.0</b>
<b>NUMBER OF STAFF NEEDED @ 1,776 HOURS:</b>	<b>2.0</b>
<b>NUMBER OF STAFF AUTHORIZED:</b>	<b>2.0</b>
<b>NUMBER OF ADDITIONAL STAFF REQUESTED:</b>	<b>0.0</b>

Department of Industrial Relations  
 Division of Occupational Safety and Health (DOSH)  
 FY 2014/15 Budget Change Proposal DIR 14-03  
 Anticipated Deliverables

Engineer Type	Outcome of Filling Vacant Positions & the Impact to Currently Filled Positions	Anticipated Deliverables	Relationship to Current Activities and Legal Mandates	Other Benefits
Enforcement Inspectors	7.0 Vacant Safety Engineers (SE) + 6.5 Currently Filled Safety Engineer positions: <ul style="list-style-type: none"> <li>• 6.0 Vacant Associate Safety Engineers</li> <li>• 1.0 Vacant Assistant Safety Engineer</li> <li>• Equivalent of 1.0 SE position freed up by filling 1.0 Deputy Chief</li> <li>• Equivalent of 3.0 SE positions freed up by filling 3.0 Senior Safety Engineers</li> <li>• Equivalent of 2.0 SE positions freed up by filling 4.0 Office Technicians</li> <li>• Equivalent of 0.5 position freed up by filling 1.0 Office Assistant</li> </ul>	<i>554 additional inspections per year (290 inspections by filling the vacant enforcement inspectors and an additional 264 inspections by current enforcement staff freed up from management and support duties).</i>	Currently conduct approximately 7,000 inspections per year.  With the proposed additional staff, expect to conduct approximately 7,600 inspections per year.	Reductions in workers' compensation costs. A UC Berkeley study in 2012 of Cal/OSHA enforcement inspections found that on average, an inspected employer's injury rate was lowered by 9.4% over a four year period, with a savings of 26% in workers' compensation costs. In addition to the prevention of the death, pain, suffering, and dislocation caused by occupational injuries, this study found that on average, inspected firms saved \$88,500 per year in medical treatment and other workers' compensation costs. An additional 554 inspections would save \$49 million per year.  Reductions in times needed to open and close inspections.  Increased ability to conduct follow-up inspections to ensure that employers have corrected the hazards identified in their workplaces.  Collection of civil penalties for citations; payment into the General Fund.  With the recent increase in construction activity in California, the additional positions will help Cal/OSHA continue to issue construction permits in a timely manner.

Engineer Type	Outcome of Filling Vacant Positions & the Impact to Currently Filled Positions	Anticipated Deliverables	Relationship to Current Activities and Legal Mandates	Other Benefits
Mining & Tunneling Engineers	2.0 Vacant Mining & Tunneling Engineer positions + 1.0 Currently Filled Mining & Tunneling Engineer: <ul style="list-style-type: none"> <li>• 1.0 Vacant Senior Safety Engineer</li> <li>• 1.0 Vacant Associate Safety Engineer</li> <li>• 1.0 Currently Filled Safety Engineer position freed up by filling the 2 vacant Office Technicians</li> </ul>	92 additional tunnel inspections per year. (16 new tunnels will be inspected by filling vacant engineer positions and additional tunnel inspections will be performed by existing engineers currently performing office support duties).	<p>CA law requires all tunnels under construction be inspected every 2 months. Currently, 75-100 tunnels are under construction in the state.</p> <p>Currently inspect 40 tunnels that are under construction every 2 months. Other tunnels under construction are inspected less frequently than every two months.</p> <p>Two (2) additional tunnels inspections will be conducted for each of the 35-60 tunnels currently under construction that are not being inspected every 2 months.</p>	<p>California's intensive inspection schedule for tunnels, as well as other aspects of the tunnel safety program, has averted major tunnel disasters that almost always result in multiple fatalities. In the past several years, Cal/OSHA took action in response to several near misses involving potential explosions.</p> <p>The greatest increase in California's tunnel production history will take place over the next 2.5 to 3 years. These projects include the Bullet Train, the Delta Bypass Project, the Subway to the Sea, and numerous other Los Angeles water and vehicular tunnel projects. They will involve the construction of multiple tunnels per project.</p>
		150 additional examinations per year for blaster, gas tester, or safety representative certification. (Filling vacant engineer positions will allow an additional 90 exams plus an additional 60 performed by existing engineers who no longer have to perform clerical duties.)	<p>Currently administer 225 examinations per year.</p> <p>With the proposed additional staff, expect to administer 375 examinations per year.</p> <p>CA law requires that 450 examinations be administered per year.</p>	Reduced delay in starting and continuing construction projects.



Engineer Type	Outcome of Filling Vacant Positions & the Impact to Currently Filled Positions	Anticipated Deliverables	Relationship to Current Activities and Legal Mandates	Other Benefits
		126 additional mine inspections per year	<p>In the past year, 79 mines were inspected.</p> <p>With the proposed additional staff, expect to inspect 100 to 200 mines per year.</p> <p>There are currently 395 mines commissioned in the state. CA law requires that all surface mines be inspected annually and underground mines be inspected 4 times per year.</p>	Mining is listed as one of the most dangerous occupations. The Division's inspections have resulted in citations and special orders necessary to abate serious hazards that can result in multiple fatalities and serious injuries such as the undermining of excavations.
Consultation Engineers	<p>3.0 Vacant Associate Safety Engineers + 2.5 Currently Filled Safety Engineer positions:</p> <ul style="list-style-type: none"> <li>• 3.0 Vacant Assoc. Safety Engineers</li> <li>• Equivalent of 2.0 SE positions freed up by filling the 2.0 Vacant Area Managers</li> <li>• The equivalent of 0.5 SE position freed up by filling 1.0 vacant Office Technician position</li> </ul>	440 additional onsite visits per year	<p>Currently conduct 480 onsite visits per year.</p> <p>With the proposed additional staff, expect to conduct 920 onsite visits per year.</p>	<p>Reduction of workers' compensation. Employers that request onsite visits have reported a 27% drop, on average, in their experience modification rates (i.e., the ratio of their workers' compensation losses compared to similar businesses).</p> <p>Prevention of greater numbers of injuries and illnesses. The reductions described above in workers' compensation losses show that the Consultation Service program helps employers prevent injuries and illnesses.</p>
		83 additional outreach events per year	<p>Currently conduct 90 outreach events per year.</p> <p>With the proposed additional staff, expect to conduct over 170 outreach events per year, reaching over 3,000 high-hazard employers.</p>	

DEPARTMENT OF INDUSTRIAL RELATIONS  
 FISCAL YEAR 2014-15 BUDGET CHANGE PROPOSAL  
 FUND CONDITION STATEMENT  
 (dollars in thousands)

Attachment V

	Actual 2011-12	Actual 2012-13	Projected 2013-14	Projected 2014-15	Projected 2015-16	Projected 2016-17
<b>3121 Occupational Safety and Health Fund</b>						
BEGINNING RESERVES	29,346	24,010	24,883	26,192	29,555	29,488
Prior Year Adjustments	513	340	-	-	-	-
Adjusted Beginning Balance	29,859	24,350	24,883	26,192	29,555	29,488
<b>REVENUES AND TRANSFERS</b>						
Revenues:						
125600 Other Regulatory Fees	34,812	39,877	35,390	57,082	53,303	53,303
150300 Income from Surplus Money Investments	70	46	60	60	60	60
Transfers from Other Funds:						
From 0096 Balance Transfer per FY 13/14 BCP # DIR 13-03			13,312			
New Refinery Fee			5,412	5,412	5,412	5,412
Totals, Revenues and Transfers	34,882	39,923	54,174	62,554	58,775	58,775
Totals Resources	64,741	64,273	79,057	88,746	88,330	88,263
<b>EXPENDITURES</b>						
Disbursements:						
0840 State Controller (State Operations)	54	27	2	-	-	-
7350 Department of Industrial Relations (State Operations)	40,577	39,165	52,636	53,425	53,425	53,425
8880 Financial Information System for California (State Operations)	100	198	227	42	42	42
FY 14-15 DIR 14-02 Process Safety Management Expansion				2,410	2,061	2,061
FY 14-15 DIR 14-03 Cal-OSHA Program Unfunded Positions				3,314	3,314	3,314
Totals, Expenditures	40,731	39,390	52,865	59,191	58,842	58,842
FUND BALANCE	24,010	24,883	26,192	29,555	29,488	29,421
Reserve for economic uncertainties	24,010	24,883	26,192	29,555	29,488	29,421