



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

January 28, 2011

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the classification of a new position titled Health and Safety Specialist for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria Monteagudo
Director of Employee Relations

MM:fcw

Enclosures: Job Evaluation Report

C: Chief of Police Edward Flynn
Assistant Chief of Police Monica Ray
Chief of Staff Joel Plant
Valarie Williams
Pamela Roberts

JOB EVALUATION REPORT

Fire & Police Commission Meeting: February 3, 2011

POLICE DEPARTMENT

Current	Request	Recommendation
New Position	Human Resources Analyst SG 03 (\$41,458 - \$58,037)	Health and Safety Specialist SG 03 (\$41,458 - \$58,037)

The basic function of this new position, under the general supervision of the Health and Safety Officer, is to perform a full range of professional duties relating to development, implementation, and administration of Departmental programs designed to enhance safety and reduce employee absenteeism. The duties and responsibilities include the following:

- 80% Human Resource Administration
Review and process requests for FMLA (Family Medical Leave Act), maternity, childrearing, and unpaid medical leaves of absence; provide leave of absence support, advice, and problem resolution to employees regarding the various leave programs; work with the Employee Benefits Division of the Department of Employee Relations to resolve problems; manage return to work under the limited duty program; coordinate fitness for duty examinations; work closely with the Health and Safety Officer and the City Attorney's Office to resolve complex cases; review and approve payment for services rendered under pre-employment examinations, fitness for duty examinations, hepatitis B vaccinations, sexual assault and homicide evidence collections, OWI (Operating While under the Influence) blood draws, and ambulance conveyance; prepare information for the Health and Safety Officer to review and for appearances at hearings involving the City Attorney's Office, Worker's Compensation Section, or unemployment matters; attend and/or testify at hearings in the absence of the Health and Safety Officer; ensure daily, biweekly, and quarterly entries into the Citytime Online System involving Sick and Injury Payroll Audits and required OSHA (Occupational Safety and Health Administration) reporting process; assist the Health and Safety Officer in the updating of the Department's Safety Plan; and make recommendations to the Plan as appropriate.
- 10% Records Management
Respond to requests for information for employee medical personnel records and/or lost wages from various sources including the Employee Benefits Division of the Department of Employee Relations, attorneys, and insurance companies.
- 10% Other Duties
Perform other duties as assigned including the supervision of operations in the Medical Section in the absence of the Health and Safety Officer.

Requirements include a Bachelor's Degree in Business Administration, Human Resources, Industrial Relations, or related field and two years of related experience. Experience with an automated HRIS system, preferably Peoplesoft, is desired. Other requirements include knowledge of local, state, and federal regulations related to the Family Medical Leave Act, OSHA Guidelines, the Americans with Disabilities Act, Worker's Compensation, and public records mandates; strong management, leadership, and interpersonal skills; and ability to research and analyze data and make recommendations. These requirements have not been assessed for staffing purposes.

Analysis

This position will be located in the Medical Section of the Human Resources Division. The Medical Section consists of a Health and Safety Officer in Salary Grade 06 and three office support positions. This position will assist in overseeing the daily responsibilities of the Medical Section and will serve as a backup to the Health and Safety Officer including supervision and attending and testifying at hearings.

The requested classification of Human Resources Analyst in Salary Grade 03 is an underfill title for the classification of Human Resources Analyst in Salary Grade 05. The basic function of both of these classifications is to provide comprehensive and direct human resources services. This may include administration of human resource policies and programs including sick leave control and leave benefits; recruitment, interviewing and selection of employees; and employee and labor relations activities. Positions in these classifications are usually generalists and perform a variety of human resources functions.

The position under study will focus on the areas of health and safety as opposed to working as a generalist; and is not intended as an underfill to a higher level position authority. We therefore recommend creating the new classification of Health and Safety Specialist in Salary Grade 03 which would more accurately describe the function of the position. Other positions in Salary Grade 03 have similar levels of duties and responsibilities such as the classifications of Test Administration Coordinator, Pension Specialist – Senior, and Management Services Specialist shown below:

Test Administration Coordinator – Employee Relations

Oversees the Test Administration Unit including the monitoring of Civil Service written and performance tests and the scoring of Civil Service examinations; and is responsible for the selection process for the City's office support series and the administration of the qualifying examinations for the Department of Public Work's technical and engineering series.

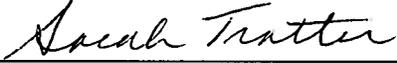
Pension Specialist – Senior – Employee's Retirement Services (ERS)

Calculates estimated and final benefits for members; assists in the communication of benefits and other ERS programs to members, employers, and other affected personnel; and resolves member questions, complaints, and requests which may involve some interpretation based on knowledge of the ERS, the benefit program, and governing ordinances.

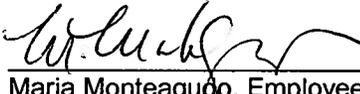
Management Services Specialist – Various Departments

Performs high level administrative support work in various City departments. Currently, and in the past, these departments have included the Mayor's Office, Common Council – City Clerk's Office, and the Department of Administration.

The work for all of these classifications is very detailed and has a high consequence of error. The work for this new position will also be very detailed and have a high consequence of error as it will include the review and processing of requests, problem solving, and providing advice to employees regarding various leaves such as those under the Family and Medical Leave Act (FMLA). We therefore recommend that this new position be classified as Health and Safety Specialist in Salary Grade 03.

Prepared By: 
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Reviewed By: 
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Reviewed By: 
Maria Monteagudo, Employee Relations Director