

# DRAFT for review by the FPC

## HEALTH AND SAFETY SPECIALIST Milwaukee Police Department

*The eligible list resulting from this examination may be used to fill similar positions.*

**PURPOSE:** The Health and Safety Specialist is a civilian employee of the Milwaukee Police Department (MPD). Under the direction of the Health and Safety Officer, the Health and Safety Specialist is responsible for performing a full range of professional duties related to developing, implementing, and administering departmental programs designed to enhance safety and reduce employee absenteeism for 2,600 employees of the MPD, both sworn and civilian.

### ESSENTIAL FUNCTIONS:

- ♦ Review and process requests for Family Medical Leave Act (FMLA), maternity, childrearing, and unpaid medical leaves of absence. Provide support, advice, and problem resolution to employees regarding the various leave programs. Work with the Employee Benefits Division of the Department of Employee Relations (DER) to resolve problems.
- ♦ Manage return to work under the limited duty program.
- ♦ Coordinate fitness for duty examinations. Work closely with the MPD Medical Section supervisor 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 blood draws, and ambulance conveyances.
- ♦ Prepare information for the manager of the MPD Medical Section to review prior to appearing at hearings involving the City Attorney's Office, Worker's Compensation-DER, or unemployment matters. Attend and testify at hearings in the absence of the manager of the MPD Medical Section.
- ♦ Perform periodic payroll audits to ensure that daily, bi-weekly, and quarterly entries into the CityTime Online System are accurate. Monitor required OSHA reporting.
- ♦ Assist the manager of the MPD Medical Section with updating the Department's Safety Plan, and make recommendations to the plan as appropriate.
- ♦ Respond to requests for information for employee medical personnel records and lost wages from the Employee Benefits Division-DER, attorneys, and insurance companies.
- ♦ Supervise the operations of the MPD Medical Section in the absence of the manager, and perform other duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### MINIMUM REQUIREMENTS:

1. Bachelor's Degree with a major in business administration, human resources, industrial relations, occupational safety, health care administration, or a related field from an accredited college or university.
2. One year of experience in the administration of employee health and safety programs performing duties related to this position.  
*Equivalent combinations of education and experience may also be considered.*
3. Valid Driver's license at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

### DESIRABLE QUALIFICATIONS:

- ♦ Experience using human resources management software, preferably PeopleSoft (Oracle).

### KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- ♦ Knowledge of federal, state, and local laws regulating employee safety and health, including OSHA, Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Pregnancy Discrimination Act, Wisconsin Worker's Compensation Act, and HIPAA Privacy Rule.
- ♦ Knowledge of occupational safety and health, absenteeism issues, and limited duty, fitness for duty, and worker's compensation programs.
- ♦ Ability to read and interpret work-related materials.
- ♦ Oral communication and presentation skills.
- ♦ Written communication skills.
- ♦ Analytical and problem-solving skills.
- ♦ Ability to exercise sound judgment.
- ♦ Ability to conduct research and prepare reports.
- ♦ Computer skills, including the ability to use word processing, database, and spreadsheet programs.
- ♦ Interpersonal skills; ability to work effectively in a quasi-military environment with a multi-cultural, multi-disciplinary staff, City officials, and representatives of other departments and agencies.
- ♦ Ability to effectively provide supervision in a back-up capacity.
- ♦ Ability to handle stress and maintain professionalism when dealing with the sensitive issues of employees on a daily basis.
- ♦ Honesty, integrity, and ability to maintain confidentiality.
- ♦ Organizational and record-keeping skills, as well as the ability to plan, coordinate, and accomplish work in a fast-paced environment.
- ♦ Ability to participate in professional development activities to stay current regarding employee health and safety issues and practices.

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**THE CURRENT SALARY RANGE (SG 03) IS:** \$41,458 to \$58,037 annually with excellent benefits. Recruitment is normally at the beginning of the range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **August 19, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

**ELIGIBLE LIST:** Passing candidates are placed on an eligible list in order of final score. Candidates must pass a background investigation, medical examination, and drug screen test prior to appointment from the eligible list.

**APPLICATIONS** and further information may be obtained from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs) or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee WI 53202-3554, by calling 414.286.3751.

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