BE A FORCE

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
http://www.milwaukee.gov/police

Edward A. Flynn
Chief of Police

(414) 935-7200

February 25, 2015

The Board of the
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: REQUEST FOR HEALTH & SAFETY SPECIALIST EXAMINATION/ELIGIBILITY LIST

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Health and Safety Specialist as soon as administratively possible. The Health and Safety Specialist, under the direction of the Health and Safety Officer, is responsible for performing a full range of professional duties related to developing, implementing, and administering departmental programs designed to enhance safety and reduce absenteeism for law enforcement and civilian employees of the Department.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Analyst-Senior Vanessa Armstrong at 935-7542.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:va
Attachment

City of Milwaukee
CS-25, Rev. *11/14*

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 02-04-2015	**2. Present Incumbent:**	**Is incumbent underfilling position?** YES ☐ NO ☒ *If YES, indicate Underfill Title in box 10.*
3. Date Filled: 07-16-2012	**4. Previous Incumbent:** Vanessa Armstrong	
5. Department: Milwaukee Police Department	**Bureau:** Risk Management **Division:** Human Resources	**Unit:** **Section:** Medical
6. Work Location: 3215 West State Street	**Telephone:** 414-935-7953 **Email:**	**Work Schedule:** Hours: 40 / Days: 5
7. Represented by a Union? ☐ *Yes* ☒ *No*	**8. Bargaining Unit:** Non-Mgmt/Non-Rep **If in District Council 48, which local?**	**9. FLSA Status** *(check one)*: ☐ Exempt ☒ Non-Exempt

10.		Pay Range	Job Code	EEO Code
	Official Title: Health and Safety Specialist	2DN		
	Underfill Title *(if applicable)*:			
	Requested Title *(if applicable)*:			

Recommended Title (DER Use Only):	**Approved by:** **Date:**

11. BASIC FUNCTION OF POSITION:

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.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: *(Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)*

% of Time	ESSENTIAL FUNCTION
80%	• 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)

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	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%	• 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%	• Perform other duties as assigned including the supervision of operations in the Medical Section in the absence of the Health and Safety Officer.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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C. NAME AND TITLE OF <u>IMMEDIATE</u> SUPERVISOR:

Administrative Lieutenant Mercedes Cowan

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

E. SUPERVISION EXERCISED:
Total number of employees for whom responsible, either directly or indirectly = _____.

<u>Direct Supervision:</u> List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties
b. Outline methods
c. Direct work in progress
d. Check or inspect completed work
e. Sign or approve work
f. Make hiring recommendations
g. Prepare performance appraisals
h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised *(Select those that apply from list above, a - h)*
2	Office Assistant	a-h

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a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised *(Select those that apply from list above, a - h)*

F. MINIMIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

- Bachelor's Degree with a major in business administration, human resources, industrial relations, occupational safety, health care administration, or related field from an accredited college or university.
- One year of experience in the administration of employee health and safety programs duties related to this position.
- Valid Driver's license at time of appointment and throughout employment.
- Residency in the City of Milwaukee within six months of appointment and throughout employment.

ii. Knowledge, Skills and Abilities:

- 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 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.

iii. Certifications, Licenses, Registrations:

iv. Desirable Qualifications:

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

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to

enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. **PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

☐	**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☐	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
☐	**Stooping:** Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
☐	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
☐	**Crouching:** Bending the body downward and forward by bending leg and spine.
☐	**Crawling:** Moving about on hands and knees or hands and feet.
☐	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☐	**Standing:** Particularly for sustained periods of time.
☐	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☐	**Pushing:** Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
☐	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	**Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
☐	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☐	**Grasping:** Applying pressure to an object with fingers and palm.
☐	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
☒	**Hearing:** Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
☐	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
☐	**Driving:** Minimum standards required by State Law (including license).

H. **PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

CHECK ONE:

☒	**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
☐	**Light Work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
☐	**Medium Work:** Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	**Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	**Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. **VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

☒	**Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:** This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
☐	**Machine Operators, Mechanics, Skilled Tradespeople:** This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
☐	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	**Other:** This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. **THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**
List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

CHECK ALL THAT APPLY:

☒	**None:** The worker is not substantially exposed to adverse environmental conditions *(such as typical office or administrative work).*
☐	**The worker is subject to inside environmental conditions:** Protection from weather conditions but not necessarily from temperature changes *(i.e. warehouses, covered loading docks, garages, etc.)*
☐	**The worker is subject to outside environmental conditions:** No effective protection from weather.
☐	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.
☐	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☐	**The worker is subject to noise:** There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
☐	**The worker is subject to vibration:** Exposure to oscillating movements of the extremities or whole body.
☐	**The worker is subject to hazards:** Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
☐	**The worker is subject to atmospheric conditions:** One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
☐	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.
☐	**The worker is required to wear a respirator.**

K. **MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

☐ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
☐ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☐ Handcart	☒ PC software
☐ Hand tools ***(please list):***	
☒ Office Machines ***(check all that apply):*** ☒ Copier ☒ Facsimile ☒ Calculator ☐ Cash register	
☐ Other ***(please list):***	

L. **SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate.

_____
Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.