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) 933-4444

July 1, 2016

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

RE: REQUEST FOR HEALTH AND SAFETY OFFICER 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 Officer as soon as administratively possible. The Health and Safety Officer is a civilian positon assigned to the Medical Section of the Human Resources Division. This position is responsible for the development, implementation, and administration of Department programs designed to enhance safety and reduce employee absenteeism. Also, this position will be responsible for the Limited Duty Program, State and Federal Family Medical Leave (FMLA), other leaves, and Fitness for Duty Evaluation recommendations.

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 Specialist Pamela K. Roberts at (414) 935-7191.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:PKR:rln
Attachment

City of Milwaukee
CS-25, Rev. 1/06

JOB DESCRIPTION

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

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 8/5/2010	**2. Present Incumbent:** MERCEDES COWAN		**Is incumbent underfilling position?** YES ☐ NO ☒ If YES, indicate underfill title in box 10.
3. Date Filled:	**4. Previous Incumbent:**		
5. Department: Police Department		**Bureau:** Administration **Division:** Human Resources Div	**Unit:** **Section:** Medical Section
6. Work Location: Police Administration Building, 749 W State Street, 4th Floor		**Telephone:** 414 935 7953 **Email:**	**Work Schedule:** Hours: 8 / Days: 5
7. Represented by a Union? YES	**8. Bargaining Unit:** Milw. Police Supvrs Org (MPSO) **If in District Council 48, chose a Local:** None		**9. FLSA Status: NON-EXEMPT**

10.			Pay Range	Job Code	EEO Code
	Official Title: Adminstriative Lieutenant of Police (Health and Safety)		836	2351/2314	
	Underfill Title (if applicable):				
	Requested Title (if applicable): Health and Safety Coordinator				
	Recommended Title (DER Use Only):	Approved by: _____ Date:			

11. BASIC FUNCTION OF POSITION:

The Health and Safety Coordinator is responsible for the development, implemenation, and administration of Department programs designed to enhance safety and reduce employee absenteeism. Responsible for managing the Limited Duty Program, Leave under Federal & State FMLA and Other Leaves, and Fitness for Duty Evaluations recommendations.

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
25 %	• Acts as resource person for the Chief of Police and other managers/supervisors in the following areas: Department Rules & Procedures pertaining to sick and injury leave, Occupational injuries/worker's compensation claims, Fitness For Duty Evaluations, Limited Duty Program, Milwaukee Police Department Safety Plan.
20 %	• Acts as the Chief of Police and the Department's liaison with Employee Benefits Administration, City Attorney's Office, Outside Resources relative to disability and worker's compensation matters
20 %	• Manages Federal and State FMLA and Other Leaves. Manages Fitness For Duty Evaluations & Case Management. Manages and directs the Departments Limited Duty Program & ADA Compliance.
15%	• Responds to requests for information from the Office of the Chief, City Attorney, and outside agencies. Attends and participates in Worker's Compensation Hearings, Court subpoenas, Common Council Meetings, Fire & Police Commission Hearings, Request For Proposal Process on matters related to this position
5 %	• Determines the need for and formulates In Service Training programs in collaboration with the Police Academy on safety-related and absenteeism control topics.
5 %	• Supervises the operations and personnel of the Medical Section.
5 %	• Collects, records, and analyzes pertinent statiscal data relating to the Department's safety, absence control, and Limited Duty Program. Based on these analyzes, makes appropriate recommendations to the Chief of Police for improvement and efficiency of Department operations.
5 %	• Serves as loss control manager in matters relating to sick leave, injury leave and worker's compensation

% of Time	ESSENTIAL FUNCTION
	costs. Assist with developing and revising Department policies. .
	•
	•

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Valarie Williams, Police Personnel Administrator

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

General supervision is received from the Police Personnel Administrator

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **4**.

Direct Supervision: 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)
1	Office Assistant IV	a-h
1	Office Assistant III	a-h
1	Office Assistant II	a-h

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

i. Education and Experience:

Baccalaureate Degree in Health Science, Health Care Administration, Sociology, Business or Public Administration or related field from an accredited college or university

Minimum of three years of experience performing duties closely related to this position.
NOTE: Equivalent combinations of education and experience may also be considered.

ii. Knowledge, Skills and Abilities:

Knowledge of Family Medical Leave Acts, Americans with Disabilities Act, Wisconsin Worker's Compensation Act, Pregnancy Discrimination Act and other related laws.
Strong management, leadership and interpersonal skills.
Ability to write well-structured business letters, memos, policies and procedures, and reports.
Ability to communicate in person or over the telephone with co-workers, representatives of health and government agencies, and other entities.
Strong planning and organizational skills.
Ability to research and analyze data and make recommendations.
Ability to analyze and solve problems.
Ability to read and interpret government laws and regulations, and labor contracts.
Ability to establish and maintain effective working relationships with a variety of people.
Ability to use spreadsheet, database, word processing, and presentation software, such as Microsoft Office (Word, Excel, Access and PowerPoint).
Familiarity with PeopleSoft Human Resources (HRMS) is highly desirable.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

The position requires that the incumbent be secure with confidential and sensitive matters.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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 fees 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 failing 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.

X	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☐	**Standing:** Particularly for sustained periods of time.
X	**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.
X	**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.
X	**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.
X	**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.
X	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
X	**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.
X	**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 devises, 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: _____%**

CHECK ALL THAT APPLY:

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