



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

August 22, 2019

Alfonso Morales
Chief of Police

(414) 933-4444

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

RE: REQUEST FOR HEALTH & 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 position 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 Analyst - Sr. Jamie Heberer at (414) 935-3980.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alfonso Morales', written in a cursive style.

ALFONSO MORALES
CHIEF OF POLICE

AM:jh
Attachment

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: 1/2/2018 / 4/6/2018		2. Present Incumbent: Lieutenant Shannon Seymer-Tabaska		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
3. Date Filled: 3/12/2017		4. Previous Incumbent: Cathy Walker-Harris			
5. Department: POLICE DEPARTMENT			Bureau: Risk Management Division: Human Resources		Unit: Section: Medical Section
6. Work Location: 749 W. State St. Milwaukee, WI 53208			Telephone: Email:		Work Schedule: Full-time Hours: 8am-4pm Days: Monday-Friday
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Bargaining Unit: Management, General City If in District Council 48, which local?			8. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10.	Official Title: Health & Safety Officer			Pay Range	Job Code
				1CX	4604
	Underfill Title (if applicable):				
Requested Title (if applicable):					
Recommended Title (DER Use Only):			Approved by: _____		
			Date: _____		

11. BASIC FUNCTION OF POSITION:

Under the general direction of the Human Resources Administrator, the Health and Safety Officer is assigned to the Medical Review Section and is responsible for the overall development, implementation, administration, operations, and training designed to reduce employee absenteeism for 2,600 sworn and civilian employees employed by the Milwaukee Police Department (MPD). The Medical Review Section consists of various medical evaluation and leave programs to include: Fitness for Duty, Limited Duty, Worker's Compensation – Occupational Injury Duty, Family Medical Leave Act (FMLA), and Medical Leave of Absence.

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
100%	<ul style="list-style-type: none"> Regular and consistent attendance. Oversee the operations and personnel of the MPD Medical Section by planning the workload, supervising, evaluating staff, managing the budget, and ensuring compliance with the MPD Code of Conduct, Standard Operating Procedures, federal and/or state laws, and related best practices. Administer the FMLA Policy and Leave Program, which includes making recommendations to approve or deny requests for FMLA based on federal regulations. Maintain current knowledge of FMLA best practice, emerging issues and laws. Develop and implement Americans with Disabilities Act (ADA) program policies, procedures and services for MPD members. Maintain current knowledge of ADA guidelines, best practices, emerging issues and laws regarding accommodations.
	<ul style="list-style-type: none"> Assist management with leave of absence situations and provide guidance in accordance with MPD Standard Operating Procedures (SOP) and legal guidelines. Maintain compliance with standards, federal/state regulations, and laws pertaining to FMLA and ADA. Work closely with the Training Academy pertaining to Law Enforcement Standard Board (LESB) Handgun Qualification required certifications.
	<ul style="list-style-type: none"> Develop and administer FMLA and ADA training for all Department members. Collect, record, and analyze statistical data relating to the various leave programs and make recommendations to the Chief of Police on matters related to the Department's need for improvement

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
	and/or efficiency within the Medical Review Section. <ul style="list-style-type: none"> • Serve as a primary resource for the Chief of Police and other managers and supervisors in the following areas: the Department's Code of Conduct and Standard Operating Procedures pertaining to sick and medical leaves of absence, occupational injuries and Worker's Compensation claims, Fitness for Duty evaluations, and MPD's Limited Duty Program. • Act as the Department's liaison with the Department of Employee Relations (DER) Benefits Administration, the city Attorney's Office, and outside agencies relative to disability, worker's compensation, and injury pay matters. • Manage and maintain case management on injury and safety-related programs, including FMLA Intermittent Leave, Fitness for Duty, Limited Duty in accordance with applicable laws, best practices, policies and procedures, and ADA compliance. • Represent the Department in meetings, hearings, and depositions related to Department member's health and safety issues.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Human Resources Administrator Arvis Williams.

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 Human Resources 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	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)
1	H&S Specialist	a-h
1	Office Assistant IV	a-h
1	Office Assistant III	a-h
1	Office Assistant II	a-h

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

i. Education and Experience:

- Baccalaureate Degree with a major in human resources, health care administration, public or business administration, or a closely-related field from an accredited college or university.
- Three (3) years of experience solely in the performance of administering FMLA, Medical Leave of Absence, ADA, Worker's Compensation-Occupational Injury Duty, Limited Duty, and other leave programs performing duties related to this position, including one (1) year of experience in a supervisory, lead worker, or policy development role. Equivalent combinations of education and experience may also be considered.
- Valid driver's license at time of appointment and throughout employment.

ii. Knowledge, Skills and Abilities:

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- Excellent customer service skills and ability to manage difficult and stressful situations.
- Strong communication skills – written, verbal, and facilitation of strong interpersonal relationships.
- Experience using human resources management software, preferably PeopleSoft (Oracle).
- Strong 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 (PDA), Wisconsin Worker's Compensation Act, and HIPAA Privacy Rule.
- Knowledge of absenteeism issues, as well as Limited Duty, Fitness for Duty, and Worker's Compensation programs.
- Supervisory knowledge of best practice as it relates to training on the various leave programs and federal, state, and local laws regulating employee health and safety.
- Ability to conduct research and prepare narrative and statistical reports.
- Ability to read and interpret work-related materials such as Department Standard Operating Procedures (SOPs), Labor Contracts, Fire and Police Commission Standards/Rules, and Municipal Ordinances as they pertain to the administration of Leave of Absence.
- Excellent oral communication and presentation skills to field questions satisfactorily and provide testimony at meetings, hearings, and depositions.
- Strong written communication skills, including the ability to write well-crafted, error-free reports and correspondence.
- Strong analytical and problem-solving skills to be able to resolve employee issues related to leave programs.
- Demonstrated proficiency with Microsoft Word, Excel, and PowerPoint.
- Exceptional interpersonal skills, including being able 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 handle stress, maintains professionalism, and remains impartial on a daily basis when dealing with sensitive issues and personnel behavior such as misconduct and insubordination.
- Strong organizational and record-keeping skills, with attention to detail.
- Ability to plan and accomplish work in a timely manner with the flexibility of prioritizing projects as needed.
- Ability to maintain confidentiality, honesty, integrity, and exercise sound judgment and decision-making.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

- This 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:

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

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<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	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:

<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:

<input type="checkbox"/>	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).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	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:

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.

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:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	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.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	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:

<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input checked="" type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools (please list):								
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input checked="" type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input type="checkbox"/>	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.