



Department of Employee Relations

MEMORANDUM


Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

TO: Chris Lee, Staff Assistant
Finance and Personnel Committee
Office of the City Clerk

FROM: Maria Monteagudo 
Employee Relations Director

DATE: June 2, 2016

RE: CC File #151875 - Administrative Changes to the 2016 Salary Ordinance

Please make the following corrections to the 2016 Salary Ordinance:

1. Effective Pay Period 24, 2015 (November 8, 2015), under Pay Range 1AX, add footnote designations "1" and "2" to the title "Fleet Operations Supervisor".
2. Under Pay Range 1CX, add the title "Health and Safety Officer". This title was inadvertently taking out the Salary Ordinance.
3. Under Pay Range 2IN, delete designation and footnote "1" in its entirety and add footnote designation "2" to the title "Mechanical Engineer III"
4. Under Pay Range 3FN, delete footnote "4" and replace with the following: "(4) Employees represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range: \$1,595.65 - \$1,717.44 (\$41,486.90 - \$44,653.44).
5. In Part II, Section 3 – Salary at Time of Appointment, delete letter "B" in its entirety and replace with the following : "B. **Recruitment for Officials and Administrators (Section I) and Professionals (Section II):** In the event it becomes necessary to recruit at a rate above the minimum for positions classified as Officials and Administrators or Professionals, recruitment may be authorized at a rate up to 60% above the minimum of the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. A listing of appointments made pursuant to this provision shall be communicated to the Committee on Finance and Personnel."

Please make the following corrections to the 2016 Positions Ordinance:

1. Under Department of Public Works-Operations Division, Fleet Services Section, delete one position of "Radio Service Technician".

AK/fcw



JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: September 16, 2010

Department: Police

Present	Request	Recommendation
Administrative Lieutenant of Police (Health and Safety) PR 836 \$68,163 - \$82,740	Classify as civilian position	Health and Safety Officer SG 06 \$50,206 - \$70,295

Actions Required

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Administration Bureau, Human Resource Division, Medical Section, delete one position of "Administrative Lieutenant of Police (M)" and add one position of "Health and Safety Officer."

Background

The Department of Employee Relations received a request in August of this year from the Fire and Police Commission and Chief of Police Edward A. Flynn for the current position of Administrative Lieutenant of Police (Health and Safety) to be studied and classified as a civilian position. The current incumbent of the position has requested a voluntary demotion. A footnote in the 2010 Position Ordinance states: "Any civilianization or change to this position only to occur through attrition." In studying this request staff reviewed an updated job description and held discussions with the current incumbent Administrative Lieutenant Mercedes Cowan and Police Personnel Administrator Valarie Williams.

Duties & Responsibilities

This Health and Safety position reports to the Police Personnel Administrator and is responsible for developing, implementing, and administering Police department programs designed to enhance safety and reduce employee absenteeism. The position manages the department's Limited Duty Program; Family and Medical Leave and other leaves; and Fitness for Duty Evaluation recommendations. Duties and responsibilities include but are not limited to:

- Collecting, recording, and analyzing statistical data relating to the department's safety, absence control and limited duty programs
- Supervising the operations and personnel of the Medical Section
- Acting as a resource person for the Chief of Police and other managers and supervisors
- Serves as the Chief's and department's liaison with the Office of the City Attorney and DER Employee Benefits Division.

The position requires a Bachelor's Degree in Health, Business Administration, Human Resources, Public Administration or related field and three years of experience performing related duties and responsibilities. It should be noted that these requirements have not been assessed for staffing purposes.

Analysis

Other positions within City government with duties and responsibilities comparable to this position include the Fire Department's Health and Safety Officer and the Department of Public Works Safety Supervisor, both in Salary Grade 06.

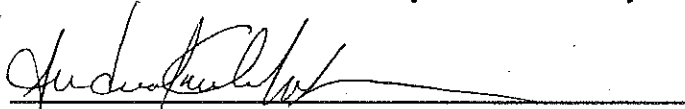
The DPW Safety Supervisor leads a staff of Safety Specialists and is responsible for evaluating work sites and procedures for safety; performing job safety analyses and apprising supervisors of corrective actions; conducting safety training for supervisors and operational personnel; preparing safety reports; and coordinating the return-to-work of injured employees utilizing case management techniques.

The Fire Department Health and Safety Officer manages the department's safety programs and safety compliance; conducts safety evaluations; investigates work injuries and accidents; performs safety analyses and appries supervisors of corrective actions; prepares statistical reports and safe work procedure reports; conducts safety briefings/training for committees and department members; and coordinates return-to-work using job analyses and case management techniques.

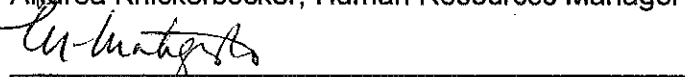
Recommendation

The duties and responsibilities of the position under study are comparable to those of other Health and Safety positions in DPW and the Fire Department. We therefore recommend that this position be classified as Health and Safety Officer in Salary Grade 06.

Prepared By:


Andrea Knickerbocker, Human Resources Manager

Reviewed By:


Maria Monteagudo, Employee Relations Director