



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

July 21, 2017

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members:

Re: Common Council File Number **170535**

The following report will be submitted to the City Service Commission on **July 25, 2017**. We recommend this change subject to approval by the City Service Commission.

In the Department of Employee Relations, one position of Labor Relations Officer in PR 2JX is recommended for a title change to Risk Management and Safety Officer in PR 2JX.

The job evaluation report covering the above position, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:st

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Nicole Fleck, and Renee Joos.



Job Evaluation Report

City Service Commission Meeting: July 25, 2017

Employee Relations

Current	Recommended
Labor Relations Officer PR 2JX (\$62,338 - \$87,270) One Vacant Position	Risk Management and Safety Officer PR 2JX (\$62,338 - \$87,270)

Action Required

In the Salary Ordinance, under Pay Range 2JX add the title "Risk Management and Safety Officer".

In the Positions Ordinance, under Department of Employee Relations, Operations Division, Labor Relations Section, delete the title "Labor Relations Officer" and under the Employee Benefits Division, add the title "Risk Management and Safety Officer"

Background

The Department of Employee Relations (DER) is requesting a title change for the vacant position of Labor Relations Officer" in Pay Range 2JX (\$62,338 - \$87,270) to Risk Management and Safety Officer in Pay Range 2JX (\$62,338 - \$87,270). Under the general direction of the Employee Benefits Director this position will be responsible for designing, implementing and evaluating all risk management and safety programs, activities, and initiatives to provide a safe and secure work environment for all general city employees by preventing injuries and minimizing exposure to risk. This position will be expected to provide policy and administrative oversight to general City departments in the development and implementation of an overall safety strategy to drive results. Areas of responsibility will include:

- Provide guidance and direction to general City departments regarding areas of concern related to worker safety, accident prevention, and loss control; and recommend measures to help protect workers from potentially hazardous work methods, processes, and/or materials.
- Identify and coordinate safety training interventions to ensure compliance with applicable regulations and to address and respond to employee safety concerns.
- Work with the Milwaukee Police Department to identify opportunities to share data, resources, or educational materials to address safety needs and concerns of general City departments.
- Review and study industry best practices in relation to increasing worker safety, minimizing exposure, and controlling costs; and develop comprehensive policies, procedures and training programs to address department-specific operational and safety functions.
- Review and monitor departmental safety initiatives and plans; and collaborate with departmental representatives to ensure implementation of key initiatives.
- Initiate and implement City wide safety policies and programs to ensure worker protections and the ability to respond to critical incidents.
- Ensure that City departments are complying with federal and state requirements and guidelines regarding site inspections, job hazard analysis, and training in areas such as safety laws and regulations, hazardous condition monitoring, and the use of safety equipment.

Requirements include a bachelor's degree in Occupational Health & Safety or related field and five years of experience in managing and implementing risk management or safety programs. Equivalent combinations of education and experience may be considered.

Analysis and Recommendation

The Department of Employee Relations is recommending changing the title of this vacant position of Labor Relations Officer to Risk Management and Safety Officer based upon the needs and priorities identified after the safety assessment that was conducted as a result of the tragic death of the Department of Neighborhood Services inspector earlier this year. While departmental policies and procedure for field safety have been developed and implemented, it was clear throughout this process that safety guidance and expertise is needed to address all of the safety issues and priorities identified by the employees and their supervisors. Departments looking for guidance and direction in this field include the Department of City Development, Assessor's Office, the Milwaukee Public Library, the Milwaukee Health Department, and the Department of Neighborhood Services.

In order to ensure that the field safety initiatives and protocols implemented earlier this year continue to address employee safety issues, we are recommending changing the title of the Labor Relations Officer position in Pay Range 2JX (\$62,338 - \$87,270) to Risk Management and Safety Officer in Pay Range 2JX (\$62,338 - \$87,270). This pay range is just above the level of the Fire Department position of Fire Health and Safety Manager in Pay Range 2IX (\$58,462 - \$81,844).

Prepared By: 

Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	
Date 7/21/17	File Number 170535
Subject Classification and pay recommendations submitted to the City Service Commission for July 25, 2017 meeting.	

B	
Submitted By (Name/Title/Dept./Ext.)	Sarah Trotter, Human Resources Representative Dept. of Employee Relations/X2398.

C	
This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures. <input type="checkbox"/> Suspends expenditure authority. <input type="checkbox"/> Increases or decreases city services. <input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability. <input type="checkbox"/> Increases or decreases revenue. <input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance. <input type="checkbox"/> Authorizes borrowing and related debt service. <input type="checkbox"/> Authorizes contingent borrowing (authority only). <input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	
This Note	<input type="checkbox"/> Was requested by committee chair.

E	
Charge To	<input checked="" type="checkbox"/> Department Account <input type="checkbox"/> Contingent Fund <input type="checkbox"/> Capital Projects Fund <input type="checkbox"/> Special Purpose Accounts <input type="checkbox"/> Debt Service <input type="checkbox"/> Grant & Aid Accounts <input type="checkbox"/> Other (Specify) _____

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

H

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

I

List any costs not included in Sections E and F above.

J

Additional information.

Department of Employee Relations
Fiscal Note Spreadsheet

Finance and Personnel Committee Meeting of July 26, 2017
City Service Commission Meeting of July 25, 2017

NEW COSTS FOR 2017											
No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal	
1	Employee Relations	Labor Relations Officer	2JX	Risk Management and Safety Officer	2JX	N/A	N/A	N/A Title Change Only	\$0	\$0	
1										\$0	

Assume effective date is Pay Period 18, 2017 (August 27, 2017).

COSTS FOR FULL YEAR											
No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal	
1	Employee Relations	Labor Relations Officer	2JX	Risk Management and Safety Officer	2JX	N/A	N/A	N/A Title Change Only	\$0	\$0	
1										\$0	