

HEALTH AND SAFETY OFFICER

Milwaukee Police Department

PURPOSE: The Health and Safety Officer is a civilian employee of the Milwaukee Police Department (MPD). Under the general direction of the Police Personnel Administrator, the Health and Safety Officer is responsible for developing, implementing, and administering programs designed to enhance safety and reduce employee absenteeism for 2,600 employees of the MPD, both sworn and civilian.

ESSENTIAL FUNCTIONS:

- ♦ Supervise the operations and personnel of the Medical Section. Develop in-service training programs on safety-related and absenteeism control topics. Collect, record, and analyze statistical data relating to the MPD's safety, absence control, limited duty programs. Based on these analyses, make appropriate recommendations to the Chief of Police for improvement and efficiency of Department operations.
- ♦ Act as resource person for the Chief of Police and other managers and supervisors in the following areas: Department rules and procedures pertaining to sick and injury leave, occupational injuries and worker's compensation claims, fitness for duty evaluations, and MPD's Limited Duty Program and Safety Plan.
- ♦ Act as the Department's liaison with Employee Benefits Administration, the City Attorney's Office, and outside agencies relative to disability, worker's compensation, and injury pay matters.
- ♦ Manage intermittent leaves in compliance with the federal and state Family Medical Leave Acts (FMLAs). Manage fitness for duty evaluations and case management. Manage and direct the Department's Limited Duty Program and Americans with Disabilities Act (ADA) compliance.
- ♦ Represent the Department in meetings, hearings, and depositions related to the Department's health and safety issues.
- ♦ Perform other duties as assigned.

CONDITION OF EMPLOYMENT:

- ♦ The person in this position is subject to emergency call-in as needed.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree with a major in occupational safety, health care administration, human resources, public or business administration, or a related field from an accredited college or university.
2. Four years of experience in the administration of employee health and safety programs performing duties related to this position.

Equivalent combinations of education and experience may also be considered.

3. Valid Driver's license at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

1. Supervisory experience.
2. Experience using PeopleSoft (Oracle) human resources management software.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- ♦ Knowledge of federal and state laws regulating employee safety and health, including the Occupational Safety and Health (OSH) Act, the Wisconsin Worker's Compensation Act, the Americans with Disabilities Act, the Pregnancy Discrimination Act, and the Family Medical Leave Act.
- ♦ Knowledge of occupational safety and health as well as current principles and techniques of safety management.
- ♦ Knowledge of absenteeism issues as well as limited duty, fitness for duty, and worker's compensation programs.
- ♦ Knowledge of adult learning principles and training skills.
- ♦ Ability to conduct research and prepare narrative and statistical reports.
- ♦ Ability to effectively lead, manage, and supervise staff members.
- ♦ Ability to read and interpret work-related materials, including contracts, standard operating procedures (SOPs), and Fire and Police Commission rules.
- ♦ Oral communication and presentation skills.
- ♦ Written communication skills.

- ♦ Computer skills, including the ability to use word processing, database, spreadsheet, and presentation programs.
- ♦ Analytical and problem-solving skills and ability to exercise sound judgment independently.
- ♦ Honesty, integrity, and ability to maintain confidentiality.
- ♦ Interpersonal skills; ability to work effectively with a multi-cultural, multi-disciplinary staff, City officials, coworkers, and representatives of other departments and agencies; and ability to exercise tact and diplomacy.
- ♦ Ability to handle stress and to maintain professionalism when dealing with the sensitive issues of employees on a daily basis.
- ♦ Ability to respond to unanticipated needs and handle numerous projects with differing deadlines.
- ♦ Organizational and record-keeping skills, as well as the ability to plan, coordinate, and accomplish work.

THE CURRENT SALARY RANGE (SG 06) IS: \$50,206 to \$70,295 annually with excellent benefits. Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **December 30, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

ELIGIBLE LIST: Passing candidates are placed on an eligible list in order of final score. Candidates must pass a background investigation, medical examination, and drug screen test prior to appointment from the eligible list.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee WI 53202-3554, by calling 414.286.3751.