

HEALTH AND SAFETY OFFICER

Recruitment #1610-4604PD-001

List Type Original

Requesting Department Milwaukee Police Department

Open Date 10/21/2016 8:00:00 AM

Filing Deadline 11/11/2016 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

The Health and Safety Officer is a civilian employee of the Milwaukee Police Department (MPD). Under the general direction of the Human Resources 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

- Oversee the operations and personnel of the Medical Section by planning the workload, supervising and evaluating the staff, managing the budget and ensuring compliance with Departmental rules, policies and procedures and related laws and best practices.
- 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, and limited duty programs; and make recommendations to the Chief of Police for improvement and efficiency of Department operations.
- Serve as a primary resource for the Chief of Police and other managers and supervisors in the following areas: Departmental 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.

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- Manage injury and safety-related programs in accordance with applicable laws, practices, policies and procedures, including intermittent leave, fitness for duty evaluation and case management, the Department's Limited Duty Program and Americans with Disabilities Act Amendments Act (ADAAA) compliance.
- Represent the Department in meetings, hearings, and depositions related to the Department's health and safety issues.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

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. Three 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.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

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

KNOWLEDGES, SKILLS, ABILITIES & 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.

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- 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.

CURRENT SALARY

THE CURRENT SALARY (PR 1CX) for City of Milwaukee residents is \$51,469, and the salary range for non-residents is \$50,206. *Appointment above the minimum requires approval and will be based on qualifications and experience.*

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health, and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.

SELECTION PROCESS

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.

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INITIAL FILING DATE: The examination will be held as soon as practical after **November 11, 2016**. 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 of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: www.milwaukee.gov/der. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.