HEALTH AND SAFETY SPECIALIST

Recruitment #1503-4190PD-001

List Type	Advisory
Requesting Department	MILWAUKEE POLICE DEPARTMENT
Open Date	4/17/2015 11:59:00 PM
Filing Deadline	5/8/2015 11:59:00 PM
HR Analyst	Cassandra Scherer

PURPOSE

The Health and Safety Specialist is a civilian employee of the Milwaukee Police Department (MPD). Under the direction of the Health and Safety Officer, the Specialist is responsible for performing a full range of professional duties related to developing, implementing, and administering departmental programs designed to enhance safety and reduce employee absenteeism for 2,600 employees of the MPD, both sworn and civilian.

ESSENTIAL FUNCTIONS

- Review and process requests for Family Medical Leave Act (FMLA), maternity, childrearing, and unpaid medical leaves of absence. Provide support, advice, and problem resolution to employees regarding the various leave programs. Work with the Employee Benefits Division of the Department of Employee Relations (DER) to resolve problems.
- Manage return to work under the limited duty program.
- Coordinate fitness for duty examination. Work closely with the MPD Medical Section manager and the City Attorney's Office to resolve complex cases.
- Review and approve payment for services rendered under pre-employment examinations, fitness for duty examinations, and hepatitis B vaccinations.
- Prepare information for the manager of the MPD Medical Section to review prior to appearing at hearings involving the City Attorney's Office, Worker's Compensation-DER, or unemployment matters. Attend and testify at hearings in the absence of the manager of the MPD Medical Section.
- Perform periodic payroll audits to ensure that daily, bi-weekly, and quarterly entries into the City Time Online System are accurate.
- Monitor required OSHA reporting.
- Assist the manager of the MPD Medical Section with updating the Department's Safety Plan and make recommendations to the plan as appropriate.
- Respond to requests for information for employee medical records and lost wages from the Employee Benefits-DER, attorneys and insurance companies.
- Supervise the operations of the MPD Medical Section in the absence of the manager.

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 Business Administration, Human Resources, Industrial Relations, Occupational Safety, Health Care Administration, or a related field from an accredited college or university.
    - **IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College**

transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

2. One year of experience in the administration of employee health and safety programs performing duties related to this position.
    - **NOTE:** Equivalent combinations of education and experience may be considered.
3. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

Experience using human resources management software, preferably PeopleSoft (Oracle)

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- 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, WI Worker's Compensation Act and HIPAA Privacy Rule
- Knowledge of occupational safety and health, absenteeism issues, and limited duty, fitness for duty, and worker's compensation programs
- Ability to read and interpret work-related materials
- Oral communication and presentation skills
- Written communication skills, including report/form completion and report writing
- Analytical skills
- Problem-solving skills
- Ability to exercise sound judgement
- Ability to conduct research; knowledge of information sources
- Computer skills, including the ability to use Word, database and spreadsheet programs
- Interpersonal skills, including able to work effectively in a quasi-military environment with a multi-cultural, diverse staff, City officials, and representatives of other departments and agencies
- Ability to effectively provide supervision in a back-up capacity
- Ability to handle stress and maintain professionalism when dealing with the sensitive issues of employees on a daily basis
- Honesty, integrity and ability to maintain confidentiality
- Ability to plan and organize work in a fast-paced environment
- Ability to address misconduct and insubordination

CURRENT SALARY

The current starting salary (PG 2DN) for City of Milwaukee residents is $42,500 annually, and the non-resident starting salary is $41,458, with excellent benefits.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education 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. Candidates must undergo and pass a background investigation prior to appointment.

INITIAL FILING DATE - The examination will be held as soon as practical after **May 8, 2015**. 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.