

HEALTH AND SAFETY SPECIALIST

Recruitment #1801-4190PD-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	3/16/2018 8:00:00 AM
Filing Deadline	4/6/2018 11:59:00 PM
HR Analyst	Marti Cargile

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INTRODUCTION

** The Health and Safety Specialist is a civilian employee of the Milwaukee Police Department (MPD). **

PURPOSE

Under the direction of the Health and Safety Officer, the Health and Safety 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

- 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 Evaluations (FFDEs).
- Under the direction and guidance of the Health and Safety Officer, work closely with the Office of the City Attorney to resolve complex cases.
- Prepare information for the Health and Safety Officer to review prior to appearing at hearings involving the Office of the City Attorney, DER-Worker's Compensation, or unemployment matters.

- Attend and testify at hearings in the absence of the Health and Safety Officer under the direction of the Health and Safety Officer or Human Resources Administrator.
- Perform periodic payroll audits to ensure that entries into the CityTime Online System pertaining to injury pay are accurate; process conversions regarding injury pay.
- Monitor and submit required Occupational Safety and Health Administration (OSHA) reports.
- Assist the Health and Safety Officer with updating the Department's Safety Plan.
- Compose written correspondence to MPD members regarding issues such as medical updates, FFDE, Limited Duty status, ADA Accommodations, and medical leave of absence (MLOA), on behalf of the Health and Safety Officer.
- Monitor and coordinate the Law Enforcement Standards Board (LESB) certification process.
- Under the direction of the Human Resources Administrator, oversee the Medical Review Section in the absence of the Health and Safety Officer.
- Under the direction of the Health and Safety Officer, represent the MPD Medical Review Section concerning in-house in-service training as well as departmental and citywide wellness initiatives.

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 closely related field from an accredited college or university.
2. One year of experience in the administration of employee health and safety programs performing duties related to this position.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

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

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

KNOWLEDGES, SKILLS, ABILITIES & 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 (PDA), Wisconsin 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, including Department Standard Operating Procedures (SOPs), labor contracts, and City Ordinances as they pertain to the administration of Leave of Absence.
- Oral communication and presentation skills to be able to field questions satisfactorily and testify at hearings.
- Written communication skills, including the ability to write well-crafted, error-free reports and correspondence.
- Analytical and problem-solving skills to be able to resolve employees' issues related to leave programs.
- Knowledge of research methods and the ability to conduct research.
- Computer proficiency, including the ability to use word processing, database, and spreadsheet programs.
- Honesty, integrity, and the ability to exercise sound judgment and maintain confidentiality.
- Interpersonal skills, including able to work effectively in a quasi-military environment with a diverse staff, City officials, and representatives of other departments and agencies.
- Ability to provide effective supervision in a back-up capacity.
- Ability to handle stress, maintain professionalism, and remain impartial on a daily basis when dealing with sensitive issues and behavior such as misconduct and insubordination.
- Ability to plan and organize work to meet deadlines in a fast-paced environment.

CURRENT SALARY

The current salary range (Pay Range 2DN) for City of Milwaukee residents is \$42,500-\$59,498 annually, and the non-resident annual salary range is \$41,457-\$58,038. *Appointment above the*

minimum is possible based upon level of experience and other qualifications and is subject to approval.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/der/Benefits-2018#.WgYyqE2ovAA>.

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 **Friday, April 6, 2018**. 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.

ADDITIONAL INFORMATION

APPLICATION INSTRUCTIONS:

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code 208

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

