

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: April 22, 2016

SUBJECT: Occupational Accommodation Specialist – Human Resources

At the request of Human Resources Director Brad Wirtz, I have studied the 1.0 FTE position (#872) of Occupational Accommodation Specialist, currently occupied by Sherry Severson, to determine whether it is properly classified following the addition of job responsibilities assigned to the position and to create a career progression series. Based on a review of the position description, meetings with Mr. Wirtz, Employee and Labor Relations Manager Greg Leifer and Ms. Severson, and a review of other positions within Human Resources and other City agencies, I recommend the following actions for the reasons outlined in this memo:

- Creation of a new classification titled Occupational Accommodation Specialist 1 with placement in CG 18, Range 6.
- Creation of a new classification titled Occupational Accommodation Specialist 2 with placement in CG 18, Range 8.
- Creation of a new classification titled Occupational Accommodation Specialist 3 with placement in CG 18, Range 10.
- Deletion of the classification of Occupational Accommodations Specialist currently placed in CG 18, Range 8.
- Recreate position #872 as Occupational Accommodation Specialist 3 and reallocate the incumbent to the new position.

Ms. Severson was hired as the Occupational Accommodation Specialist in 1991. At that time, she reported to the Human Resources Director, and was responsible for administering the workplace accommodation process and Special Worker Program for the City, as well as providing consultation to the Citizens Advisory Commission on Physical Disabilities. These job responsibilities remain with the position today, however they have become more complex as the definition of “disability” has expanded over time and as there has been an increase in the number of mental health disabilities. The expansion of these disabilities requires a greater level of knowledge with respect to the various medical conditions, as well as identifying means to accommodate individuals with such conditions. She must also ensure that her recommendations align with numerous other City policies/programs in which they may intersect, such as Administrative Leave, Family and Medical Leave Act (FMLA), Medical Leave of Absence, Wage Insurance, Worker’s Compensation, Light Duty, and Retirement.

In addition, Ms. Severson has taken over responsibility for the City’s Fitness for Duty and Return to Work Programs, which was previously a job function performed by the Human Resources Director. These programs account for approximately 15% of her work and include the following activities:

- Work with departments to coordinate Fitness for Duty and other special medical/mental health exams for employees.
- Identify proper physicians and communicate work duties and physical/ non-physical requirements.
- Receive results and provide advice regarding ability to perform the duties of the position.
- Monitor employee return to work and follow up as necessary.

The complexity of this work requires a great deal of knowledge in interpreting limitations, and communicating with physicians.

Finally, Ms. Severson works with the City Attorney and/or outside counsel to represent the City of Madison in discrimination cases against the City related to disabilities. She attends grievances and hearings, conducts case research, and testifies when necessary.

While studying the position, Mr. Wirtz requested the creation of a series of classifications to allow for a career progression as an incumbent gains knowledge in the related programs and policies, and gains familiarity with the over 500 City job classifications. The new series would allow greater flexibility when filling the position in the future. As an Occupational Accommodation Specialist 1, an individual could be hired who has a related educational background, but no professional experience. An incumbent at this level would work closely with the supervisor and the Human Resources Director in learning the variety of job functions. Incumbents of the Occupational Accommodation Specialist 2 level would work under general supervision and perform all the work of the Occupational Accommodation Specialist 1, but with a greater degree of independence and expertise. Responsibilities at this level include working with City Attorney, or outside counsel to represent the City of Madison in cases against the City. Finally, as an Occupational Accommodation Specialist 3, an incumbent would work under general supervision with a high degree of independence performing all the work of the Occupational Accommodation Specialist 2, as well as overseeing the City's Fitness for Duty program. The incumbent would also recommend updates to APM 2-22 Workplace Accommodations and APM 2-40 Fitness for Duty Examinations.

This proposed career progression series is in line with the structure found in other professional classifications, such as the Landscape Architect and Human Resources Analyst series. In terms of salary recommendations for the new series of classifications, the current Occupational Accommodation Specialist classification had previously been aligned with the classification of Human Resources Analyst 2. With the addition of the new job duties placed within level 3 of the new series, it is appropriate to align the new series with the Human Resources Analyst series (CG 18 Range 6, 8 and 10, respectively). Because of this, salary placement for Occupational Accommodation Specialist 1, 2 and 3 is recommended at CG 18, Range 6, 8 and 10, respectively.

Since Ms. Severson is performing the full range of job responsibilities within this new series, and has been since approximately 2008, it is recommended that she be placed in the advanced level of Occupational Accommodation Specialist 3.

Based on the prior analysis, I recommend deleting the classification of Occupational Accommodation Specialist in CG 18, Range 8, and creating the classification series of Occupational Accommodation Specialist 1, 2 and 3 in CG 18, Ranges 6, 8 and 10, respectively. I also recommend that the Occupational Accommodation Specialist position #872 be recreated as an Occupational Accommodation Specialist 3 in CG 18, Range 10 and that the incumbent be reallocated to the new position within the Human Resources operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
18/06	\$53,559	\$63,062	\$70,629
18/08	\$58,094	\$68,938	\$77,211
18/10	\$63,061	\$75,788	\$84,883

cc: Brad Wirtz – Human Resources Director
 Greg Leifer – Employee and Labor Relations Manager