

OCCUPATIONAL ACCOMMODATION SPECIALIST 1-3

CLASS DESCRIPTION

General Responsibilities:

This is responsible specialized professional work in the analysis and resolution of a wide variety of occupational issues relative to accommodating City worker/applicant disabilities both in conformance with applicable federal, state and local legislation and in response to City employment objectives. The work involves providing specialized expertise in a variety of Human Resources Department activities and has extensive contact with employees, medical professionals, insurance carriers, City administration, and various vendors. Under the general supervision of the Employee/Labor Relations Manager, the employee is expected to exercise considerable judgment, discretion and initiative in meeting program objectives.

This series is structured to provide advancement from Occupational Accommodation Specialist 1 to Occupational Accommodation Specialist 2, as a function of the employee's career development, but generally at most within two years of starting employment as an Occupational Accommodation Specialist 1. Progression to an Occupational Accommodation Specialist 3 is dependent on the incumbent taking on the full range of responsibilities, and generally will occur after 5 years of employment.

Occupational Accommodation Specialist 1

This is the entry level of the Occupational Accommodation Specialist career progression series. This work is characterized by more structured and/or closely reviewed professional work in the analysis and resolution of occupational issues relative to accommodating City worker/applicant disabilities. Under close to limited supervision, employees are expected to exercise professional judgment and discretion within established parameters.

Occupational Accommodation Specialist 2

This is the objective level of the Occupational Accommodation Specialist career progression series. Employees complete the analysis and resolution of a wide variety of occupational accommodation issues; prepare comprehensive reports and recommendations; and present and defend findings. Under general supervision, employees are expected to exercise professional judgment and discretion within established parameters.

Occupational Accommodation Specialist 3

This is the advanced level of the Occupational Accommodation Specialist career progression series. Employees complete the analysis and resolution of a wide variety of occupational accommodations issues as well as coordinating the City's fitness for duty program; prepare comprehensive reports and recommendations; present and defend

findings; and exercise fully developed professional skills. Under general supervision, employees work with a high degree of independence in meeting specified objectives.

Examples of Duties and Responsibilities:

Occupational Accommodation Specialist 1

Assess worker/applicant physical and/or mental disabilities (permanent and/or temporary) relative to job demands and develop potential strategies for reasonable accommodation. Conduct job analysis to identify work dynamics and establish performance parameters. Review medical reports and related documentation to establish abilities and potential. Work closely with the medical community and vocational counselors to facilitate/expedite return-to-work and/or placement objectives.

Consult with managers in job design to facilitate the employment of workers with disabilities. Identify methods, procedures, equipment or technology to respond to accommodation needs in a reasonable and cost effective manner. Support the City's employment program by identifying accommodation needs and strategies in testing and other applicant selection processes.

Work with employees with disabilities in identifying strategies for their full on-going integration into the workforce. Perform on-site job coaching to assist workers in meeting job demands. Identify and facilitate the utilization of diverse community resources appropriate to worker needs. Work to match worker abilities and interests with suitable employment to include assisting in career counseling as appropriate.

Under the direction of the HR Director and Employee/Labor Relations Manager, 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 analyze with the HR Director and Employee/Labor Relations Manager in order to provide advice regarding ability to perform the duties of the position. Provide information to employees who are directed to undergo a Fitness for Duty evaluation. Monitor employee return to work and follow up as necessary.

Develop and implement the City's Special Worker Program to include related outreach, placement and program administration. Establish relevant procedures and operating practices and recommend initiatives.

Provide consultation as requested to the Disability Rights Commission regarding City efforts to prevent discrimination on the basis of disability relative to City employment and employees.

Represent Human Resources on the City's worker compensation review committee.

Maintain an up-to-date knowledge of federal, state and local legislation as it relates to the employment of the disabled and provide related expertise and consultation to managers and

Human Resource Department staff. Keep abreast of changes to city policy, collective bargaining agreements, employee relations process, worker's compensation cases, and other directly/indirectly related topics for any possible impact to accommodation issues.

Prepare related reports and analyses; and develop and maintain relevant case management documentation and statistics.

Perform related work as required.

Occupational Accommodation Specialist 2

Perform all the work of the Occupational Accommodation Specialist 1 but with a greater degree of independence and expertise.

Work with City Attorney, or outside counsel to represent the City of Madison in cases against the City.

Occupational Accommodation Specialist 3

Perform all the work of the Occupational Accommodation Specialist 2.

Oversee the City's Fitness for Duty program. 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.

Recommend updates to APM 2-22 Workplace Accommodations and APM 2-40 Fitness for Duty Examinations.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Occupational Accommodation Specialist 1

Working knowledge of the Federal, State and Local laws, regulations and policies applicable to the civil rights of people with disabilities. Working knowledge of the principles and practices of occupational health and vocational rehabilitation (particularly as they relate to accommodating worker disabilities, light-duty, rehabilitative programs, etc.). Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of safety, worker's compensation, employment principles and practices, and collective bargaining agreements. Knowledge of fitness for duty examination processes. Knowledge of public/business administration principles. Ability to perform job analysis, identify work dynamics and establish performance parameters. Ability to communicate effectively both orally and in writing. Ability to identify and utilize varied

external resources in promoting program objectives. Ability to establish and maintain effective working relationships. Ability to successfully work with multicultural communities. Ability to show empathy and compassion in difficult situations. Ability to interact tactfully and firmly with potentially hostile individuals. Ability to conduct interviews and solicit pertinent information. Ability to maintain a high level of confidentiality of sensitive information. Ability to exercise discretion in applying rules, policies and procedures. Ability to provide specialized expertise to City managers, human resource professionals and others. Ability to maintain adequate attendance.

Occupational Accommodation Specialist 2

Thorough knowledge of the Federal, State and Local laws, regulations and policies applicable to the civil rights of people with disabilities. Thorough knowledge of the principles and practices of occupational health and vocational rehabilitation (particularly as they relate to accommodating worker disabilities, light-duty, rehabilitative programs, etc.). Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of safety, worker's compensation, employment principles and practices, and collective bargaining agreements. Working knowledge of public/business administration principles. Working knowledge of fitness for duty examination processes. Ability to perform job analysis, identify work dynamics and establish performance parameters. Ability to communicate effectively both orally and in writing. Ability to identify and utilize varied external resources in promoting program objectives. Ability to establish and maintain effective working relationships. Ability to successfully work with multicultural communities. Ability to show empathy and compassion in difficult situations. Ability to interact tactfully and firmly with potentially hostile individuals. Ability to conduct interviews and solicit pertinent information. Ability to maintain a high level of confidentiality of sensitive information. Ability to exercise discretion in applying rules, policies and procedures. Ability to provide specialized expertise to City managers, human resource professionals and others. Ability to maintain adequate attendance.

Occupational Accommodation Specialist 3

Thorough knowledge of the Federal, State and Local laws, regulations and policies applicable to the civil rights of people with disabilities. Thorough knowledge of the principles and practices of occupational health and vocational rehabilitation (particularly as they relate to accommodating worker disabilities, light-duty, rehabilitative programs, etc.). Thorough knowledge of and ability to use computer software applicable to the duties of the position. Thorough knowledge of safety, worker's compensation, employment principles and practices, and collective bargaining agreements. Thorough knowledge of public/business administration principles. Thorough knowledge of fitness for duty examination processes. Ability to perform job analysis, identify work dynamics and establish performance parameters. Ability to communicate effectively both orally and in writing. Ability to identify and utilize varied external resources in promoting program objectives. Ability to establish and maintain effective working relationships. Ability to successfully work with multicultural communities. Ability to show empathy and compassion in difficult situations. Ability to interact tactfully and firmly with potentially

hostile individuals. Ability to conduct interviews and solicit pertinent information. Ability to maintain a high level of confidentiality of sensitive information. Ability to exercise discretion in applying rules, policies and procedures. Ability to provide specialized expertise to City managers, human resource professionals and others. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Occupational Accommodation Specialist 1

Graduation from an accredited college or university with a Bachelor's Degree in vocational rehabilitation or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Occupational Accommodation Specialist 2

Two years of related specialized experience performing analytic and/or programmatic work in vocational rehabilitation and/or occupational health. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's degree in vocational rehabilitation or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Occupational Accommodation Specialist 3

Five years of responsible related specialized experience performing analytic and/or programmatic work in vocational rehabilitation and/or occupational health, including at least three years at the level of an Occupational Accommodation Specialist 2. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's degree in vocational rehabilitation or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

Ability to meet the transportation requirements of the position.

Physical Requirements:

The incumbent is expected to conduct job analyses at various work sites throughout the City, including in the field. Work may include traversing various terrain, operating various types of machines and equipment, and performing other manual tasks. In addition, the incumbent must have the physical agility to bend, kneel, stoop, crawl, and reach overhead in conducting studies of jobs. Finally, the incumbent may have to perform job analyses outside regular work hours.

Department/Division	Classification	Comp. Group	Range
Human Resources	Occupational Accommodation Specialist 1	18	06
Human Resources	Occupational Accommodation Specialist 2	18	08
Human Resources	Occupational Accommodation Specialist 3	18	10

Approved: _____

Brad Wirtz

Human Resource Director

Date