

TO: Personnel Board
FROM: Bill Wick, Human Resources Analyst
SUBJECT: Safety Coordinator
DATE: October 30, 2023

On August 21, 2023, Human Resources received a request from Finance Director Dave Schmiedicke to study the 1.0 FTE Safety Coordinator position #869 in CG18/R07, currently held by Brad Lovell. The request noted that the employee has taken on additional aspects of the Workers' Compensation program and now serves as the backup to the Risk Manager (CG18/R15) for WMMIC (the third-party administrator for Workers' Compensation claims) and attends WMMIC's regular board and committee meetings. Additionally, the employee has conducted additional site inspections and industrial hygiene studies that aid with the health and wellbeing of City employees. For the reasons outlined in this memo, I recommend the following:

- Delete the classification of Safety Coordinator in CG18/R07;
- Create the new classification of Safety Coordinator 1 in CG18/R08;
- Create the new classification of Safety Coordinator 2 in CG18/R10;
- Recreate position #869 of Safety Coordinator as Safety Coordinator 2; and
- Reallocate employee B. Lovell to Safety Coordinator 2

A review of the classification specification for Safety Coordinator identifies the work as:

. . . professional work in the development and coordination of City occupational health and safety programs and activities, and day to day management of the City's workers' compensation program. The work involves providing consultation to departmental safety committees and managers in identifying and resolving health and safety problems, implementing related City programs, and coordinating the dissemination and sharing of information relative to occupational health and safety matters. The position will manage the day-to-day operations of the City's workers' compensation program, including fielding questions from employees, supervisors and outside agencies, working with the City's Workers' Compensation TPA, and administering the City's light duty program for workers' compensation. This position will also provide related technical assistance to the Risk Manager in the performance of accident and/or risk investigations and the development of loss reduction policies. Under the general supervision of the Risk Manager, the employee must exercise judgment and discretion in meeting established objectives.
[emphasis added]

The classification specification for Occupational Accommodations Specialist 2 identifies the work as:

. . . 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. [emphasis added]

The Occupational Accommodations Specialist 2 class spec further identifies the work as:

. . . **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. [emphasis added]

Both the Safety Coordinator and Occupational Accommodations Specialist have responsibility for objectively administering a centralized City program that involves coordinating with staff and/or employees in 30+ City agencies in the application of program-related laws and regulations. The minimum qualifications for the Occupational Accommodations Specialist 2 class are "Two years of related specialized experience performing analytic and/or programmatic work in vocational rehabilitation and/or occupational health" and "graduation from an accredited college or university with a Bachelor's degree in vocational rehabilitation or a closely related field". The minimum qualifications for the Safety Coordinator class are "Two years of responsible occupational health and safety experience, which included significant involvement in safety program development, implementation, and monitoring; and hazard identification and resolution" and "graduation from an accredited college or university with a Bachelor's Degree in Occupational Safety or a closely related area".

The duties and responsibilities of the Safety Coordinator position have expanded over the past two years, especially insofar as involvement with administration of the Workers' Compensation program and in terms of independence in performing program-related functions, including serving on workgroups and the WMMIC claims committee. Risk Manager Eric Veum noted that previous Safety Coordinators performed some work related to Workers' Compensation, but not on the level that Brad Lovell is currently. The position also oversees compliance for OSHA 300 and 300A, including meeting reporting requirements related to workplace illnesses and injuries. Site inspections have increased in regularity; previously these were being performed only by request of an agency, however they are now being regularly performed on a monthly basis at Public Works facilities.

The classification specification for Occupational Accommodations Specialist 3 in CG18/R10 describes the work as:

. . . 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**. [emphasis added]

Deleting the Safety Coordinator classification and recreating it as a Safety Coordinator 1 in CG18/R08 will appropriately align it with the existing classification of Occupational Accommodations Specialist 2. Creating a new classification of Safety Coordinator 2 in CG18/R10, as part of a career series progression, will allow the City to recognize an employee in the Safety Coordinator position who has gained advanced mastery of program objectives and who is performing related duties and responsibilities at a higher level and with greater independence of function, similar to the existing classification of Occupational Accommodations Specialist 3.

For the reasons outlined in this memo, I recommend that the classification of Safety Coordinator be deleted from CG18/R07 in the salary schedule; that the new classification of Safety Coordinator 1 be created in CG18/R08; that the new classification of Safety Coordinator 2 be created in CG18/R10; that position #869 of Safety Coordinator be recreated as Safety Coordinator 2; and that employee B. Lovell be reallocated to the new position in the Finance Department operating budget thereof.

Attachments: Position Descriptions

Effective Date: September 3, 2023

Editor's Note:

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+ 12% Longevity)
18/07	\$ 67,395.90	\$ 79,837.16	\$ 89,417.62
18/08	\$ 70,384.08	\$ 83,522.40	\$ 93,545.09
18/10	\$ 76,402.30	\$ 91,821.86	\$ 102,840.48

Cc: Erin Hillson, Human Resource Director
 Emaan Abdel-Halim, HR Services Manager
 Dave Schmiedicke, Finance Director
 Eric Veum, Risk Manager
 Brad Lovell, Safety Coordinator