

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Victoria Larson

Work Phone: 266-4615

2. Class Title (i.e. payroll title):

Occupational/Accommodations Specialist

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Greg Leifer, Employee/Labor Relations Manager

Work Phone: 266-4615

5. Department, Division & Section:

Human Resources

6. Work Address:

Room 306 MMB
215 Martin Luther King, JR. Blvd.
Madison, WI 53701

7. Hours/Week: 38.75

Start time: Flexible schedule

8. Date of hire in this position: 12/9/1991

9. From approximately what date has employee performed the work currently assigned: 12/2006

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10. Position Summary:

This is responsible specialized professional Human Resources 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 position involves providing specialized expertise in a variety of Human Resources Department activities and has extensive contact with employees, insurance carriers, City administration, and various vendors. The work is characterized by a high degree of independent judgment, confidentiality, and discretion. Work is performed under the general supervision of the Employee/Labor Relations Manager.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

65% A. Administer the City of Madison workplace Accommodation Process

1. Assess worker/applicant physical 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.
2. Consult with managers in job design to facilitate the employment of disabled workers. 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.
3. Work with disabled employees 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.
4. Work with City Attorney, or outside counsel to represent the City of Madison in cases against the City.
5. Provide consultation as requested to the Commission on People with Disabilities regarding City efforts to prevent discrimination on the basis of disability relative to City employment.
6. Maintain an up-to-date knowledge of federal, state and local legislation as it relates to the employment of the disabled. 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 impact that they would have for accommodation issues. Provide related expertise, consultation and training to managers, supervisors, union representatives and Human Resource Department staff.
7. Prepare related reports and analyses; and develop and maintain relevant case management documentation and statistics.
8. Perform related work as required.

25% B. Coordinating Return to Duty and Fitness for Duty examinations.

1. Work with departments to coordinate Fitness for Duty and other special medical/mental exams for employees.
2. Identify proper physicians and communicate work duties and physical/ non-physical requirements.
3. Receive results and provide advice regarding ability to perform the duties of the position
4. Provide information to employees who are directed to undergo a Fitness for Duty evaluation.
5. Monitor employees return to work and follow up as needed.

- 5% C. 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.
- 10% D. Assist in implementation of benefits and leave programs available.
 - 1. Provide backup in presenting new employee orientation and resources.
 - 2. Track and process enrollment forms as backup.
 - 3. Analyze and report out on employee leave issues, especially in cases where leave falls under multiple federal, state, and local protection categories.
 - 4. Represent Human Resources on the City's worker compensation review committee.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the Federal, State and Local laws, regulations and policies applicable to the civil rights of the disabled. 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. Working knowledge of safety, worker's compensation and employment principles and practices, collective bargaining agreements, and the ability to appropriately apply to employee situations. Knowledge of the evolving legal and medical issues they may occur within the work place. Knowledge of and the ability to effectively process basic insurance claims. Knowledge of and ability to use computer software applicable to the duties of the position. 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 show empathy and compassion in difficult situations. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to conduct interviews and solicit pertinent 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.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Valid WI driver's license and ability to meet the transportation requirements of the position.

15. 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 terrains, 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.

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached). ☐ has no leadership responsibility.

☒ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- ☐ I prepared this form and believe that it accurately describes my position.
☒ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- ☒ I have prepared this form and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
☐ Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.