

TO: Personnel Board

FROM: Erin Hillson, Director of Human Resources

DATE: May 17, 2023

SUBJECT: Occupational Accommodations Specialist 3 – Human Resources

At the request of the Employee and Labor Relations Manager (currently Kurt Rose), received on originally on 9/29/2022, I conducted a position study of position 872 of Occupational Accommodations Specialist 3 in CG18, Range 10 (currently underfilled as an Occupational Accommodations Specialist 2 in CG18, Range 8 by Victoria Larson), following the addition of job responsibilities assigned to the employee. Based on review of the position, meetings with Kurt and Victoria, a review of the classification series for Occupational Accommodation Specialist created in 2016, and a review of other positions within Human Resources, I recommend reallocating the employee in position #872 as an Occupational Accommodations Specialist 3 in CG 18, Range 10 for the reasons outlined in this memo.

In 2016, Human Resources Director Brad Wirtz requested the creation of the Occupational Accommodations Specialist series to allow for career progressions as an employee gains knowledge in the related programs and policies and gains familiarity with the over 500 City job classifications. This series requires employees of the Occupational Accommodations Specialist 2 to work under general supervision and perform all of the duties of an Occupational Accommodations Specialist 1, and to work with the City Attorney or outside counsel to represent the City of Madison in cases against the City, with a greater degree of independence and expertise. An Occupational Accommodations Specialist 3 performs all of the duties of an Occupational Accommodations Specialist 2, as well as overseeing the City's Fitness for Duty program, with a high degree of independence and expertise. An Occupational Accommodations Specialist 3 also recommends updates to the City's Workplace Accommodations APM (APM 2-22) and Fitness for Duty Examinations APM (APM 2-40).

Victoria started at the City of Madison in 2010 as a Part Time Metro Transit Customer Service Representative, then she competed and promoted to a full time Custodian in the Engineering Division. Beginning in 2015, she promoted to the Organizational Development Program Assistant where she began her Human Resources Career. In 2018, Victoria again promoted to the Human Resources Analyst position where she was responsible for recruitment, succession planning, reorganizations, and position studies. Beginning in 2021, Victoria began shadowing the former incumbent and was cross-trained on Occupational Accommodations practices and procedures.

Victoria transferred into the Occupational Accommodations Specialist 2 position in 2022. When Victoria transferred, she was initially responsible for assessing worker physical and mental disabilities, consulting with managers on job design as well as managing and conducting outreach for the Supported Worker Program. Within the past six months Victoria has begun overseeing the City's Fitness for Duty program; working with departments to coordinate Fitness for Duty and other special medical/mental health exams for employees; identifying proper physicians and communicating work duties and physical/ non-physical requirements; receiving results and providing advice regarding ability to perform the duties of the position; which is in

line with the duties of the Occupational Accommodations Specialist 3 class specification (attached). In addition to performing all of the duties of the Occupational Accommodations Specialist 3, Victoria has expanded duties related to the implementation and coordination of an employee affinity group for employees with disabilities, oversight of the City's Disability Leave and Layoff return to work policies and programs, and for monitoring and supporting grants through the federal government to increase opportunities for employment for individuals with disabilities. In addition, Victoria works with the City Attorney to review religious accommodation requests, which was a duty not previously assigned to this role.

These duties require knowledge related to various medical conditions, identifying a means to accommodate individuals with disabilities, requirements of the American's with Disabilities Act, Administrative Leave, Family and Medical Leave Act (FMLA), Medical Leaves of Absence, Disability Leave and Layoff, Wage Insurance, Worker's Compensation, Light Duty, and Retirement. Victoria also has responsibility for the City's Disability Leave and Layoff Return to work policies and programs, and the City's Fitness for Duty program. These duties also require Victoria to research and apply new laws. These responsibilities require Victoria to:

- 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 the ability to perform the duties of the position.
- Coordinate and facilitate return to work meetings with employees, managers, EAP, and employee representatives.
- 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. It also requires the ability to facilitate and mediate complex, emotionally charged conversations between employees and managers using a trauma informed lens.

Victoria has worked to update the Workplace Accommodations APM 2-22 by working collaboratively with partnering City agencies and the disability employee resource group. The revised APM will assist the City in complying with new Federal laws, will include written policy guidance for employees in plain language, and will include accommodation implementation timelines.

Finally, Victoria 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.

Since Victoria is performing the full range of job responsibilities within this series, and has been since approximately May of 2022, it is recommended that she be placed in the advanced level of Occupational Accommodations Specialist 3. Consequently, I recommend the employee be reallocated to an Occupational Accommodations Specialist 3 in CG18, Range 10 within the Human Resources operating budget.

The necessary resolution to this recommendation has been drafted.

Editor's Note:

Effective Date: 10/3/2022

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum
18/08	\$68,320.98	\$81,073.98	\$90,802.92
18/10	\$74,162.66	\$89,130.08	\$ 99,825.70

Cc: Kurt Rose – Employee and Labor Relations Manager

Emaan Abdel-Halim – HR Services Manager