

PERSONNEL BUDGET REQUEST

DIVISION PRIORITY NUMBER 2		BLANKET REQUEST? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		F.O.D USE ONLY PACKAGE NO SERIAL NUMBER	
BUREAU Administrative Services Bureau		1. IS THIS A PACKAGE REQUEST? (SEE BUDGET GUIDE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		2. WAS THIS ITEM DENIED IN THE LAST BUDGET? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
DIVISION/AREA Personnel Division		SECTION/UNIT Medical Liaison Section		WATCH Day	
NO. REQUESTED 5		CIVIL SERVICE TITLE Personnel Analyst II		C.S CODE 1731-2	

IF QUESTIONS 3 IS "YES", SHOW PRESENT CLASSIFICATION	CIVIL SERVICE TITLE	C.S CODE
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JOB DESCRIPTION OF REQUESTED POSITION(S)
Please see attached.

JUSTIFICATION FOR REQUEST (HOW WILL THE DEPARTMENT'S OBJECTIVES BE ACHIEVED?)
Based on a recent audit conducted by the Controller, the Los Angeles Police Department (Department) spends a significant amount of City funds on Workers' Compensation (WC). One of the recommendations to reduce work-related injuries is an in-depth investigation on the reason of occurrence, which would include interview and worksite visits. Current staffing only allows the Department to keep up with new and active cases. A new task force would allow a more comprehensive investigation to be conducted when a new WC claim is received to reduce the amount of WC claims resulting from the same issue.

The personnel analysts assigned to the Unit will spend a high percentage of time conducting interviews in Areas/divisions to ensure the authenticity of new Workers' Compensation claims. To monitor the effectiveness of the Unit on the long-term goal of reducing work-related injuries, the personnel analysts must report findings and provide recommendations. Because the Department consists of 28 geographical area offices in addition to satellite offices and specialized units, five personnel analysts are required to ensure the success of the Unit.

IF ADDITIONAL SPACE IS REQUIRED USE CONTINUATION SHEET (15 09 00)

COMMANDING OFFICER
Clea Harper Paris

REQUEST EVALUATION

(CHECK ONE BOX) <input type="checkbox"/> ESSENTIAL <input type="checkbox"/> HIGHLY DESIRABLE <input type="checkbox"/> DESIRABLE <input type="checkbox"/> NOT RECOMMENDED	BUREAU COMMANDING OFFICER
(CHECK ONE BOX) <input type="checkbox"/> ESSENTIAL <input type="checkbox"/> HIGHLY DESIRABLE <input type="checkbox"/> DESIRABLE <input type="checkbox"/> NOT RECOMMENDED	OFFICE DIRECTOR

F.O.D USE ONLY

INVESTIGATOR	REPORT ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO	INVESTIGATOR'S RECOMMENDATION
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POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: New	2. Employee's Present Class Title/Code: Personnel Analyst II/1731-2	3. Present Salary or Wage Rate: \$94,502.88
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared 05/27/15
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5. Location of office or place of work: 100 West First St., Room 228 Los Angeles, California 90012	6. Name of Department <u>Police</u> Division <u>Personnel Division</u> Section <u>Medical Liaison</u>
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name Assistant Officer in Charge, Employee Risk Assessment Unit Title Police Sergeant II

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
30%	Establish and implement an operational injury and illness prevention program with dedicated resources (funding and staffing) and measurable Department-wide goals and objectives to minimize its Workers' Compensation claims and related costs.
10%	Ensure all policies are up to date. As the Department's Injury and Illness Prevention Program (IIPP) is currently being operationalized and there are structural changes needed to fully implement certain strategies to reduce worker injuries and illnesses, a six month time frame is being utilized for full implementation of policies and procedures.
20%	Ensure all investigative reports note a clear conclusion of whether the injury was potentially preventable, and provide details on the injury cause, and a corrective action plan. Ensure that Safety Committees are operational at all divisions and ensure they perform the responsibilities outlined in the IIPP, including conducting facility inspections for safety hazards, ensure positing of CAL/OSHA Summary Forms, and review all workplace injuries and Workers' Compensation claims to determine whether it was preventable, by ensuring use of investigative reports.
15%	Review the overall quality of investigations, trends, and serious injuries for preventative measures. This Unit could provide oversight to all safety officers Department-wide, identify best practices and lessons learned as a result of accidents, identify trends and training needs, ensure compliance with CAL/OSHA Form 300s, and conduct periodic inspections of facilities.
15%	Ensure that Injury on Duty (IOD) reporting (e.g. COMPSTAT) is accurately coded, verified and reconciled to PaySR.
10%	Establish and update policies (including Police Department Manual) and related procedures (including desk manuals) for IOD that clearly state: The frequency of Department/employee communication; The content of communications by the sick/IOD coordinators; System access and IOD reporting procedures.

9. How long have the duties been substantially as described above? New

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Personal computer, copier/scanner, fax machine, telephone, City vehicles.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles.
N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.
Signature Dece Harper-Jaris Date 5-27-15 Phone No. (213) 486-4650

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Works independently. Employee's work may be assigned verbally or in writing and evaluated based on results achieved.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

(b) Experience (type and length; list appropriate city classes, if any).

Minimum of two years as a Management Assistant.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: 5 Lift 5 Push 5 Pull
 Average weight 5 Heaviest weight 15
 Climbing (stairs, ladders, poles)
 How far _____
 Face severe work conditions
 Outdoors _____ on/near water _____
 Other/explain _____

SPECIAL NEED FOR:
 Vision, to read fine print/numbers
 Hearing, for telephone/alarms
 Balance, for working heights
 Other/explain _____

EXTENSIVE USE OF:	Hours per week
<input checked="" type="checkbox"/> Legs, for walking/standing	10
<input checked="" type="checkbox"/> Hands and fingers	40
<input type="checkbox"/> Back, for strenuous labor	_____
Other/explain _____	

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Knowledge and enforcement of Department policies and procedures as well as City Personnel policies and procedures.

(b) Materials and Products. Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Personal computer, copier/scanner, fax machine, telephone, City vehicles.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? _____; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization, indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Frequent contact with Department command staff, occasional contact with CAO, City Attorney, Personnel Department, and occasional contact with Mayor's staff.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor Cece Harper-Paris Date 5-27-15
 Class Title Senior Personnel Analyst II Phone No. (213) 486-4650
 Signature of department head _____ Date _____