

PERSONNEL BUDGET REQUEST

DIVISION PRIORITY NUMBER 4		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 Return to Work Section		WATCH Day	
NO. REQUESTED 3		CIVIL SERVICE TITLE Personnel Analyst II		3. IS THIS TO REALLOCATE OR RE- CLASSIFY AN AUTHORIZED POSITION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF QUESTIONS 3 IS "YES", SHOW PRESENT CLASSIFICATION		CIVIL SERVICE TITLE		C.S CODE 1731-2	
JOB DESCRIPTION OF REQUESTED POSITION(S) Please see attached.					
JUSTIFICATION FOR REQUEST (HOW WILL THE DEPARTMENT'S OBJECTIVES BE ACHIEVED?) Return to Work Section current has two personnel analyst and two management assistants in-lieu of personnel analysts. Their assignments include providing temporary and permanent work restrictions to almost 2,000 employees at any given time and ensure current medical status of almost 700 employees who are on long-term leave. These assignments, among others, require a lot of dedicated time to make sure all required documents are reviewed accurately. Four analysts are not a sufficient work force to provide the best quality needed. Expanding Return to Work Section will ensure proper monitoring as suggested by the Controller's audit.					
IF ADDITIONAL SPACE IS REQUIRED USE CONTINUATION SHEET (15.09.00)				COMMANDING OFFICER <i>Cecilia Harper-Paris</i>	

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

POSITION DESCRIPTION

DO NOT USE THIS SPACE

City of Los Angeles

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"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <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>Return to Work</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 Officer in Charge, Return to Work Section Title Lieutenant 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%	Maintain liaison with Department Sick/Injured-on-Duty (IOD) Coordinators, third party Workers' Compensation administrators, City's Department of Disabilities, City Attorney's Office, and Personnel Department. This assignment is in addition to providing advice to Department supervisors and management regarding Return to Work, American with Disabilities Act, Fair Employment and Housing Act, and Equal Employment Opportunity.
15%	Monitor Department employees who have been off work for an extended period of time due to an illness or IOD.
20%	Maintain data on employees in temporary or permanent modified duty assignments. Analyze and provide statistical information on sick and IOD data tracked by the Return to Work Section to various Department and City entities.
20%	Coordinate reasonable accommodations, which include equipping officers with safer uniforms and equipment based on leading practices and injury occurrences, for employees with work restrictions and apply appropriate City, state, and federal provisions or guidelines. These include providing motorcycle helmets, lightweight duty belts/accessories, shatterproof glass or film on car windows, reduce delay in body armor distribution, and other areas identified by ongoing reviews of claims injury causes.
5%	Conduct home visits or phone calls to long term sick or IOD employees to ensure medical reports are current and assist their return to Department's workforce.
5%	Facilitate the reintegration of sworn employees who have been away from work for more than one year due to an illness or injury or are judicially-restored.
5%	Conduct periodic training for Department Sick/IOD Coordinators, Command Development School, Civilian Supervisor School, Watch Commander School, and divisional supervisor training day.

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 Cece Harper-Paris 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	<u>10</u>
<input checked="" type="checkbox"/> Hands and fingers	<u>40</u>
<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-Parr Date 5-27-15
 Class Title Senior Personnel Analyst II Phone No. (213) 486-4650
 Signature of department head _____ Date _____