

PERSONNEL BUDGET REQUEST

FISCAL YEAR 2016/2017

DIVISION PRIORITY NUMBER 3		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 1		CIVIL SERVICE TITLE Senior Personnel Analyst I				C.S CODE 9167-1
IF QUESTIONS 3 IS "YES", SHOW PRESENT CLASSIFICATION		CIVIL SERVICE TITLE				C.S CODE
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 Senior Personnel Analyst will be the supervisor of the task force, the Employee Risk Assessment Unit, and lead one Police Sergeant 2 and five Personnel Analyst 2s.						
IF ADDITIONAL SPACE IS REQUIRED USE CONTINUATION SHEET (15 09 00)				COMMANDING OFFICER <i>Cece 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: <u>New</u>	2. Employee's Present Class Title/Code: <u>Senior Personnel Analyst I/9167-1</u>	3. Present Salary or Wage Rate: <u>\$116,280.72</u>
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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 <u>05/27/15</u>
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5. Location of office or place of work: <u>100 West First St., Room 228 Los Angeles, California 90012</u>	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 <u>Officer in Charge, Medical Liaison Section</u> Title <u>Senior Personnel Analyst II</u>

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
50%	Supervise and direct the activities of sworn and civilian employees assigned to the Employee Risk Assessment Unit, Medical Liaison Section, Personnel Division, which include delegating assignments, reviewing and approving schedules, preparing projects, reports and correspondence, and completing employee performance evaluations.
20%	Consult with and make recommendations to command staff, Personnel Department, and Office of the City Attorney regarding the more complex issues involving the Injury and Illness Prevention Program (IIPP) of the Los Angeles Police Department, California Code of Regulations, Title 8, Section 3203, and Workers' Compensation laws.
10%	Answer more difficult questions from Department personnel and entities concerning the IIPP and its effects on current working conditions.
10%	Attend and may conduct quarterly Safety Committee Meetings. Also, may attend meetings and hearings related to issues concerning Workers Compensation and Reasonable Accommodation.
5%	Conduct worksite visits to ensure minimization of employee exposure to safety and health risks at all Department work locations.
5%	May act as the Officer in Charge, Medical Liaison Section, on an as-needed basis.

9. How long have the duties been substantially as described above? <u>New</u>

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

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>50%</u>

12. Indicate the number of employees supervised by class titles. <u>N/A</u>
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13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.
Signature <u>Cecile Harper-Paris</u> Date <u>5-27-15</u> Phone No. <u>(213) 486-4650</u>

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 Personnel Analyst II

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