



CITY OF CONCORD

New Hampshire's Main Street™

City Manager's Office

Thomas J. Aspell, Jr.
City Manager

DATE: September 28, 2020

TO: Honorable Mayor and Members of the City Council

FROM: Thomas J. Aspell Jr., City Manager

SUBJECT: Changes to Job Classification in Human Resources

Recommendation:

Accept this report and set a public hearing for November 9, 2020 to revise the job classification of the Safety and Training Coordinator in the Human Resources Department.

Background:

Currently, the Safety and Training Coordinator is classified as a Labor Grade 16 on Schedule D and is a non-contractual position. I propose placing this position at Labor Grade 18, based on the altering landscape of the Human Resources Department and to properly compensate the position for the work requirements.

Discussion:

The attached changes to City Ordinance 35-2-1, Schedule D, will modify the position of Safety and Training Coordinator, Labor Grade 16 (\$47,528-\$68,848) to Labor Grade 18 (\$52,437-\$76,445). The wage adjustment for the Safety and Training position will be managed within the Human Resources Compensation Budget for FY 2021.

Major Work Activities Include:

- Manages and monitors disability insurance claims and leave administration. Manages workers compensation, STD, and LTD claims. Ensures FMLA and ADA compliance and that claims and benefits administration are consistent with City policy, applicable laws and contracts. Monitors employee return to work progress, as it relates to the City's Temporary Alternate Duty policy and ADA-AA compliance.
- Responsible for ensuring the City's Written Safety Program is in compliance with applicable State and Federal regulations. Reviews, revises, and initiates changes, as required, to comply with regulatory changes or as needed to comply with the City's Joint

Loss Management Committee (JLMC) recommendations for approval by the City Manager.

- Serves as Administration's designated employer representative to the JLMC. Responsible for ensuring that JLMC complies with the duties and responsibilities as outlined by the New Hampshire Department of Labor and City safety-related policies. Responsible for scheduling, planning, and coordinating JLMC meetings and communications. Performs committee follow-up actions concerning recommendations, suggestions and findings, and maintains JLMC minutes and records.
- Serves as the City's liaison with the City's workers compensation insurer to implement measures to reduce risk liability and cost saving initiatives, such as maintaining the City's Prime status or utilization of the second injury fund.
- Develops, communicates, monitors, and evaluates policies, procedures, and standards for the Safety and Training Programs. Makes recommendations for improvement as needed.
- Plans, develops, implements, and coordinates or conducts city-wide and departmental training programs, such as safety and loss prevention, employee orientation, and general staff development.
- Instructor liaison for First Aid and CPR/AED training program for employees who do not respond to medical emergencies as part of their employment duties.
- Monitors personnel issues and human resources programs (such as performance evaluation, merit, sexual harassment, discrimination, recruitment and other human resources related trainings) as assigned, to ensure compliance with City policies, federal laws, state laws, and regulations.
- Serves as intermediary with departments and outside agencies, when necessary, to respond to information on human resources matters or to address employees' questions and concerns. Proactively in the field for laborers to address risk management issues.
- This position also performs HR Generalist work, to include assistance with recruitments, customer service, completion of wage surveys, background checks, and other administrative work.

The need for enhanced safety, loss and training coordination has become more apparent with the COVID pandemic, as well as the relevant and important push for diversity and inclusion in the workforce. The current position is focused too narrowly on data entry, leave administration, and safety incident reporting. Although these administrative tasks are essential duties that must be performed, the position has become more proactive in training and safety.

This position is critical to the organization's success and should be reflected accurately in relation to classification and compensation. The position is responsible for ensuring a proactive safety plan within the City organization that complies with the New Hampshire Department of Labor, and this plan is one part of the components that affords us a 2.5% discount from our Worker's Compensation Premium at Primex, our risk insurance provider. This position completes annually the prime discount application which requires compliance with rigorous

safety standards to achieve the other parameters associated with this discount. The Safety and Training Coordinator is responsible for convening the Joint Loss Management (JLMC) Committee every 6 weeks, which analyzes safety incidents, and makes recommendations to mitigate further loss to the organization. One important product of this work is the annual JLMC Year in Review report. This position also ensures that our CDL program for intrastate drivers is compliant with the recent implementation of a drug and alcohol clearinghouse, as well as the upcoming FMSCR requirements for entry level drivers.

This position also provides training for all employees with respect to management skills, business skills, and technical skills. For the upcoming year, MUNIS will be implemented for Human Resources and Payroll. The position will lead the performance evaluation process overhaul to be congruent with the MUNIS modules. The Safety and Training Coordinator also conducts ergonomic evaluations, which is a service that became critical when much of our workforce was forced to work remotely and home workstations needed evaluation to prevent long-term ergonomic affects. This position was also charged with ensuring the safety measures highlighted in the Governor's Universal guidelines were adhered to once we reopened City Hall to the public. For these reasons, we request that the City Council approve the labor grade change.