



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: November 20, 2018

Title: Classification and Compensation Matters - New Job Classification

Introduction/Background:

The Human Resources Department is requesting creation of a new classification of HR Nurse Liaison, within the Human Resources Department. Frequently, employees experience medically-related issues that can affect their work performance and/or attendance. The County is in need of a nurse classification who can build rapport with employees and departments, address medical needs in the workplace, identify ADA eligible employees, and engage in the interactive process, with the goal of returning employees to the workplace in a safe environment in a timely and safe manner, while meeting both confidentiality requirements and legal mandates.

Discussion:

Employees with medical-related issues oftentimes need assistance to perform their positions from, modifications to their work environment/schedule, a medical leave of absence, to requests for reasonable accommodations. When assessing an employee's work modifications, return to work, or requested accommodations, multiple participants are involved to include the employee, the employee's supervisor, Risk Management, Human Resources, and at times the legal department. Communication and coordination are vital to assist with sensitive medical needs, as well as the ability to track an employee's leave to ensure a timely return to work and compliance with all County and legal mandates. This classification will act as a liaison to assist both the employee and the employee's department in returning employees to work, identifying ADA eligible employees, initiating the interactive process, recommending reasonable accommodations, assessing workspaces, referring for ergonomic reviews, and assisting employees in applying for Long-Term Disability. Additionally, communicating with the employee's department on a "need to know" basis will ensure that departments are informed and appropriately staffed during an employee's extended absence. The goals of this position are to return employees to work in a timely, efficient and safe manner and to reduce County liability by ensuring that all County directives and legal mandates are properly followed.

Conclusion:

The proposed new classification will improve communication with employees and departments, collaborate with stakeholder departments, and ensure the County is in compliance with all rules, regulations, and policies surrounding medical leaves.

Recommendation:

It is recommended that Class Code 1530 , Class Title Human Resources Nurse Liaison, Salary Grade M2, Salary Range \$47,486 - \$ 76,045, EEO Code 2 (Professional), FLSA Code Exempt (not paid overtime), be approved for use within the County's classification system

Fiscal Impact:


The creation of the new classification has no immediate cost impact to the County as any additional costs incurred in hiring a position allocated to this classification will be borne by the department from within its current budget. Cost impacts in future budget years will be planned for by the department through the County's normal budget process.


Board of Supervisor District:


☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All

Department: Human Resources Telephone: 724-2732

Contact: Cathy Bohland Telephone: 724-8672

Department Director Signature/Date:  11/6/18

Deputy County Administrator Signature/Date:  11-6-18

County Administrator Signature/Date:  11/7/18

Code: 1530

Title: HUMAN RESOURCES NURSE LIAISON

SUMMARY: Coordinates, monitors, and participates in the County's Medical Leave Programs, American's with Disabilities Act (ADA) interactive process, Return to Work/Light Duty, Fitness for Duty and Short/Long term disability programs. Creates rapport with employees, departments, Risk Management, and legal personnel to ensure compliance with County directives and legal mandates. Identifies potential legal and medical risks.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Participates on the ADA review panel as the panel medical expert, assists in identifying ADA eligible employees and reasonable accommodations and monitors cases from inception to resolution;
Acts as the department's subject matter expert on employee health issues in the workplace;
Participates in the Family Medical Leave Act (FMLA) process by reviewing FMLA paperwork, employee medical leave requests, and health care provider's (HCP) certification to determine FMLA eligibility, in coordination with the Department Personnel Representative (DPR) and/or management;
Maintains confidentiality of all information encountered in the performance of duties;
Tracks medical leaves and reasonable accommodation leaves including medical leave without pay, routinely and periodically reports status of cases to management;
Ensures employees are providing medical documentation as required to verify continued absence or authorization to return to work;
Assists employees with long-term disability (LTD) applications, advises employees on when LTD would be appropriate and ensures employees have all appropriate information;
Assists employee and departments on returning employees to work, participates in the process of locating modified duty work, clarifies and identifies medical restrictions, coordinates the return to work authorization and temporary work assignment or modified duty placement in coordination with department management;
Provides health-related consultation services to employees and management regarding medical leave administration; coordinates with the Employment Rights and Leave Management divisions regarding employee medical leave administration issues as necessary and appropriate;
Acts as a point of contact for employees on extended medical related leaves of absence, and all medical related issues affecting the employee's work environment;
Establishes and engages in positive rapport with employees and departments;
Collaborates with Risk Management and establishes and maintains liaison relationships with other County departments, public and private agencies, organizations and groups;
Analyzes federal, state and local legislation and ensures compliance with applicable regulations and policies;
Assists in ergonomic reviews of work stations, make suggestions and works collaboratively with Facilities to correct/modify work spaces;
Assist departments in making reasonable suspicion findings for employees who may be under the influence of drugs and/or alcohol while on the job;
Acts as a point of contact for the County's Employee Assistance Program ("EAP"), to assist in mental health and drug or alcohol abuse or misuse referrals.

KNOWLEDGE & SKILLS:

Knowledge of:

- Principles of occupational health nursing;

- Local, state, federal and medical laws, rules, standards and regulations;
- Workers' Compensation statutes and regulations;
- Relevant statutes, rules and regulations governing occupational safety and health and public employment;
- Occupational medicine principles, practices and theory;
- Principles and techniques of effective communication to include written composition and public speaking;
- Applications of automated information systems;
- Establishing and maintaining effective working relationships.

Skill in:

- Techniques of nursing in an occupational health program;
- Expressing, explaining and interpreting program policies and practices to the public;
- Communicating effectively, both orally and in writing;
- Data analysis and report preparation;
- Reviewing FMLA requests to determine eligibility;
- Identifying ADA eligible persons and ascertaining reasonable accommodations;
- Use of automated information systems to maintain or produce data.

MINIMUM QUALIFICATIONS:

Graduation from an accredited school of nursing, college or university and two years of experience in employee health or occupational health.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona is required at the time of appointment, and must be maintained as a condition of employment. All or some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.