



MEETING AGENDA



District 1
Matthew Wilson

District 2
Raevan Howard
Alternate

District 3
Norman Crow

District 4
Lee Busby

District 5
Kip Tyner
Member

District 6
John Faile
Chairperson

District 7
Cassius Lanier
Vice Chairperson

Council Administration and Policy Committee Meeting Agenda

Tuesday, January 18, 2022 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
Approval of Minutes		
NEW BUSINESS		
1. Approval of new job class specification for Commercial Driver’s License (CDL) Training Coordinator	LaShonda Kemp	2-5
2. Revision of job class specification for Safety Director	LaShonda Kemp	6-9
ADJOURN		



MEMORANDUM

TO: Walter Maddox, Mayor

THROUGH: LaShonda Kemp, Chief Human Resources Officer

FROM: Jeffrey Redding, Deputy Chief Human Resources Officer

DATE: January 3, 2022

SUBJECT: CDL Training Coordinator & Upgrade to Safety Director

Handwritten signatures in blue ink, including one that appears to be 'LaShonda Kemp' and another that is less legible.

Attached is a new job class specification for your approval to create a new position in the Human Resources department titled Commercial Driver's License (CDL) Training Coordinator at Pay Grade 29. This position is needed in order to fulfill required entry-level driver training as required by new federal mandates for CDL drivers. Moreover, this position will provide an additional occupational safety resource for the city's workforce while ensuring proper compliance and documentation.

In addition, attached is the revised job description for the Safety Director job classification to include an upgrade to Pay Grade 29 in the city's pay plan. The changes will require the incumbent in this position to obtain a Class A CDL within one year in order to assist in the driver's training. Moreover, this will align the job with other HR professional jobs such as the Senior HR Officer and Director of Benefits and Wellness.

With salary savings generated by vacant positions and a recent promotion, the Accounting and Finance department has verified that funding is available in this year's budget.

According to Section 19-54 (b) (1) and (4) of the City Code, new job classifications and upgrades require Mayor and full Council approval. If you concur, this item will be placed on the next Administration and Policy Committee meeting for Council consideration.

If you have any questions, please contact me.



HUMAN RESOURCES

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COMMERICAL DRIVER'S LICENSE (CDL) TRAINING COORDINATOR

SUMMARY

The purpose of this classification is to create, administer, direct and manage the Commercial Motor Vehicle (CMV) training program for the City of Tuscaloosa. This position works under the direction of the Chief Human Resources Officer and/or Deputy Chief Human Resources Officer and coordinates with the Safety Director, and other department heads, managers, and supervisors in the areas of occupational training.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Plans, organizes, directs and promotes an effective and legally compliant CMV training program for the City of Tuscaloosa.

Acts as the primary behind-the-wheel (BTW) and theory instructor for all City employees required to obtain a class A or B CDL as part of their job duties.

Ensures that all training and associated records are properly documented and promptly submitted to ensure compliance with the Federal Motor Carriers Safety Administrations and the Alabama Law Enforcement Agency.

Conducts annual queries in the Federal Motor Carriers Safety Administration Clearinghouse.

Requests and reviews annual motor vehicle records for CDL drivers.

Assists the Safety Director in administering the employee drug and alcohol testing and screening program.

Promotes occupational safety at all times and assists the Safety Director with safety training, establishing and writing standard operating procedures and education programs; instructs employees in safe and sanitary working methods, standards, and identifies and mitigates possible hazards; promotes safety awareness campaigns.

May serve as a member of the Accident Review Board; may assist with the investigation of all injuries and property losses resulting from employee accidents.

Maintains knowledge and technical proficiency in applicable personnel laws, regulations, and policies.

Maintains a class A CDL in good standing.

Advises the Chief Human Resources Officer and/or Deputy Chief Human Resources Officer on pertinent matters; makes recommendations for changes or modifications to existing programs, policies and procedures.

Attends meetings, seminars, and training sessions to remain knowledgeable of City and departmental operations and to promote improved job performance and communications; reads professional literature and maintains professional affiliations.

Composes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and documents associated with daily responsibilities of this position.

Answers the telephone and screens incoming calls; receives messages and routes to appropriate staff; returns calls.

Performs filing/clerical tasks to organize and maintain general departmental files.

Recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Human Resources, Business Administration, Public Administration, Safety Engineering, Industrial Relations, or related field preferred; three years of progressively responsible experience in occupational safety, vocational training or a related field preferably in the public sector or in a construction or maintenance working environment where occupational safety is administered; or any equivalent combination of education, experience, and/or training which provides the requisite knowledge, skills, and abilities for this job. Must possess and have maintained a class A CDL for a minimum of the last 2 years. Must have on-the-road experience utilizing a class A CDL. Meet the definition of a Theory and BTW instructor as defined in the CFR 49 §380.605.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computer, calculator, photocopier, telephone, and medium to heavy construction equipment such as boring machine, boom truck, backhoe, pipe saw, chain saw, hydraulic pipe cutters, pumps, pipe locator, valve box locator, service truck, crane truck, dump truck, shovel, pick, sledge hammer, Post hole digger, air compressor, axes, rake, tapping machine, tamp, two-way radio, drafting instruments, measuring wheel and tape, mechanics tools and construction tools. Physical demand requirements are at levels of those for light to heavy work depending on the duties performed at the time.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things that may include reports, forms, procedural manuals, and training manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange administrative and educational information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of educational and administrative documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex personnel, occupational safety, employee health and wellness, and risk management related principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, and interpret statistical data.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment that may include computers/office equipment and standard measuring and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.


MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

Date

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 4019
Grade: 26 29
FLSA: Exempt**

SAFETY DIRECTOR

SUMMARY

The purpose of this classification is to create, administer, direct, and manage occupational safety management for the City of Tuscaloosa. This position works under the direction of the Chief Human Resources Officer and/or Deputy Chief Human Resources Officer and coordinates with other department heads, managers, and supervisors in the areas of occupational and equipment safety.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Plans, organizes, directs and promotes an effective safety program for the City of Tuscaloosa; identifies and measures all risks of accidental loss; develops, implements, and enforces policies, procedures, rules, and regulations related to safety and risk management.

Coordinates, develops, oversees and/or conducts related safety training and education programs; instructs employees in safe and sanitary working methods, standards, and practices and in possible hazards; conducts regular and special safety and sanitation classes; promotes safety awareness campaigns; obtains, develops and places safety and sanitation posters, placards, signs and other safety information in proper locations.

Inspects facilities, materials handling, equipment operations and job sites of all departments to identify hazards and liabilities; consults, confers and provides assistance to departments on employee safety related matters; identifies causes and trends for accidents, injuries and losses; reviews laws, regulations and legal matters pertaining to employee safety; directs immediate correction of unsafe and/or unsanitary practices.

Maintains accident-injury records and related costs and losses in coordination with existing systems and reporting; implements and maintains departmental safety reporting system to include reports and follow-up; performs analysis to determine trends, problem areas, and overall safety performance; performs periodic review on the effectiveness of the safety program.

Enforces all safety rules and regulations; conducts scheduled departmental safety audits; directs correction of unsafe and/or unsanitary practices and potential hazards.

May serve as a member of the Accident Review Board; may assist with the investigation of all injuries and property losses resulting from employee accidents; interviews personnel to obtain information and pertinent facts; submits reports and findings and recommends preventive measures for same as required.

May assist with workers compensation, return to work, and alternate duty programs; ensures the first report of injury form is complete and accurate; obtains and reviews the physician release form to return to full duty.

Coordinates Worker’s Compensation, Return to Work and Fitness for Duty policy requirements. Also, conducts/reviews statistical analysis of work-related injuries in order to make recommendations for reducing such injuries.

Coordinates the administration of the City’s Risk Management Program including conducting safety inspections to ensure a safe work environment for City employees and Drug Free Workplace compliance.

Participates in the formulation of the safety program budget(s); submits reports as required.

Assists the CDL Training Coordinator in administering the CMV training program for the City of Tuscaloosa.

Maintains knowledge and technical proficiency of safety, risk management, and all related federal, state and local laws and ordinances; applies principles and methods of safety engineering; understands the operation of equipment used and materials handled or can readily acquire such information.

Maintains knowledge and technical proficiency in applicable personnel laws, regulations, and policies.

Advises the Chief Human Resources Officer and/or Deputy Chief Human Resources Officer on pertinent matters; makes recommendations for changes or modifications to existing programs, policies and procedures.

Conducts orientation training of all new hires and promoted employees.

Responsible for maintaining a safety training and professional training matrix for each position in department.

Attends meetings, seminars, and training sessions to remain knowledgeable of City and departmental operations and to promote improved job performance and communications; reads professional literature and maintains professional affiliations.

Composes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and documents associated with daily responsibilities of this position.

Answers the telephone and screens incoming calls; receives messages and routes to appropriate staff; returns calls.

Performs filing/clerical tasks to organize and maintain general departmental files.

Recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Human Resources, Business Administration, Public Administration, Safety Engineering, Industrial Relations, or related field preferred; five years of progressively responsible experience in occupational safety, safety training or a related field preferably in the public sector or in a construction or maintenance working environment where occupational safety is administered; or any equivalent combination of education, experience, and/or training which provides the requisite knowledge, skills, and abilities for this job. Must obtain and maintain a class A CDL within one year of employment. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computer, printer, typewriter, copy and facsimile machines, and telephone. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things that may include reports, forms, procedural manuals, and training manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange administrative and educational information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of educational and administrative documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex personnel, occupational safety, employee health and wellness, and risk management related principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.

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MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

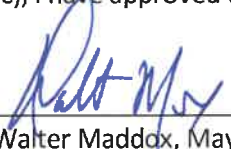
MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

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PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.



Walter Maddox, Mayor

Date