

**Index: A10555 - Safety & Health**

**Purpose of Area**

Striving to ensure a safe, hazard-free place to work, learn, and grow. A renewed focus on safety reduces liability and saves the institution money. This is a cost prevention measure.

**Tie in with Strategic Plan**

In keeping with the University's core value of Wellness, Healing, and Safety.

**Employees**

**Brief job description for each position type**

Jankowski, Gary	CHIEF SAFETY OFFICER -- Creates, implements and monitors for effectiveness the safety and health program at the University of Toledo. Facilitates workplace violence-prevention training, conducts accident investigations, safety rounds, fire evacuation/emergency preparedness drills. Acts as UT liaison to the Safety Council of Northwest Ohio.
1	DIRECTOR, SAFETY & HEALTH -- Directs day to day activities of the Department Staff. Managerial Duties (evaluations, goal setting, HVA preparation, risk assessments). Serves as UT's Biosafety Officer.
1	SENIOR INDUSTRIAL HYGIENIST -- Lab safety inspections and LASER safety inspections in clinical and research labs. Safety training, DHS chemical compliance, spill response. Needlestick Committee Chair. Chemical Hygiene Officer and LASER Safety Officer. Lead Industrial Hygienist.
1	SAFETY & HEALTH SPECIALIST -- Hazardous waste pickup and management, infectious waste management. Training, inspection/survey preparation and compliance. JC prep/construction site inspections, fire and life safety inspections. Decontamination Team Lead.
1	ENVIRONMENTAL SPECIALIST -- Environmental compliance for EPA, prepares Clean Air Act reports, Annual Title V certification and emission reports. Clean Water Act sampling and reporting. Liaison between UT and the Health Department/EPA. Asbestos management/sampling and Capital Project Coordination. Spill Response and Hazardous Waste Storage Inspections. Mold evaluations and remediation coordination.
1	EMERGENCY PREPAREDNESS COORDINATOR -- Coordinate/evaluate/remediate all exercises and real events. Lead EP Task Force on both Campuses. Ensure compliance with JC Environment of Care and EP standards.
1	SECRETARY 2 -- In addition to general office duties, helps monitor the department budget, scheduling safety classes for university employees, maintain essential employee list, schedule evacuation drills for student residence halls, update department web page, take minutes for safety committee and staff meetings.
1	ADMINISTRATIVE ASSISTANT 1 -- In addition to general office duties, also responsible for all facets of the Training Test Bank, including test creation. Handle all employee injury reports for the Health Science Campus, including the PERRP 300 (OSHA 300) Illness/Injury Log.

**Revenue - N/A**

**Operating Budget**

**Planned Usage**

Supplies	Aside from the usual (pens, paper, paperclips) more than 70% of the operating budget is used for hazardous waste removal, various emergency abatement/clean ups, etc. It is also used to purchase safety glasses for employees.
Travel	No travel.
Communication	Nothing uncommon. Just typical postage, printing, and copier costs.

**Helpful Statistics/Other Information ... In 2011:**

- Conducted 205 classroom training sessions that were attended by 3,627 staff members.
- 21,890 UT employees have participated in online training via the testbank.
- Conducted 11 emergency preparedness drills or events this year.
- Facilitated the proper handling and disposal of more than 240,000 pounds of infectious waste.
- Tested 550 laboratory fume hoods.
- Managed 435 employee injury reports.
- Perform 40 AED inspections each month
- Inspect 410 fire extinguishers each month

**Index: A10576 - Human Resources MC**

**Purpose of Area**

Assist in the recruitment, retention, professional development and advancement of qualified employees. Attracting and retaining talented employees is vital to a relevant University.

Create an environment that promotes teamwork, collaboration, and continuous improvement.

**Tie in with Strategic Plan**

This is in support of the University core value of Excellence, Focus and Innovation.

This is in support of the core University value of Diversity, Integrity, and Teamwork.

**Employees**

**Brief job description for each position type**

1	ADMINISTRATIVE ASSISTANT 1 -- The interface between customers and Human Resources Representatives, supports the employment function, both pre and post. Utilizes HRIS to the extent required to facilitate all phases of the employment process. Provides secretarial support as requested.
1	BENEFITS ADVISOR -- Responsible for performing specific functions related to activity of the University of Toledo benefit programs. Serves as specialist in assisting managers and employees with benefits-related issues, processes, and practices.
1	CLERK 1 -- Responsible for creating and maintaining the files for all employees on MC and HSC; Open and sort mail; provide HR customer service support to walk-ins and telephone customers, answer routine inquiries and direct customers to appropriate personnel .
1	CLINICAL COMPLIANCE / COMPENSATION ADVISOR -- Produce annual reports and develop action plans to improve patient outcomes/staffing effectiveness; interpret, communicate, and provide education on policy, procedures, etc. to achieve clarity and compliance with new federal/state laws, JC standards and more; prepare and present to JC surveyors on staff competencies.
1	COORDINATOR, HRIS -- Responsible for maintaining accurate employee data in the HRIS system including entering/verifying new employees, benefits, promotions, transfers, reclassifications, and any other changes to employee data; assist with Open Enrollment of benefits; troubleshoot and resolve problems.
2	EMPLOYMENT ADVISOR -- Assist managers with general aspects of human resources processes and practices, primarily the hiring process. Assist in resolving human resource issues; interview and evaluate applicants to assess skills, abilities, and knowledge in order to appropriately refer for best job match; review reliability of selection methods; implement service measures and evaluate results; and develop and present human resource development programs and in-services for managers and supervisors.
1	EXECUTIVE SECRETARY 2 -- Make independent decisions following established policies and procedures and handle confidential correspondence including personnel, budget, and collective bargaining issues. Routinely work on special projects that will improve the efficiency and quality of the office; provide assistance to the staff with initiating work orders, purchasing supplies, and a variety of other special requests from the staff.
1	INTERIM CUSTOMER SERVICE REP -- The front-office customer service person for HRTD. Greets job applicants, faculty, staff, vendors and visitors and provides a variety of basic information regarding human resources and related issues to inquiries. Handles incoming telephone calls for the department. Also provides support to the Benefits staff.
1	INTERIM HRIS SPECIALIST -- Responsible for processing employee information and maintaining accurate and timely employee records on HRIS. Assist the Human Resource Department in HRIS design and system development. Prepare statistical summaries and special reports from HRIS involving employment, pay grade, benefits and performance data, payroll information and other employee records. Assist other HR personnel and hoc reporting.

Index: A10576 - Human Resources MC (continued)

1	LABOR & EMPLOYEE RELATIONS ADVISOR -- Advise and assist with the accurate, comprehensive, and timely handling of complaints and/or grievances, the determination of appropriate corrective action(s), interpretation of collective bargaining agreements, policies, labor laws and/or acceptable management practices to ensure fair and consistent application.
1	LABOR & EMPLOYEE COMPLIANCE ADVISOR -- Responsible for managing the day-to-day interpretation and implementation of collective bargaining agreements, policies and procedures. Conducts labor management meetings, resolves and hears grievances, and conducts investigations as assigned. Collaborate with the labor relations team to help foster and maintain a positive work environment for employees. Provide informational and analytical support to the Labor & Employee Relations area.
1	LEAVE OF ABSENCE ADVISOR -- The FMLA/Leave Specialist analyzes reported Family Medical Leave Requests to make determinations based on state and federal regulations; and to ensure on-going claim management is within university service standards. This position also manages all forms of employee absence.
1	SENIOR BENEFITS ADVISOR -- Provide benefit expertise, guidance and service that results in aligning University practices in accordance with plan documents and administration of health and welfare plans; Serve as an advisor to managers and staff regarding University sponsored benefit programs and issues, as well as, provide the necessary senior level support in benefit administration.
3	SENIOR EMPLOYMENT ADVISOR -- Provide senior level HR leadership in recruitment, hiring, job audits, selection methods, testing validation, creating position descriptions and state specifications, classifying positions, credentialing, and evaluating organizational policies related to employment.
Rubin & West	SENIOR HUMAN RESOURCES OFFICER -- Responsible for providing executive leadership and strategic management of the University's operations and human resources programs, encompassing the functions of labor and employee relations, recruiting and selection, classification and compensation, employee benefits, human resource development, performance management and reengineering, maintenance of employee records, ensuring regulatory compliance, provision of employee services, and operations. The Chief of Human Resources is a strategic and integral member of the University's executive management team in assuming lead responsibility for developing and maintaining human resource programs and services that are critical to the University's mission of providing excellence in higher education, maintaining a competitive marketplace within higher education and creating a positive work environment. Per University Policy, the Chief of Human Resources is authorized to act as appointing authority. Will be responsible for oversight of all University operations.
1	SENIOR LABOR RELATIONS ASSISTANT -- Facilitates and prioritizes of the flow of materials and information. Assist with preparation for collective bargaining, grievances arbitrations and other assignments as needed. Draft letters on behalf of various administrators.
1	UNIT DIRECTOR: BENEFITS -- Responsible for the strategic planning, development, implementation, and evaluation of University-sponsored benefit programs for faculty and staff members and their families. Benefit programs sponsored by the University include group health plans, such as medical, prescription drug, dental and vision plans, as well as group life and disability plans. Responsibility also includes overseeing the administration of retirement plans, workers' compensation programs, HIPAA compliance, travel policy and fee waiver policy.

**Index: A10576 - Human Resources MC (continued)**

1 UNIT DIRECTOR: EMPLOYMENT & COMPENSATION -- Responsible for the strategic planning and tactical implementation of compensation and employment services for the University community. Job responsibilities include leading the overall development, implementation, and administration of compensation programs for non-faculty employees, non-bargaining unit employee relations, communications, recruiting and staffing services, performance management, HR policies, and legal/regulatory compliance.

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1 UNIT DIRECTOR: LABOR & EMPLOYEE RELATIONS -- Responsible for management counseling regarding human resource issues, employee and labor relations, grievance/dispute resolution, arbitration preparation and presentation, contract interpretation and application of relevant federal and state labor and EEO laws and regulations. In an interest-based bargaining environment, the Director analyzes collective bargaining agreements to develop interpretation of intent, spirit and terms of contract monitors policies to ensure adherence to contract, arranges and schedules meetings between grieving workers, supervisory personnel and union representation, and conducts grievance meetings and presents arbitration cases before impartial arbitrators. The Director of Labor and Employee Relations represents management in contract negotiations, prepares responses to federal, state, and local investigatory agencies such as OCRC, EEOC, SERBG, etc. Investigates and recommends resolutions of complaints regarding harassment, workplace violence, or other substantive issues.

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**Revenue - N/A**

**Operating Budget**

**Planned Usage**

Supplies	Routine supplies (paper, pens, paperclips) used in support of the department's mission.
Travel	Minimal money spent on travel/training.
Communication	Largest single expense is the annual PeopleAdmin contract.

**Helpful Statistics/Other Information**

Number of job postings processed (includes intra departmental, internal, external and UT Works): Approximately 1,700 (42% increase in volume from 2009).

Number of changes submitted (includes new position requests, replacements, abolishments, title changes, salary changes, reclassifications, labor distributions, org number changes): Approximately 2,500 (5% increase in volume from 2009).

Number of applicants = 20,578 (includes both external applicants and internal bids received): 20,578 (29% increase in volume from 2009).

Current HR staff to employee ratio = 1:370 (The industry standard is 1:100).

Towers Watson Consulting has advised that HR is currently short staffed by approximately 25 employees.

Approximately 4,500 employees utilized the new on-line Open Enrollment process for FY 12 benefits.

**Purpose of Area**

Minor index, funded \$500 annually, for Professional Staff Council to use.

**Tie in with Strategic Plan**

This is in support of the University core value of Excellence, Focus and Innovation.

**Employees**

**Brief job description for each position type**

NONE

**Revenue**

NONE

**Operating Budget**

**Planned Usage**

Supplies	For Professional Staff Council to use.
Travel	NONE
Info/Communication	NONE

**Helpful Statistics/Other Information**

**Index: A10604 University Police**

**Purpose of Area**

Ensure and promote a safer campus community. Provide law enforcement services to all three primary UT campuses. A renewed focus on safety reduces liability and saves the institution money.

**Tie in with Strategic Plan**

This supports the core University of Wellness, Healing, and Safety.

**Employees**

**Brief job description for each position type**

Newton, Jeff	CHIEF OF POLICE -- Plans and directs operations of the University Police Department. The Chief must demonstrate exceptional public relations skills, as this position interfaces frequently with all levels of University and non-university personnel.
1	DEPUTY CHIEF -- Serves as second in command to the Chief of Police; serving as the senior command staff member assisting the Chief in the supervising, directing, planning and organizing the department's bureaus in order to carry out the departmental mission.
5	LIEUTENANT -- Responsible for administrative and patrol functions as assigned by the Chief of Police or designee. In addition to their specific responsibilities, they are subject to all the responsibilities and duties imposed upon that of a Law Enforcement Officer, exemptible only by the Chief of Police or his designee.
1	ADMINISTRATIVE SERVICES MANAGER -- Manages the department's budget and finances and works closely with individuals in the budget office, human resources, accounts payable, payroll, purchasing, the controller's office, and other University offices to ensure the smooth day-to-day operations of the Police Department. Also supervises the Night Watch Escort Service.
5	SERGEANT -- Responsible for carrying out supervisory functions of the University of Toledo Police Department. In addition to their specific responsibilities, they are subject to all responsibilities and duties imposed upon that of a Law Enforcement Officer.
10	SENIOR UNIVERSITY LAW ENFORCEMENT OFFICER -- The principal agents responsible for carrying out policing, safety and security functions of the University of Toledo Police Department. The eligible officer must have a minimum of 4 years service with the university, a bachelor's degree, and no discipline.
11	UNIVERSITY LAW ENFORCEMENT OFFICER -- The principal agents responsible for carrying out policing, safety and security functions of the University of Toledo Police Department.
11	SECURITY OFFICER -- Provides the primary security presence and response for the hospital and clinical enterprise on the University of Toledo Health Science Campus.
1	POLICE DISPATCH COORDINATOR -- The Dispatch Coordinator is the lead worker in the University of Toledo Police Communication Center and is responsible for assisting in the supervision and management in the Center.
5	POLICE DISPATCHER 2 -- The primary duties are to assure an efficient, coordinated communications service to the University of Toledo Police Department and local law enforcement agencies. The Dispatcher II has 2 years of service and is in good standing.
1	POLICE DISPATCHER 1 -- The primary duties are to assure an efficient, coordinated communications service to the University of Toledo Police Department and local law enforcement agencies.
1	SECRETARY 2 -- Provides secretarial work in the Police Department.
2	CLERICAL SPECIALISTS -- Provide clerical functions and customer service in the Key Control and Parking Enforcement Office.
3	STUDENTS -- Clerical support.

**Index: A10604 University Police (continued)**

**Revenue**

No revenue is generated through this office (the police officers do write some University Citations, but those revenues are realized in X10606 -- Parking Enforcement)

**Operating  
Budget**

**Planned Usage**

Supplies Items used in support of the operations of the police department. In addition to basic office supplies (pens, paper, etc.) the supply budget also includes: gasoline, vehicle repairs, uniforms, ammunition, computers (when needed), and equipment repairs.

Travel The travel budget is only used to send officers to training (registration fees, hotel, food, etc.) We always try to attend programs that are within driving distance (to eliminate air fare costs) and shop for hotel bargains, when the trip requires an overnight stay.

Communication Aside from postage, letterhead, stationary, and other miscellaneous expenses required for the day-to-day operations of the department, the primary expenses in this area are the annual contracts for the local/state/federal crime computer system and the ARMS automated police records management system.

**Helpful Statistics/Other Information**

Second busiest law enforcement agency in the area. More than 42,000 calls for service in 2010. We are already at 59,000 CFS in

Annual Security Report can be found online at:

[http://www.utoledo.edu/depts/police/pdfs/2010\\_University\\_of\\_Toledo\\_ASR\\_AFR.pdf](http://www.utoledo.edu/depts/police/pdfs/2010_University_of_Toledo_ASR_AFR.pdf)

**Index: A10668 - Special Events**

**Purpose of Area**

This index houses the income and expenses for event security.

**Tie in with Strategic Plan**

This supports the core University of Wellness, Healing, and Safety.

**Employees**

**Brief job description for each position type**

Police Officers

These are seasonal/part time intermittent employees (TPD officers) who supplement security at various events (MAC football and basketball, etc).

**Revenue**

Revenue over the course of a year matches expenses. This is intended to be a break-even index.

**Operating Budget**

**Planned Usage**

Supplies  
Travel  
Info/Communication

Fairly insignificant. Flyers to remind people about special event parking restrictions and a few other minor print jobs or supplies.  
None  
None

**Helpful Statistics/Other Information**



**Purpose of Area**

AFSCME Union time index

**Tie in with Strategic Plan**

This is in support of the core University value of Diversity, Integrity, and Teamwork.

**Employees**

**Brief job description for each position type**

varies -- AFSCME officers

**Revenue**

NONE

**Operating Budget**

**Planned Usage**

Supplies	NONE
Travel	NONE
Info/Communication	NONE

**Helpful Statistics/Other Information**

Funds 50% of the salary for the AFSCME president  
Funds 25% of the salary of two other AFSCME representatives  
Funds 10% of the salary of the AFSCME vice president

**Purpose of Area**

Support operations of the Office of Institutional Diversity

**Tie in with Strategic Plan**

This is in support of the core University value of Diversity, Integrity, and Teamwork.

**Employees**

**Brief job description for each position type**

1 Administrative Assistant 2 -- Provides support for the Office of Institutional Diversity. Assist the director with variety of clerical and office functions to ensure the smooth operations of the office.

**Revenue**

NONE

**Operating Budget**

**Planned Usage**

Supplies	Nothing atypical.
Travel	NONE
Info/Communication	Nothing atypical.

**Helpful Statistics/Other Information**

This index will be rolled into Human Resources/Talent Development as part of the FY13 budget process.

**Index: A10605 - Night Watch**

**Purpose of Area**

The Night Watch student Escort Service provides a safe walk to ride after hours between campus buildings, to their cars, or to apartments immediately adjacent to campus.

**Tie in with Strategic Plan**

This supports the core University of Wellness, Healing, and Safety.

**Employees**

**Brief job description for each position type**

Student workers (about 20) Escort people on foot or in a vehicle.

**Revenue**

This index does not generate any revenue.

**Operating Budget**

**Planned Usage**

Supplies

Minimal money is spent of office supplies. The remainder is spent on gasoline and vehicle repairs. Occasionally new uniforms are purchased.

Travel

NONE

Info/Communication

Basic phone service for the Night Watch office.

**Helpful Statistics/Other Information**

We have provided safe escorts for nearly 6,700 people thus far this school year. In comparison, by this time last year we had served 4,100 people. In FY11, we served 8,300 students.

**Index: X10606 - Parking Enforcement**

**Purpose of Area**

To enforce University Parking regulations through issuance of parking citations. Billing of said citations and collection of parking fines.

**Tie in with Strategic Plan**

This supports the core University of Wellness, Healing, and Safety.

**Employees**

**Brief job description for each position type**

1	POLICE SUPPORT SERVICES MANAGER -- Oversees employees working in the Police Support Service Center (Parking Enforcement, Key Control, and Finger Printing), Special Events and Rocket Patrol.
1	POLICE DISPATCHER 2 -- The primary duties are to assure an efficient, coordinated communications service to the University of Toledo Police Department and local law enforcement agencies. The Dispatcher II has 2 years of service and is in good standing.
1	CLERICAL SPECIALIST -- Provide clerical functions and customer service in the Key Control and Parking Enforcement Office.
Student workers	About 30 members of Rocket Patrol

**Revenue**

Revenue is primarily fines collected from parking tickets. Revenue from parking meters also goes into this index.

**Operating Budget**

**Planned Usage**

Supplies	Aside from office supplies, this index also pays for the printing of parking tickets (paper books) and repairs to the CCTV and emergency phone network.
Travel	NONE
Info/Communication	Largest recurring expense, aside from postage, is the quarterly fee paid to the state for the data terminal needed to run license plates.

**Helpful Statistics/Other Information**

Issued 22,275 tickets in FY11, a 13% increase over FY10 (19,635).