



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Vacant
Labor Negotiator

Department of Employee Relations

JOB EVALUATION REPORT

City Service Commission Meeting: November 19, 2024

Health Department

Current	Recommended
Public Health Nurse - Senior PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$83,482 FN: Additional \$30 biweekly for attaining and maintaining related nursing certification (10 Positions)	Public Health Nurse - Leader PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$83,482 FN: Additional \$30 biweekly for attaining and maintaining related nursing certification (10 Positions)
Deputy Commissioner of Policy, Innovation and Engagement PR 1PX (\$125,201 - \$175,275) (One Vacant Position)	Deputy Commissioner of Policy, Innovation and Equity PR 1PX (\$125,201 - \$175,275) (One Vacant Position)

The Milwaukee Health Department has requested the retitle of two titles to better reflect the duties and responsibilities as well as the organization of the department. Current job descriptions were provided and conversations were held with Sarah Wallisch, Human Resources Representative and Lindsey O'Connor, Health Human Resources Administrator.

Current	Public Health Nurse - Senior	PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$83,482	One Position
Recommended	Public Health Nurse - Leader	PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$83,482	One Position

The Public Health Nurses - Seniors are dedicated to meeting the public health outcomes for the Clinical Services, Community Health, and Home Environmental Health Divisions:

- Public Health Nurse – Seniors assigned to the Communicable Disease Unit Program of the Clinical Services Division of MHD ensures accurate and timely reportable disease data collection and reporting; conducts investigations of cluster, suspect, unusual, and /or potential epidemiologically-linked reports of disease. The PHN-Seniors assigned to the Communicable Disease Unit Program will be part of MHD’s core public health emergency response team, including outbreak investigation through leading, assigning, and advising Public Health Nurses (PHNs) in case management and outbreak response.

- Public Health Nurse – Seniors assigned to the Sexually Transmitted Disease (STD) and HIV Program of MHD functions as part of a multi-disciplinary team to provide STD and HIV screening, assessments, counseling, and treatment, and reproductive health services under established medical protocols to clients seeking services at Keenan Health Center. The Public Health Nurse – Senior will provide clinical training to health professionals and students and provide support to the program with supply ordering, inventory management, protocol development, and implementation and community engagement and training.
- Public Health Nurse – Seniors assigned to the Tuberculosis Control Clinic (TBCC) and Tuberculosis Prevention and Care Program (TBPC) of MHD provides comprehensive case management to persons with suspected or confirmed TB or Latent TB infection (LTBI) as part of a multi-specialty team; provides services including screenings, assessments, and treatment under established medical protocols, in consultation with the TBCC medical consultant; conducts and evaluates TB case investigations and participates in case conferences; and advises TBPC PHNs and Public Health Aides in TB case management and directly observed therapy (DOT).
- Public Health Nurse – Seniors assigned to the Milwaukee Breast and Cervical Cancer Awareness Program (MBCCAP) of the Wisconsin Well Woman Program (WWWP), is responsible for the leadership, coordination, and case management in well women’s cancer screening for high risk women in collaboration with health care providers, educational institutions, and community-based organizations. The Public Health Nurse – Senior assists the WWWP Manager with service delivery improvement process and program reporting. This position will also provide case management/coaching services to the WISEWOMAN (cardiovascular risk reduction) program.
- Public Health Nurse – Seniors assigned to the Empowering Families of Milwaukee Program (EFM) for MHD functions as part of a multi-disciplinary case management team, with the focus on the health and medical needs of families. This is a nurse leader and data specialist, and supports both program staff and leadership in evaluating and achieving program goals and outcomes, and assuring quality nursing services. The Public Health Nurse – Senior is responsible for nursing case consultation, supplemental field support, staff training and technical assistance, data management, data evaluation, quality assurance, and quality improvement. This position also assists in the development and maintenance of nursing assessments, and health education/health promotion materials used by staff in the division.
- Public Health Nurse – Seniors assigned to the Strong Baby Program/Newborn Hearing Program under Wisconsin Sound Beginnings (WSB). This position specifically oversees and coordinates the newborn hearing screening program. The WSB is the State’s Early Hearing Detection and Intervention (EHDI) program, ensuring that all babies born in Wisconsin are screened for hearing loss, receive timely diagnosis of hearing loss and receive quality early intervention. The Public Health Nurse – Seniors engage in a variety of population base and individual nursing activities in homes, clinics, and community settings designed to assure that healthcare is accessible and available to City residents.
- Public Health Nurse – Seniors assigned to the Lead Poisoning Prevention Program (LPPP) of MHD functions as part of a multi-disciplinary case management team, with the focus on the health and medical needs of families and communities experiencing the effects of lead poisoning. This

position is a resource, liaison, and mentor to the PHNs assigned to the LPPP unit and other staff. The Public Health Nurse – Seniors assists in program development and provides leadership to peers.

In April of 2023, a report was sent and approved reclassifying the Public Health Nurse Coordinator in Pay Range 2GN to Public Health Nurse – Senior in Pay Range 2KN to acknowledge the evolved duties of the incumbents. While this title does still provide coordination, the position more notably serves as a team leader and provides direction for and review of work for the Public Health Nurses. The title of ‘Public Health Nurse – Senior’ was selected as the use of a ‘lead’ title could potentially cause confusion with the many lead prevention programs throughout the department. However, after conversations with the department, there are concerns that the title seems out of place as it is not a title used in the private sector. Per the American Associate of Colleges of Nursing, a ‘nurse lead’ title in healthcare is most commonly referred as a Clinical Nurse Leader, which is a nursing role that is focused on coordinating patient care, improving quality outcomes, and leading teams at the point of care.

We therefore recommend retitling the ‘Public Health Nurse – Senior’ positions as ‘Public Health Nurse – Leader’ so as to reflect the duties and responsibilities as well as to remain recognizable outside of City structure.

Current	Deputy Commissioner of Policy, Innovation and Engagement	PR 1PX (\$125,201 - \$175,275)	One Vacant Position
Recommended	Deputy Commissioner of Policy, Innovation and Equity	PR 1PX (\$125,201 - \$175,275)	One Vacant Position

This position leads the Policy, Innovation, and Equity Branch at the City of Milwaukee Health Department. The Deputy Commissioner serves as the lead for key department-wide system improvement and strategy initiatives and helps ensure that the department is future-focused. This position, in close coordination with the Commissioner of Health, is responsible for overseeing the PHAB Accreditation process, implementation of Milwaukee’s Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), Strategic Plan, Annual Report, Workforce Development, Quality Improvement, and Racial Equity Initiative. This role oversees the development of the MHD’s public policy positions, and coordinates MHD’s comprehensive policy agenda. The position also serves as the key linkage between MHD and Wisconsin academic institutions. This position also leads the department’s data and evaluation efforts by overseeing the creation and implementation of the department’s performance management system, consulting with division directors and managers about data tools and data capacity and providing expertise around evaluation frameworks. Duties and responsibilities include:

- Represent the MHD in areas of technical expertise through interaction with department heads, Mayoral staff, Aldermanic offices, outside public agencies and officials, community groups, private sector businesses as well as through participation on various committees, consortia, coalitions, task forces, professional organizations, and special project teams.
- Prepare and deliver written and oral policy-related testimony.

- Manage, coordinate, and support innovative department-wide activities that result in improvements to existing structures and systems to maximize program performance, including PHAB Accreditation and quality improvement.
- Oversee the development and implementation of department and community-wide plans, including the Community Health Improvement Plan and Strategic Plan.
- Embed health equity principles and innovate practice into the culture of the department.
- Ensure partnerships are in place to improve program and operational effectiveness.
- Lead and support data activities that advance health equity by informing decision making, resource allocation, and intervention effectiveness.
- Work with staff to provide technical assistance to programs around data collection and analysis, as well as management practices.
- Support the expansion of the department's data surveillance, infrastructure, and data capacity.
- Provide support to programs in measuring programmatic performance through the department's performance management system.
- Oversee the development of the Community Health Assessment and department annual report.
- Lead the department's Racial Equity Initiative to support MHD's goal of becoming an anti-racist organization.
- Provide executive leadership support to the department's Equity Advisory Committee.
- Serve as department lead on the City of Milwaukee's Racial Equity and Inclusion Leadership Group
- Lead and support activities that advance racial equity, including policy review, data collection, the creation of an Anti-Racism departmental policy, and Equity Champions.
- Create and oversee robust diversity, equity, inclusion, and belonging (DEIB) training.
- Oversee the development of a comprehensive Workforce Development Plan.
- Support performance management activities and provide technical assistance.
- Serve as PI on grants to expand public health infrastructure and workforce development capacities for the department.
- Manage, direct, and supervise multiple staff to ensure work products are of high quality and completed in a timely manner.
- Directly supervise Policy, Innovation, and Equity team members, including delegating assignments, providing guidance, reviewing work products, providing feedback, and conducting performance evaluations.
- Perform other duties as assigned, including responding to an emergency or broad impact event.

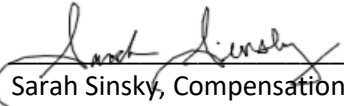
Minimum qualifications include a master's degree in biostatistics, epidemiology, public policy, or public health from an accredited college or university; and at least 5 years of full time progressively responsible experience in program management, administration and supervision, preferably within a governmental agency.

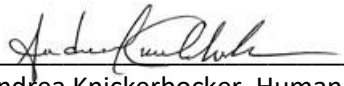
The Health Department has updated the name of the division from Policy, Innovation, and Engagement to Policy, Innovation and Equity to better reflect the work being done in the division and the Health Department's mission to "advance the health and equity of Milwaukeeans through science, innovation, and leadership" and the status of equity as a core value of the department.

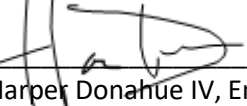
Based off the change of the division's name that this position is overseeing, we recommend retitling the 'Deputy Commissioner of Policy, Innovation, and Engagement' position as 'Deputy Commissioner of Policy, Innovation and Equity' so as to reflect the duties, responsibilities and mission of this position and the division this position oversees.

Action Required - Effective Pay Period 26, 2024 (December 8, 2024)

* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared by: 
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