



Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

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Job Evaluation Report

City Service Commission Meeting: April 8, 2026

Department of Administration

Current	Recommendation
Epidemiologist PR2KX: (\$70,501 - \$101,665) FN: Minimum Rate \$80,664 (One position previously in Health Department)	Epidemiologist-Senior PR2LX: (\$75,162 - \$108,380) FN: Minimum Rate \$88,730 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

This position will work with the various Department of Administration Divisions to more effectively analyze and describe the current conditions of Milwaukee. This includes examining housing, educational attainment, literacy, jobs, health outcomes, and other metrics. The position will assist in further identifying these statistics, develop and maintain systems to gather and track the data, and track outcomes. This information will assist in providing insight on where to further dedicate resources and efforts to provide the best impact for our community.

Duties, Responsibilities, and Requirements

- 30% Data Collection and Research
 - Collaborate with DOA management to conceptualize, design and implement data collection methods, including defining variables, data standards, and collection schedules. Coordinating routine and ad hoc requests for data across DOA divisions, city departments and other partners.
 - Extract, process and standardize data from various internal city government datasets and external data sources to allow for analysis and reporting.
 - Monitor emerging public health, community and administrative trends relevant to DOA and other city department operations and recommend analytic priorities.
 - Translate operational questions, community needs, and trends into analytic plans.

- 30% Data Analysis
 - Collaborate with DOA management and leaders to develop meaningful KPIs and performance outcome measures to monitor service delivery and performance of services, initiatives, and programs.
 - Lead efforts to develop and implement effective systems of data-driven program and evaluation within DOA.
 - Review and perform validation check of existing datasets and collected data to ensure quality and reliability.
 - Analyze data using common statistical analysis tools such as SAS, SPSS, R, Power BI, etc.

- 25% Data Visualization and Reporting

- Create and maintain data visualizations including interactive dashboards and other standard reporting methods using analytics, mapping and visualization tools.
- Produce clear, accurate reports and presentations for management and other stakeholders.
- Present and communicate findings to leadership, program managers, and other stakeholders such as elected officials, and the public in a clear, non-technical way.

15% Project and Team Leadership

- Assist in leading DOA data analytic projects and initiatives
- Provide guidance on appropriate data collection, analysis and interpretation practices to DOA staff
- Ensure that data projects are executed according to set scope and schedule.
- Assist in development of data and analysis related SOPs and training material for DOA

Minimum requirements include a master’s degree in biostatistics, epidemiology, public health, data science, or a related field from an accredited college or university, or equivalent. Four years of experience in data management, applied research, complex data analysis, data visualization, reporting and presentation, and at least one year of experience leading quantitative projects. These qualifications have not yet been assessed by DER Staffing.

Analysis and Recommendations


This Epidemiologist-Senior will work with Department of Administration Divisions to more effectively analyze and describe the current conditions of Milwaukee. The Epidemiologist-Senior will provide project and team leadership by leading DOA data analytic projects and initiatives; providing guidance on appropriate data collection, analysis and interpretation practices to DOA staff; ensuring that data projects are executed according to set scope and schedule; and assisting in development of data and analysis related SOPs and training material for DOA.

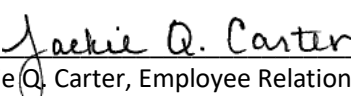
The level and scope of responsibility for this position is comparable to the Epidemiologist-Senior in the Policy, Innovation, and Engagement Division in the City of Milwaukee Health Department (MHD). The Epidemiologist-Senior in the Health Department Clinical Services Branch, includes the Sexual and Reproductive Health Program, Immunization Program, and Communicable Disease Program. This position provides team coordination and support through coaching and mentoring, and assists staff in recognizing and achieving program priorities, goals, and objectives.

Based upon this comparison the recommendation is to classify this DOA position as an Epidemiologist-Senior in Pay Range 2LX (\$75,162 - \$108,380 with a minimum rate of \$88,730.)

Action Required – Effective Pay Period 11, 2026 (May 10, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
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Reviewed by: 
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