



CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS

Andrea Knickerbocker
Department of Employee Relations
City of Milwaukee
200 E Wells St, Room 706

December 7, 2020

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 200938– Communication from the Department of Employee Relations relating to classification studies scheduled at the December 8, 2020 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the City Service Commission meeting on December 8, 2020.

Department of City Development

Current	Requested
New Position (One Position)	Real Estate Compliance Liaison Officer PR 2QX (\$97,420 – \$136,395) FN: Recruitment at any rate in the range with approval by DER and the Chair of Finance and Personnel (One Position)

Note: Residents receive a rate that is 3% higher.

Employees' Retirement System

Current	Recommended
New Position (One Position)	ERS Operations Director PR 1MX (\$97,420 - \$136,395) FN: Recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel (One Position)

Note: Residents receive a rate that is 3% higher

Fire and Police Commission

Current	Requested
One New Position	Public Safety Project Manager PR 1IX (\$75,478 - \$105,669) FN: Recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel (One Position)

Two New Positions	Public Safety Systems Administrator PR 2LX (\$70,827 - \$99,154) FN: Recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel (Two Positions)
One New Position	Public Safety Geographic Information Analyst PR 2IX (\$58,462 - \$81,844) FN: Recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel (One Position)

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Health Department

Current	Recommendation
Lead Risk Assessor II PR 3JN (\$45,013 – \$53,379) (14 Positions)	Lead Risk Assessor II PR 3MN (\$48,173 – \$61,023) FN: Recruitment is at \$50,581 and may be at any point in the range with the approval of DER. FN: Upon completion of probation, the employee's rate will increase 3%. (14 Positions)
Lead Risk Assessor I PR 3GN (\$40,516 – \$48,248) FN: Recruitment is at \$42,539 (Underfill)	Lead Risk Assessor I PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$44,666 and may be at any point in the range with the approval of DER. FN: Upon completion of probation, the employee's rate will increase 3%. (Underfill)
Home Environmental Health Manager PR 1FX (\$62,338 - \$87,270) (One Position)	Home Environmental Health Manager PR 1FX (\$62,338 - \$87,270) FN: Recruitment may be at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)

Note: Residents receive a rate that is 3% higher.

Respectfully Submitted,

Andrea Knickerbocker

Human Resources Manager

Attachments: Job Evaluation Reports
Fiscal Impact Statement

JOB EVALUATION REPORT

City Service Commission Meeting: December 8, 2020

Department of City Development

Current	Requested
New Position (One Position)	Real Estate Compliance Liaison Officer PR 2QX (\$97,420 – \$136,395) FN: Recruitment at any rate in the range with approval by DER and the Chair of Finance and Personnel (One Position)

Note: Residents receive a rate that is 3% higher.

The Department of Employee Relations (DER) has received a request from Lafayette Crump, Commissioner of the Department of City Development, to classify a new position in the 2021 budget. A job description was provided and discussions were held with Vanessa Armstrong, Human Resources Officer.

This position will be responsible for drafting and reviewing documents, resolutions and agreements; formulating negotiation strategies; representing the department before boards and commissions; and providing guidance to the department as assigned by the Commissioner. Duties and responsibilities include the following:

- 30% Work with Tax Incremental Financing Districts (TIFD) project managers to draft and review public notices, resolutions, project plans, term sheets, development and cooperation agreements, and exhibits for the agreement that could include PILOT (Payment in Lieu of Taxes), Human Resources, Maintenance, Public Access and other agreements as required by the term sheet for newly created, amended, allocated and boundary amendment TIFDs.
- 20% Work with the Commissioner and project managers to formulate and carry out negotiation strategies with developers and other stakeholders.
- 20% Assist real estate staff with drafting and reviewing Purchase and Sale Agreements, Leases, Operating Agreements, and other documents as required for real estate transactions.
- 10% Serve as a liaison to the Port of Milwaukee to assist with negotiations, drafting and the review of northern harbor tract leases including Summerfest, Discovery World, Harbor House and the Lakefront Gateway Project; work with the Office of the City Attorney as necessary in the preparation and review of leases and contracts for the southern harbor tract; and perform other related duties as may be requested by the Port Director.
- 5% Serve as a liaison to the City Attorney’s Office for real estate and related matters.
- 5% Work with RACM (Redevelopment Authority of the City of Milwaukee) and city staff to draft and review resolutions and bond documents for RACM bond transactions prior to review by the City Attorney’s Office.
- 5% Work with Planning Staff and provide guidance for zoning matters.
- 5% Perform other duties as assigned by the Commissioner of the Department of City Development and the Executive Director of the Redevelopment Authority.

Minimum requirements include a law degree or a master's degree in real estate, planning, public administration, or a closely related field and five years of practicing law and/or experience that includes drafting and reviewing resolutions and agreements, negotiations, and providing compliance guidance. Equivalent combinations of education and experience may be considered. These requirements have not yet been reviewed by the Staffing Division.

The department indicated that this new position will be dedicated to drafting and reviewing documents, resolutions and agreements; formulating negotiating strategies; and providing guidance to the Department of City Development and Port Milwaukee in matters of high importance and impact. This position will also represent these departments before boards and commissions.

A review of other city positions finds that the most comparable position would be the Assistant City Attorney V in Pay Range 2QX (\$97,420 – \$136,395) with a footnote that provides, as part of a career ladder, a maximum of \$131,024 (nonresident) and \$134,955 (resident). This position is at the highest level of the Assistant City Attorney career ladder and acts in matters related to legal work and protects the interests of the City of Milwaukee.

This position will also be performing similar work that has a high consequence of error. The position will report directly to the Commissioner of City Development and will also serve as an in-house resource for other employees who are working with compliance, contracts and negotiations. The requested title of Real Estate Compliance Liaison Officer reflects the focus of the position and the role of liaison with RACM and Port Milwaukee.

As this position is not part of a career ladder, we recommend the rates within Pay Range 2QX (\$97,420 – \$136,395). To provide the department flexibility in filling this important position, we recommend adding a footnote that provides appointment anywhere in the range with the approval of DER and the Chair of Finance and Personnel.

We therefore recommend classifying this new position as Real Estate Compliance Liaison Officer in Pay Range 2QX (\$97,420 – \$136,395) with a footnote that provides appointment anywhere in the range with approval of DER and the Chair of Finance and Personnel.

Action Required – Effective Pay Period 1, 2021 (December 27, 2020)

In the Salary Ordinance

Under Pay Range 2QX,

Add the title “Real Estate Compliance Liaison Officer (2) (4)”

Create the following footnotes:

(2) Recruitment at any rate in the range with the approval of DER and the Chair of Finance and Personnel.

(4) Recruitment at any rate in the range with the approval of DER and the Chair of Finance and Personnel.

In the Positions Ordinance

Under the Department of City Development, Office of the Commissioner,
Add one position of “Real Estate Compliance Liaison Officer”.

Prepared By: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed By: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Job Evaluation Report

City Service Commission Meeting: December 8, 2020

Employees' Retirement System

Current	Recommended
New Position (One Position)	ERS Operations Director PR 1MX (\$97,420 - \$136,395) FN: Recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel (One Position)

Note: Residents receive a rate that is 3% higher

Background

The Department of Employee Relations has received a request from Melody Johnson, Employees' Retirement System Deputy Director, to classify a new position of ERS Operations Director created as a part of the 2021 budget. A job description was provided. The duties and responsibilities of this new position have performed by an external contractor for some time. ERS staff have indicated the department will realize a substantial cost savings by moving the responsibilities to an internal department position.

Duties and Responsibilities

This position will provide oversight to certain IT and operational areas of the ERS. The position requires a strong understanding of the public pension arena and of technologies in use within this arena. The position will provide leadership with projects and key initiatives as needed. Duties and responsibilities include:

- 45% Provide direction for and execute quality assurance of MERITS, including participating in oversight committees as needed, project management for key initiatives, etc.
- 15% Oversees the posting of contribution files from member agencies, including working with agencies related to special situations (e.g. labor settlements, etc.)
- 15% Manage certain accounting processes and interfaces with MERITS such as general ledger updates and reconciliations.
- 10% Participate in certain annual processes such as outside earnings, disaster recovery tests, and unclaimed properties processing.
- 5% Confirm and validate payments made to vendors as part of monthly pension payroll runs.
- 5% Manage and oversee the records retention protocols and adherence to the protocols.
- 5% Perform other duties as assigned.

Minimum requirements include a bachelor's degree in business or a related field with at least five years of progressive experience; a strong background in quality assurance of IT applications and infrastructure; experience in administering a staff of professionals in a project oriented team environment; understanding of jClarety and ERS' MERITS infrastructure; and previous public sector experience with good understanding of operations of a public pension office. These requirements have not yet been assessed for purposes of staffing.

Analysis and Recommendation

This new ERS Operations Director will report directly to the ERS - Executive Director and will have oversight of key operational areas including the quality assurance of the MERITS application; wages and contribution postings; general ledger updates and interrelationship with MERITS; annual processes such as outside earnings, disaster recovery, and unclaimed properties; validation of vendor payments; and records management. The ERS Operations Director is

Job Evaluation Report

City Service Commission Meeting: December 8, 2020

Fire and Police Commission

Current	Requested
One New Position	Public Safety Project Manager PR 1IX (\$75,478 - \$105,669) FN: Recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel (One Position)
Two New Positions	Public Safety Systems Administrator PR 2LX (\$70,827 - \$99,154) FN: Recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel (Two Positions)
One New Position	Public Safety Geographic Information Analyst PR 2IX (\$58,462 - \$81,844) FN: Recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel (One Position)

Note: Residents receive a rate that is 3% higher.

Background

Beginning in 2021, a new Office of Emergency Communication (OEC) is being created to enhance public safety. The new office will begin the process to consolidate the Police and Fire Dispatch centers into one unified Public Safety Answering Point (PSAP). It is anticipated that the consolidation will begin in the fourth quarter of 2021. The consolidated PSAP will provide the following benefits:

- Improve the safety of citizens and public safety personnel
- Improve Police and Fire response times to life critical incidents
- Enhance the effective allocation and deployment of Police and Fire personnel
- Streamline Police and Fire workflows and business processes
- Provide a common operating picture for Police and Fire to ensure real-time situational awareness and information sharing

During 2021, this office will work on implementing a new Computer Aided Dispatch solution. In 2022, the Office of Emergency Communications will become its own City Department and likely include additional functions, such as oversight of Police and Fire information technology.

The Fire and Police Commission has provided job descriptions for these three new titles. Discussions on these positions were held with Kyle Mirehouse, Emergency Communication and Policy Director; Inspector Shunta Boston-Smith, Inspector of Police; Captain Michele Haywood, Captain of Police; Chief Aaron Lipski, Fire Chief; and representatives from Winbourne Consulting, LLC.

Current	New Position		One Position
Recommended	Public Safety Project Manager	PR 1IX (\$75,478 - \$105,669) FN: Recruitment flexibility at any point in the range with the approval of DER	One Position

		and the Chair of the Committee on Finance and Personnel	
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Under the direction of the Fire and Police Commission, the Public Safety Project Manager will manage and coordinate the development and implementation of public safety technology projects. Projects may vary in size and complexity and require the project manager to assess project management methodologies and resources needed to successfully complete these initiatives. This position works with public safety stakeholders to identify and define project requirements, scope and objectives, and provides support to system integration staff throughout the entire process while ensuring adherence to project budgets and schedules. Duties and responsibilities include:

- Work with stakeholders to identify and define project requirements, scope, objectives, and budget.
- Aid in requirement gathering, procurement process, and development of Statement of Work (SOW) and project plan during vendor negotiations.
- Create and maintain comprehensive project documentation including RFP, contract, SOW, project plan, test plans, and training plans and documents.
- Act as central point of contact for all vendors and stakeholders; assigns project tasks to responsible individuals and follows up until completed.
- Identify and document risks associated with project and works with stakeholders and vendors to minimize or eliminate risks when possible.
- Identify public safety subject matter experts essential to project success and ensures their availability and commitment.
- Coordinate activities, resources, equipment and information needed for projects.
- Track progress, budget, and timeline using project management tools.
- Produce regular project status reports keeping management informed.
- Facilitate technical, administrative, and end-user training.
- May aid in developing training curriculum and manuals, and delivering training.
- Oversee go-live and advises departments and stakeholders on system acceptance.

Minimum requirements include a bachelor's degree and 5 plus years of systems engineering or project management experience or 8 plus years of relevant business experience in project management or systems engineering. These requirements have not yet been assessed for staffing purposes.

The level and scope of responsibility for this new position is comparable to that of the current Fire Information Technology Manager and Police Emergency Communications Manager, both in Pay Range 1IX (\$75,478 - \$105,669).

The Fire Information Technology Manager reports to the Assistant Fire Chief of the Support Bureau and manages the Technical Services/Dispatch Division that includes the emergency communications and dispatching section; as well as the directs the information technology staff for the department include information technology systems, equipment, and software.

Fire Dispatchers answer all emergency and non-emergency calls for service directed to the Fire Department and dispatch appropriate personnel and equipment to the scene of emergencies. While field personnel are responding to an emergency, dispatchers monitor radio communications so they can quickly respond to on-site emergencies or requests for additional resources required.

The Fire Department IT staff is responsible for maintaining all information technology systems from desktops and virtual server arrays, to a computer-aided dispatching system. This includes a number of applications that are used across the entire department including staffing and scheduling, emergency medical services, reporting, administrative work, and training systems.

Although not currently filled, the Police Emergency Communications Manager's responsibilities include oversight of the day-to-day operations and strategic direction of the Police Department's Technical Communications Division. The division

handles both emergency and non-emergency calls for the service. Responsibilities include: planning and oversight; managing the telecommunication and dispatch operations through shift supervisors; monitoring police communications systems; managing the division's budget; and working cooperatively with Police Department members, other city departments, government officials, and members of the community.

This position oversees maintenance and repair of dispatch equipment including computer-aided dispatch (CAD) system, automated telephone system, and radio system. Directs the sworn supervisors in managing the day-to-day operations of the division including service delivery methods and procedures related to resource needs and allocation. The position oversees preparation and administration of the division's budget and inter-agency grants.

This new Public Safety Project Manager will work closely with the managers who fill these roles in the Police and Fire Departments, as well as with managers in the Department of Administration – Information and Technology Management Division to coordinate the development and implementation of public safety technology projects. The position will also work with public safety stakeholders to identify and define project requirements, scope and objectives, and provides support to system integration staff throughout the entire process while ensuring adherence to project budgets and schedules.

Because of the comparability in level and scope of responsibility, this report recommends classifying this new position in the Fire and Police Commission in Pay Range 1IX (\$75,478 - \$105,669). Further this report recommends the addition of recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel.

Current	New Position		Two Positions
Recommended	Public Safety Systems Administrator	PR 2LX (\$70,827 - \$99,154) FN: Recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel	Two Positions

The Public Safety Systems Administrator is responsible for maintaining mission-critical systems that ensure city departments respond promptly to emergency incidents. In addition to daily operations, the position is also responsible for configuring the systems for optimal performance, and records and data integrity. Duties and responsibilities include:

- Provide technical oversight for the day-to-day operations of various public safety information systems with substantial contact with departments' staff to ascertain system needs and provide user assistance.
- Serve as the central resource for reviewing and analyzing problem reports from users, and provide subsequent contact with vendor support personnel.
- Work with public safety to quality control, workflow operations, and system configurations.
- Configure, monitor, and maintain access security for the system.
- Implement and maintain network and database components, including diagnostics.
- Monitor and analyze system performance, application and error logs. Tune system and databases for optimal performance.
- Plan and implements hardware, operating systems, and application installations and upgrades.
- Research, evaluate, and test proposed upgrades and service patches prior to implementation to ensure compatibility and continuity of operations.
- Maintain physical and technical infrastructure, directories, and system documentation.
- Maintain and document interfaces between public safety systems.
- Conduct analysis of public safety systems and network management, capacity planning, fault tolerance, and disaster recovery.
- Plan and implement system backups, coordinating recoveries, including offsite disaster recovery.
- Collaborate and communicate with other department's IT support staff on all system changes, direction, planned upgraders, and other matters pertaining to the application.

- Coordinate efforts with GIS staff in support of all mapping applications associated with public safety applications, mobile data, and other applicable systems.
- Remain abreast of new developments regarding public safety systems and related technologies, and make recommendations regarding such developments. Implements policies, procedures, and standards to ensure conformance with public safety standards and objectives.
- Train and cross-train other IT staff on public safety system support.

Minimum requirements include a bachelor’s degree in IT, computer science, engineering, management information systems, or a related field and 5 years’ experience of progressively responsible systems administration experience in a large scale information technology environment, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. The requirements have not yet been assessed for staffing purposes.

The duties and responsibilities of these two positions are comparable to that of a Systems Analyst-Project Leader in the Department of Administration – Information and Technology Management Division in Pay Range 2LX (\$70,827 - \$99,154). These positions are responsible for creating project management plan, completing projects on time and within budget, and for managing the resources assigned to a project. They determine application requirements and solutions; create detailed designs; document procedures using best practices; and work closely with customer departments and coworkers.

These new Public Safety Systems Administrators will be tasked with maintaining critical systems that ensure departments are able to respond promptly to emergency incidents. They will be integrally involved in configuring these systems and ensuring record and data integrity.

As the level and scope of responsibility for these new positions align with those of the current classification of a Systems Analyst-Project Leader, this report recommends classifying these positions as Public Safety Systems Administrator in Pay Range 2LX (\$70,827 - \$99,154). To assist in recruiting the most qualified candidates for these positions, this report also recommends the ability to recruit at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel.

Current	New Position		One Position
Recommended	Public Safety Geographic Information Analyst	PR 2IX (\$58,462 - \$81,844) FN: Recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel	One Position

This position performs a wide variety of GIS-related tasks in support of public safety for all City of Milwaukee departments, including Fire, EMS, Police, 9-1-1 call center, and the Fire and Police Commission. Responsibilities include maintaining public safety GIS data integrity according to national standards, providing GIS data analysis, and supporting the users and systems consuming GIS data. Duties and responsibilities include the following:

- Use complex drafting and drawing applications to implement and maintain a comprehensive geographic information system.
- Perform complex analysis of GIS data to support public safety, emergency preparedness, 9-1-1 dispatching, crime and fire prevention, and other groups by resolving geo-spatial questions with GIS data and processes.
- Assemble, organize, and digitize information into the appropriate GIS database by using multiple software applications and platforms.
- Implement updates of new geo-data from multiple sources to base map layers and additional data layers in a timely manner.
- Stay abreast of changes to national and state public safety GIS standards. Collaborate with local, regional, and state GIS experts to achieve and support NextGen 9-1-1 initiatives. Identify gaps and recommend enhancements to base maps.

- Collaborate with public safety CAD and mobile administrators to ensure that GIS data meets departments' needs and standards.
- Assist these departments in diagnosing software and hardware problems, helping to resolve where possible, or work with vendor to make corrections as necessary.
- Develop, test and implement quality assurance (QA) and quality control (QC) processes to ensure GIS data accuracy and integrity.
- Develop and maintain documentation for all public safety GIS procedures, standards and operations.
- Provide software support for city GIS users including software installation, troubleshooting, and assistance with questions related to software usage.
- Respond as assigned to provide geo-spatial support for EOC or Incident Management Team activation.

Minimum requirements include a bachelor's degree with coursework in GIS, automated mapping, geography, cartography or land engineering; or an associate's degree with 2-3 years' work experience in geographic information systems and database management using ESRI, ArcGIS, including geo-processing, raster analysis, Python, relational databases, and automating workflows; or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities. These requirements have not yet been assessed for staffing purposes.

This new position is comparable in level to that of a GIS Developer-Senior in DOA-ITMD in Pay Range 2IX (\$58,462 - \$81,844). In ITMD the GIS Developer-Senior works as a member of the GIS team to maintain a GIS environment and data services to all city departments. The position works with the software vendor to ensure functionality and implementation of upgrades; writes scripts and develops models to automate tasks such as building databases or publishing data; develops applications and services for the GIS Server environment, applications and projects.

This new position will work closely with the positions in ITMD performing GIS-related tasks in support of public safety for all City of Milwaukee departments, including Fire, EMS, Police, 9-1-1 call center, and the Fire and Police Commission. The position will be responsible for maintaining public safety GIS data integrity according to national standards, providing GIS data analysis, and supporting the users and systems consuming GIS data.

Because of the comparability of duties and responsibilities as compared to the GIS Developer-Senior, this report recommends classifying this new position as Public Safety Geographic Information Analyst in Pay Range 2IX (\$58,462 - \$81,844). To assist in recruiting a highly qualified candidate, this report also recommends recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel.

Action Required – Effective Pay Period 26, 2020 (December 13, 2020)

In the Salary Ordinance

Under Pay Range 1IX

Add the title "Public Safety Project Manager (2) (9)"

Under Pay Range 2LX

Add the title "Public Safety Systems Administrator (4) (8)" and create the following footnotes and renumber accordingly:

(4) Recruitment at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel

(8) Recruitment at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel

Under Pay Range 2IX

Add the title "Public Safety Geographic Information Analyst (5) (10)"

In the Positions Ordinance

Under Fire and Police Commission, Office of Emergency Communication:

Delete two positions "CAD Administrator"
Delete one position "GIS Systems Administrator"
Delete one position "Project Manager"
Add one position "Public Safety Project Manager"
Add two positions "Public Safety Systems Administrator"
Add one position "Public Safety Geographic Information Analyst"

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Job Evaluation Report

City Service Commission Meeting: December 8, 2020

Health Department

Current	Recommendation
Lead Risk Assessor II PR 3JN (\$45,013 – \$53,379) (14 Positions)	Lead Risk Assessor II PR 3MN (\$48,173 – \$61,023) FN: Recruitment is at \$50,581 and may be at any point in the range with the approval of DER. FN: Upon completion of probation, the employee’s rate will increase 3%. (14 Positions)
Lead Risk Assessor I PR 3GN (\$40,516 – \$48,248) FN: Recruitment is at \$42,539 (Underfill)	Lead Risk Assessor I PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$44,666 and may be at any point in the range with the approval of DER. FN: Upon completion of probation, the employee’s rate will increase 3%. (Underfill)
Home Environmental Health Manager PR 1FX (\$62,338 - \$87,270) (One Position)	Home Environmental Health Manager PR 1FX (\$62,338 - \$87,270) FN: Recruitment may be at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)

Note: Residents receive a rate that is 3% higher.

Background

The Department of Employee Relations has received a request from the Milwaukee Health Department to conduct a market study for the Lead Risk Assessor (LRA) title series and the Home Environmental Health Manager position. Job descriptions were provided and discussions were held with Rocio Serna, Human Resources Officer, and Sarah Wangerin, Human Resources Analyst - Senior.

Lead Risk Assessor I/II

The Lead Risk Assessor (LRA) assigned to the Home Environmental Health unit within the City of Milwaukee Health Department (MHD) is responsible for conducting citywide inspections and risk assessments of residential properties for lead exposure in children. The LRA is also responsible for facilitating lead hazard reduction and conducting enforcement activities as needed. Duties and responsibilities include:

- Communicate lead poisoning hazard and prevention information to parents and guardians of lead poisoned children.
- Research all possible sources of lead exposure for lead poisoned children.
- Proactively collaborate with nursing staff regarding elevated blood lead cases.
- Inspect homes for defective lead based painted surfaces using x-ray fluorescence equipment, visual and dust wipe tests.
- Generate and issue work orders to correct lead based paint hazards.
- Prepare reports and summaries of investigations and maintain records of work performed.
- Inform property owners of hazard correction and order compliance requirements; work with property owners to achieve compliance.

- Issue citations and appear in court as a witness for prosecution of cases as necessary.
- Conduct ongoing lead paint abatement project monitoring to ensure code compliance.
- Conduct all necessary enforcement actions related to lead abatement project completion.
- Communicate with contractors regarding proper lead abatement and code compliance.
- Report findings of lead abatement project investigation as needed.
- Document inspections in the program database and creates detailed reports according to protocols and program requirements.
- Conduct research related responsibilities and assist in special projects as assigned.
- Provide observational field opportunities as necessary and demonstrate lead hazard reduction field activities to public health staff, interns, and community leaders.
- Participate in community meetings, landlord associations, and conferences as requested.
- Provide information regarding lead hazard reduction activities and primary prevention activities.

Promotional Criteria for Lead Risk Assessor II level

- Registered as a LRA with the State of Wisconsin.
- Two years of continuous experience at the LRA I level.
- Demonstrated initiative and active participation (at least 6 months) in research studies or special lead hazard reduction project as assigned.
- Successful completion of Building Code or Home Inspection Courses as determined by the supervisor.

Minimum requirements include a bachelor's degree in environmental health and one year of experience in a related field such as lead, asbestos, environmental remediation, housing rehabilitation or construction. Note: Equivalent combination of education and experience may be considered.

Home Environmental Health Manager

Under the direction of the Home Environmental Health Director, the Home Environmental Health Manager provides leadership for all MHD programs which identify and address hazards in the home environment shown to impact children's health, including toxic substances (lead), air quality (mold and other allergens), and personal safety (trips/falls). The incumbent in this position simultaneously manages community and program needs assessment, program planning, coordination and evaluation, staff supervision, research activities, grant funding, and policy development while maintaining numerous collaborative relationships.

Leadership /Coordination

- Develop and oversee all activities of the Childhood Lead Poisoning Prevention Program (CLPPP), and other home health areas including asthma, injury avoidance and personal safety, and air quality in order to provide multi-faceted services to children and their families, community, and housing-based primary prevention initiatives. Research projects to determine effective and cost-efficient wellness and prevention strategies.
- Provide leadership for multi-disciplinary strategic planning which results in development, implementation, and evaluation of programmatic strategies.
- Work collaboratively with managers, staff, other city departments, elected officials and various work teams to achieve program goals and objectives in a timely manner.
- Hire, train, support, coach, supervise and evaluate staff responsible for new and innovative community interventions and housing strategies.
- Develop, prepare, monitor and coordinate all budgets from external resources, including HUD and CDBG grant funding.
- Assist in the planning and preparation of proposals for grants or contracts.
- Ensure that grant deliverables meet compliance standards and are finalized and submitted on time.
- Ensure that the program maximizes collaboration with community partners and leverages community resources focused on improving home environmental health.

Program Evaluation /Policy Development

- Engage in a variety of needs assessment activities including evaluating program capacity, community needs, the geographic burden of childhood lead poisoning, and the success of previous/current activities and projects.
- Direct program evaluation and research activities including an analysis of service impact on target populations, data collection, comparative analysis of various housing interventions, and surveillance of key lead poisoning indicators.
- Ensure that programs are in compliance with internal and external deliverables and expectations, including state statutory, HUD and CDC requirements.
- Assess programs and work activities, including administering staff performance management tools, in order to improve and streamline internal processes, ensure compliance standards are met, and provide effective program administration.
- Develop and maintain program policies in compliance with state and federal requirements and national best practice.
- Develop and maintain a data dashboard of key performance metrics to assure program process, impact and outcome objectives are met.
- Utilize opportunities to contribute to local, state, and federal policy and program formation.

Advocacy and Coalition Building

- Cultivate and maintain collaborative relationships with other city departments, state and federal regulatory and funding agencies, medical providers, housing providers, community-based organizations, advocacy agencies, and academic institutions in order to coordinate and consult on comprehensive city-wide efforts.

Minimum requirements include a bachelor's degree in environmental health, nursing, public health, healthcare management, administration, social work, community health, human services or other related field from an accredited college or university; and five years of progressively responsible experience in program management, healthcare program planning, policy development, community health assessment, health administration, or health service supervision.

Retention Challenges

The Milwaukee Health Department currently has authority for fourteen positions of Lead Risk Assessor I/II. As shown in the table below, during the past five years 12 Lead Risk Assessors terminated employment within the title of Lead Risk Assessor.

Lead Risk Assessor I/II Separations					
2016	2017	2018	2019	2020	Total
3	2	2	1	4	12

According to turnover data, Lead Risk Assessors maintain employment within this title for one year and five months on average. It is believed that employees who voluntarily terminate employment within this title, generally do so for career advancement opportunities - either comparable positions internally that offer higher salaries or for external comparable positions with higher wages. As an example, the State of WI Department of Health Services current salary for Lead and Asbestos Inspectors is \$27.00 - \$31.00 per hour (\$56,160 - \$64,480 annually).

Analysis and Recommendation

To help determine the rates of pay for these positions, the following survey data was gathered from the Economic Research Institute (ERI) for the title of Environmental Health and Safety Specialist. The rates shown from ERI reflect the minimum and maximum rates of pay for the 10th, 25th, Median, 75th, and 90th percentiles of the labor market.

Environmental Health and Safety Specialist (Southeastern WI)

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	\$50,034	\$54,501	\$60,416	\$66,147	\$71,954
6	\$48,393	\$52,713	\$58,442	\$63,977	\$69,594
5	\$46,659	\$50,824	\$56,356	\$61,684	\$67,100
4	\$44,847	\$48,850	\$54,178	\$59,289	\$64,494
3	\$42,975	\$46,811	\$51,926	\$56,814	\$61,802
2	\$41,061	\$44,727	\$49,626	\$54,285	\$59,050
1	\$39,128	\$42,621	\$47,300	\$51,728	\$56,269

Source: ERI. As of October 1, 2020

The Environmental Health and Safety Specialist conducts inspections and audits and recognizes hazards, prepares solutions to environmental or safety concerns, keeps records of programs as required by law and internal procedures, and coordinates training for safety and health matters and accident prevention.

In addition to survey data, comparisons were made to other related City positions. In comparing this position with comparable positions within the Department of Neighborhood Services and the Milwaukee Health Department, this position has been found to be most comparable to the Residential/Commercial Code Enforcement Inspector (DNS) and the Environmental Health Specialist (MHD) in Pay Range 3LN (\$42,539 - \$59,095). These titles and their given duties and responsibilities are listed below.

<p>Title: Environmental Health Specialist Pay Range: 3LN (\$42,539 - \$59,095) Department: Health Department</p>	<p>Under the direction of the Consumer Environmental Health Supervisor, the Environmental Health Specialist (EHS) applies environmental and public health control measures to preserve human health, safety, and welfare and protects consumers from fraudulent practices in all commercial transactions involving determinations of quantity.</p>
<p>Title: Commercial Code Enforcement Inspector Pay Range: 3LN (\$42,539 - \$59,095) Department: Neighborhood Services</p>	<p>Under the direction of the Building Codes Enforcement Manager-Commercial, the Commercial Code Enforcement Inspector performs inspections within a geographic district of the City of Milwaukee to ensure that commercial properties are maintained, operated, and occupied in accordance with applicable municipal, state, federal, and international codes.</p>
<p>Title: Residential Code Enforcement Inspector Pay Range: 3LN (\$42,539 - \$59,095) Department: Neighborhood Services</p>	<p>The Residential Code Enforcement Inspector performs inspections within a geographic district of the City of Milwaukee to ensure that residential properties are maintained, operated, and occupied in accordance with applicable municipal, state, federal, and international codes.</p>

In considering the market data and the analysis of the duties listed above, this report concludes that these positions hold comparable levels of responsibility in areas of inspections, hazard reduction and enforcement activities.

This report therefore recommends that the title of 'Lead Risk Assessor II' be placed in PR 3MN (\$48,173 - \$61,023) with recruitment at \$50,581 and a 3% pay increase upon completion of probation. It also recommends that its most comparable underfill title of 'Lead Risk Assessor I' be placed in PR 3LN (\$42,539 - \$59,095) with recruitment at \$44,666 and a 3% pay increase upon completion of probation. This report further recommends that those hired into the underfill title of 'Lead Risk Assessor I' serve **one** year of probation. Currently, the 'Lead Risk Assessor I' has a six-month probationary period which is not sufficient time to fully train Lead Risk Assessors and prepare those in this title to obtain the Lead Risk Assessor Certification, which is a requirement by the Wisconsin Department of Health Services for Lead Risk Assessor's to independently perform their duties. Finally, this report recommends recruitment flexibility for the title of 'Home Environmental Health Manager'.

Action Required – Effective Pay Period 1, 2021 (December 27, 2020)

In the Salary Ordinance

Under Pay Range 3JN

Delete the title of 'Lead Risk Assessor II'

Under Pay Range 3GN

Delete the title of "Lead Risk Assessor I (2) (5)"

Under Pay Range 3MN

Add the title of 'Lead Risk Assessor II' and create the following footnotes:

(4) Recruitment is at:

Biweekly	1,945.44
Annual	50,581.44

and may be at any point in the range with the approval of DER

(5) Upon completion of probation, the employee's rate will increase 3%.

(9) Recruitment is at:

Biweekly	2,003.80
Annual	52,098.80

and may be at any point in the range with the approval of DER

(10) Upon completion of probation, the employee's rate will increase 3%.

Under Pay Range 3LN

Add the title of 'Lead Risk Assessor I' and create the following footnotes:

(7) Recruitment is at:

Biweekly	1,717.92
Annual	44,665.92

and may be at any point in the range with the approval of DER.

(8) Upon completion of probation, the employee's rate will increase 3%.

(15) Recruitment is at:

Biweekly	1,769.46
Annual	46,005.96

and may be at any point in the range with the approval of DER

(16) Upon completion of probation, the employee's rate will increase 3%.

Under Pay Range 1FX

Add the following footnotes to the title of 'Home Environmental Health Manager'

(2) Recruitment may be at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel.

(11) Recruitment may be at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel.

Prepared by: *Arielle Ewing*
Arielle Ewing, Human Resources Analyst – Senior

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager



City of Milwaukee Fiscal Impact Statement

A	Date	<u>12/4/2020</u>	File Number	<u>200938</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication From the Department of Employee Relations relating to the classification studies scheduled for the December 8, 2020 City Service Commission Meeting.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input checked="" type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify) _____	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

F

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet.

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

H

List any costs not included in Sections D and E above.

I

Additional information.

J

This Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet (Revised)**

City Service Commission Meeting of December 8, 2020
Finance and Personnel Committee Meeting of December 9, 2020

NEW COSTS FOR 2020										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Fire and Police Comm	New Position	N/A	Public Safety Project Manager	1IX	N/A	N/A	N/A Funded by Dept Carryover		
2	Fire and Police Comm	New Position	N/A	Public Safety Systems Adm	2LX	N/A	N/A	N/A Funded by Dept Carryover		
1	Fire and Police Comm	New Position	N/A	Public Safety Geographic Info Analyst	2IX	N/A	N/A	N/A Funded by Dept Carryover		
4								\$0	\$0	\$0

Assume effective date is Pay Period 26, 2020 (December 13, 2020).

NEW COSTS FOR FULL YEAR (2021)										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Development	New Position	N/A	Real Estate Liaison Compliance Officer	2QX	N/A	N/A	N/A Included in 2021 Budget		
1	Fire and Police Comm	New Position	N/A	Public Safety Project Manager	1IX	N/A	N/A	N/A Funded by Dept Carryover		
2	Fire and Police Comm	New Position	N/A	Public Safety Systems Adm	2LX	N/A	N/A	N/A Funded by Dept Carryover		
1	Fire and Police Comm	New Position	N/A	Public Safety Geographic Info Analyst	2IX	N/A	N/A	N/A Funded by Dept Carryover		
1	Employee's Retirement System	New Position	N/A	ERS Operations Director	1MX	N/A	N/A	N/A Included in 2021 Budget		
1	Health	Lead Risk Assessor II	3JN	Lead Risk Assessor II	3MN	N/A	N/A	N/A Above New Min & Probationary Increase		
1	Health	Lead Risk Assessor II	3JN	Lead Risk Assessor II	3MN	\$47,077	\$53,662	\$6,585	\$1,149	\$7,734
2	Health	Lead Risk Assessor II	3JN	Lead Risk Assessor II	3MN	\$46,926	\$53,662	\$13,472	\$2,351	\$15,823
1	Health	Lead Risk Assessor II	3JN	Lead Risk Assessor II	3MN	\$45,559	\$52,099	\$6,540	\$1,141	\$7,681
5	Health	Lead Risk Assessor I	3GN	Lead Risk Assessor I	3LN	\$43,815	\$47,386	\$17,855	\$3,116	\$20,971
1	Health	Lead Risk Assessor I	3GN	Lead Risk Assessor I	3LN	\$43,815	\$46,006	\$2,191	\$382	\$2,573
3	Health	Lead Risk Assessor I	3GN	Lead Risk Assessor I	3LN	\$42,539	\$46,006	\$10,401	\$1,815	\$12,216
1	Health	Home Env Health Mgr	1FX	Home Env Health Mgr	1FX	N/A	N/A	N/A Recruitment Flexibility Only		
21								\$57,044	\$9,954	\$66,998

Assume effective date is Pay Period 1, 2021 (December 27, 2020) except as those noted above for Pay Period 26, 2020.

Note: Costs may not be to the exact dollar due to rounding.