

April 2, 2026

Jackie Q. Carter
Executive Secretary
City Service Commission
200 E Wells Street, Room 706
Milwaukee, WI 53202

Dear Executive Secretary Carter,

The Family and Community Health Division of the City of Milwaukee Health Department serves as the lead agency for the City's Fetal Infant Mortality Review (FIMR) program.

The overall goal of FIMR is to improve the health and well-being of birthing people, infants, and families by strengthening the community resources and service delivery systems available to Milwaukee residents. FIMR convenes key community partners to examine information from individual cases of fetal and infant death, identify contributing factors, determine whether those factors reflect systemic issues requiring action, and develop and support the implementation of recommendations for change.

Two vacant positions essential to supporting FIMR functions have been submitted for reclassification. These requests are currently scheduled for review by the Compensation Division at the April 8 City Service Commission meeting.

This letter specifically addresses the request related to the FIMR Case Abstractor position. The FIMR Case Abstractor is responsible for reviewing and abstracting information from medical records for the Fetal and Infant Mortality Review (FIMR) process. The Abstractor will receive assigned cases and abstraction forms and complete them within designated timeframes.

The City of Milwaukee Health Department is seeking a one-time exemption to expedite the hiring process for this position. The department recently identified underspending in the grant that funds this work, and in order to retain the grant funding, the position must be filled by May.

Approving this one-time exemption will protect a critical public health program and strengthen the department's ability to support community efforts to implement evidence-based interventions aimed at reducing infant deaths in Milwaukee.

Lindsey O'Connor, Health Human Resources Administrator, and Lori Plahmer, Deputy Commissioner of Community Health, will attend the City Service Commission meeting to provide further detail and answer any questions.

Sincerely,

Signed by:



0481EE62C52F45F
Michael F. Totoraitis, PhD
Commissioner of Health



Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: April 2, 2026

RE: Request to exempt the position of FIMR Case Abstractor -Milwaukee Health Department (MHD)

| <u>Position Title</u> | <u># of Positions</u> | <u>Pay Range</u> |
|-----------------------|-----------------------|---------------------------------------|
| FIMR | 1 | 2IN (\$78,021-\$89,460 - recommended) |

Please find attached a request from Commissioner of Health Michael Totoraitis to **exempt** the FIMR Case Abstractor position and a job description. Of note, the Commission is considering the reclassification request to create this position and that of the FIMR Coordinator at today’s meeting.

The proposed FIMR Case Abstractor is a grant-funded position within the Family and Community Health Division, Strong Baby Program. FIMR (Fetal and Infant Mortality Review) is a community-based process that utilizes quantitative and qualitative data to improve the health and well-being of birthing persons, infants, and families.

While the essential functions of the position do not justify an exemption, the need to fill this position by mid-May of this year requires an expedited selection process that the City’s civil service process cannot deliver. Should an incumbent for this position and for the FIMR Coordinator not be identified by that time, the program may lose grant funding. For this reason, I recommend a “one-time” exemption for this position.

I can be reached at 414.286.8643 if you have any questions regarding this request.

JOB DESCRIPTION

| FOR DER USE ONLY | |
|------------------------------|-----------------------|
| Vacancy No. | |
| City Service Commission: | Finance Committee: |
| Fire & Police Commission: | Common Council: |

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

| | | | | | |
|---|---|---|--|---|---|
| 1. Date Prepared/ Revised: 11/5/2025 | | 2. Present Incumbent: None | | Is incumbent underfilling position? | |
| 3. Date Filled: | | 4. Previous Incumbent: None | | YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10. | |
| 5. Department: Health Dept | | | Bureau: Family and Community Division: Health | | Unit: Strong Baby Section: |
| 6. Work Location: Health Department Office | | | Telephone: TBD Email: TBD | | Work Schedule: Hours: 8 hours per day / Days: 5 |
| 7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 8. Bargaining Unit: If in District Council 48, which local? | | | 9. FLSA Status (check one): <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt |
| 10. | Official Title: FIMR Case Abstractor | | | Pay Range | Job Code |
| | Underfill Title (if applicable): | | | 2GN | |
| | Requested Title (if applicable): FIMR Case Abstractor | | | 2GN | |
| Recommended Title (DER Use Only): | | | | Approved by: Date: | |

11. BASIC FUNCTION OF POSITION:

Fetal Infant Mortality Review (FIMR) is a community-based process that aims to improve the health and wellbeing of birthing persons, infants, and families. FIMR brings a multidisciplinary team together to examine confidential circumstances of stillbirths and infant deaths to understand what happened, why it happened, and what can be learned to prevent similar deaths in the future.

The FIMR Case Abstractor is responsible for reviewing and abstracting information from medical records for the Fetal and Infant Mortality Review (FIMR) process. The Abstractor will receive assigned cases and abstraction forms and complete them within designated timeframes.

Key duties include contacting hospitals to obtain medical records for specified cases, reviewing records, completing abstraction forms, and providing additional clinical interpretation as needed. Most records are obtained from local hospitals, though additional social programs may also be involved. The Abstractor will also prepare medical record summaries and, attend FIMR case review meetings to present findings or address questions.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

| % of Time | ESSENTIAL FUNCTION |
|-----------|--|
| 70% | <p>Data Collection and Reporting</p> <ul style="list-style-type: none"> • Retrieve and compile medical records from multiple clinical and social sources for in depth analysis. • Analyze patient files, abstract relevant data, and enter details accurately into designated systems. • Collect and document clinical data as defined by the program and registry standards using electronic medical record systems. • Ensure accurate, complete, and timely data entry into the database. |

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

| % of Time | ESSENTIAL FUNCTION |
|-----------|---|
| | <ul style="list-style-type: none"> • Develop and generate reports to assist healthcare providers in understanding key data and statistics. • Identify and recommend opportunities to streamline, improve documentation, and enhance data collection processes. • Communicate clearly about data documentation needs to ensure accuracy and reliability in reporting. • Serve as a resource on FIMR measures, data elements, and reporting standards for internal and external stakeholders. |
| 25% | <p>FIMR Reporting and Participation</p> <ul style="list-style-type: none"> • Prepare and present case summaries, findings, and data analyses at FIMR case review meetings. • Participate in case review meetings, community coalitions, task forces, and advisory committees related to FIMR activities. • Collaborate with the Program Coordinator and review teams to ensure comprehensive case analysis and quality improvement initiatives. |

B. PERIPHERAL DUTIES:

| % of Time | PERIPHERAL DUTY |
|-----------|--|
| 5% | <p>MISCELLANEOUS</p> <ul style="list-style-type: none"> • Participate in department culture and wellbeing initiatives • Participate in quality improvement (QI) projects to foster a culture of continuous quality improvement (CQI) • Participate in Emergency Preparation activities and respond to broad impact events or Public Health Emergencies as required. • Participate in a positive safety culture by engaging with safety initiatives, following safety policies and procedures, and reporting safety hazards & opportunities for improvements |
| | • |

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Marcella Miller, Strong Baby Manager

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Work assignments and methods are reviewed and approved by the Strong Baby Program Manager. The Public Health Strategist will assist in outlining assignments, resources and training.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

| a. Assign duties | | e. Sign or approve work |
|------------------------------------|-----------|---|
| b. Outline methods | | f. Make hiring recommendations |
| c. Direct work in progress | | g. Prepare performance appraisals |
| d. Check or inspect completed work | | h. Take disciplinary action or effectively recommend such |
| Number Supervised | Job Title | Extent of Supervision Exercised (Select those that apply from list above, a - h) |
| NA | | |
| | | |
| | | |
| | | |
| | | |

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Associate's Degree in Nursing, Medical Assisting, or a closely related field

2 years experience working in or supporting Obstetrics, Pediatrics, Neonatology, or Perinatology, or performing work closely related to the duties of the position, including Medical records review, chart review and abstracting, or clinical data interpretation.

Equivalent combinations of education and experience may be considered; however the 2 years experience may not be substituted for education.

Desirable Qualifications:

LPN, RN, or other licensed clinician OR allied health professional with experience in clinical data interpretation, quality assurance, documentation and chart reviews.

Experience submitting record requests.

ii. Knowledge, Skills and Abilities:

Knowledge

Medical Terminology and Clinical Concepts

- Understanding of obstetric, neonatal, and pediatric terminology.
- Familiarity with prenatal, perinatal, and infant care documentation.
- Knowledge of causes and contributing factors of fetal and infant mortality.

Health Information Management

- Understanding of medical record systems, health information documentation standards, and confidentiality (e.g., HIPAA compliance).
- Knowledge of abstracting and coding practices in health data collection.

Data Collection and Reporting Standards

- Knowledge of database systems and data integrity principles.
- Familiarity with FIMR data elements, national standards, and reporting protocols.

Skills

Data Abstraction and Analysis

- Ability to identify, extract, and interpret relevant information from complex medical records.
- Strong analytical skills to recognize patterns, inconsistencies, or gaps in documentation.

Attention to Detail and Accuracy

- Precision in data entry, abstraction, and summarization to ensure valid and reliable reporting.

Communication and Presentation

- Strong written communication for preparing clear and concise case summaries.
- Verbal communication skills for presenting findings at FIMR meetings and collaborating with multidisciplinary teams.

Technical and Computer Skills

- Proficiency with electronic health record (EHR) systems and medical databases.
- Competency in Microsoft Office Suite (Excel, Word, PowerPoint) and data management software.

Organizational and Time Management

- Ability to manage multiple cases simultaneously and meet strict deadlines.
- Skill in prioritizing workload and maintaining documentation in an organized manner.

Interpersonal and Collaboration Skills

- Ability to work effectively with hospital staff, public health personnel, and social service agencies.

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- Diplomacy and professionalism when handling sensitive or confidential information.

Abilities

Critical Thinking and Clinical Judgment

- Ability to interpret clinical details and identify contributing factors to fetal or infant deaths.
- Ability to make sound judgments in identifying key elements relevant to case reviews.

Initiative

- Capacity to work with minimal supervision while maintaining accountability and accuracy.
- Motivated to participate in FIMR case review meetings

Adaptability

- Ability to adjust to changing processes, case complexities and ability to manage multiple cases at one time.

Confidentiality and Ethical Integrity

- Demonstrated commitment to ethical data handling and confidentiality in sensitive cases.

Problem-Solving

- Ability to identify and address data gaps or inconsistencies in medical record documentation.

Awareness and Sensitivity

- Recognizes that the work involves fetal and infant loss and approaches cases with sensitivity, empathy, and emotional maturity.

iii. Public Health Competencies

Competencies Job Group: 2 – Public Health Specialists

Public Health Tier: 1 – Front Line and Program Support

Competencies for each Job Group can be found here: [MHD PH Competencies by Job Category](#)

iv. Certifications, Licenses, Registrations:

v. Other Requirements:

Ability to travel independently throughout Milwaukee, either by transit, bicycle, or automobile.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

13. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion. |
| <input type="checkbox"/> | Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. |
| <input checked="" type="checkbox"/> | Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. |
| <input checked="" type="checkbox"/> | Kneeling: Bending legs at knee to come to a rest on knee or knees. |
| <input checked="" type="checkbox"/> | Crouching: Bending the body downward and forward by bending leg and spine. |

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| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Crawling: Moving about on hands and knees or hands and feet. |
| <input checked="" type="checkbox"/> | Reaching: Extending Hand(s) and arm(s) in any direction. |
| <input type="checkbox"/> | Standing: Particularly for sustained periods of time. |
| <input checked="" type="checkbox"/> | Walking: Moving about on foot to accomplish tasks, particularly for long distances. |
| <input type="checkbox"/> | Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward. |
| <input type="checkbox"/> | Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |
| <input checked="" type="checkbox"/> | Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles. |
| <input checked="" type="checkbox"/> | Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling. |
| <input type="checkbox"/> | Grasping: Applying pressure to an object with fingers and palm. |
| <input type="checkbox"/> | Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips. |
| <input checked="" type="checkbox"/> | Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly. |
| <input checked="" type="checkbox"/> | Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound. |
| <input checked="" type="checkbox"/> | Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers. |
| <input type="checkbox"/> | Driving: Minimum standards required by State Law (including license). |

14. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| <input type="checkbox"/> | Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work. |
| <input type="checkbox"/> | Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. |
| <input type="checkbox"/> | Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| <input type="checkbox"/> | Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. |

15. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts). |
| <input type="checkbox"/> | Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.) |
| <input type="checkbox"/> | Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment. |
| <input type="checkbox"/> | Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc. |

16. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** _____%

CHECK ALL THAT APPLY:

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| | |
|-------------------------------------|--|
| <input type="checkbox"/> | None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>). |
| <input checked="" type="checkbox"/> | The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>) |
| <input type="checkbox"/> | The worker is subject to outside environmental conditions: No effective protection from weather. |
| <input type="checkbox"/> | The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour. |
| <input type="checkbox"/> | The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. |
| <input type="checkbox"/> | The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level. |
| <input type="checkbox"/> | The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body. |
| <input type="checkbox"/> | The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals. |
| <input type="checkbox"/> | The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation. |
| <input type="checkbox"/> | The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids. |
| <input type="checkbox"/> | The worker is required to wear a respirator. |

17. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

| | |
|--|---|
| <input checked="" type="checkbox"/> Camera and photographic equipment | <input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.) |
| <input type="checkbox"/> Cleaning supplies | <input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.) |
| <input type="checkbox"/> Commercial vehicle | <input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.) |
| <input checked="" type="checkbox"/> Data processing equipment | <input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.) |
| <input type="checkbox"/> Handcart | <input checked="" type="checkbox"/> PC software |
| <input type="checkbox"/> Hand tools (<i>please list</i>): | |
| <input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register | |
| <input type="checkbox"/> Other (<i>please list</i>): | |

18. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristic that contribute to an individual’s ability to perform well in the job, and any other special considerations.)

19. I believe that the statements made above in describing this job are complete and accurate.

Signed by:  3/13/2026

 Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.