



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

September 9, 2016

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number **160498**

The following classification and pay recommendations will be submitted to the City Service Commission on September 13, 2016. We recommend these changes subject to approval by the City Service Commission.

In the Assessor's Office, one position of Systems Analyst – Project Leader, PR 2LX is recommended for reclassification to Business Systems Manager, PR 1HX and one position of Property Systems Administrator, PR 2IX is recommended for reclassification to Business Systems Administrator, PR 2JX.

In Deferred Compensation, one position of Administrative Assistant IV, PR 5IN is recommended for reclassification to Deferred Compensation Plan Coordinator, PR 2EX.

In DPW-Infrastructure Services Division, four positions of Management Civil Engineer – Senior, PR 1IX are recommended for reclassification to Construction Management Engineer, PR 1IX.

In the Health Department, one position of Nursing Practice Manager, PR 1DX is recommended for reclassification to Public Health Nursing Director, PR 1IX.

The job evaluation reports covering the above positions, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw
Attachments: 4 Job Evaluation Reports
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Eric Pearson, Jackie Carter, Molly King, Bill Christianson, Nicole Fleck, Steven Miner, Jeffrey Arp, Amy Stenglein, Margaret Daun, Bernard Allen, Renee Joos, Elaine Bieszk, Ghassan Korban, Laura Daniels, Dan Thomas, Shannon Goodwin, Samir Amin, Dawn Crowbridge, Grace Gates, Lynn Des Jardins, Roger Reed, Bevan Baker, Sandra Rotar, Barbara Henry, Lori Hoffmann, Tiffany Barta



JOB EVALUATION REPORT

City Service Commission Meeting Date: September 13, 2016

ASSESSOR'S OFFICE

Current	Request	Recommendation
Systems Analyst - Project Leader PR 2LX (\$70,827 - \$99,154)	Business Systems Manager PR to be Studied	Business Systems Manager PR 1HX (\$70,827 - \$99,154) Recruitment rate of \$86,189
Property Systems Administrator PR 2IX (\$58,462 - \$81,844)	Business Systems Supervisor PR to be Studied	Business Systems Administrator PR 2JX (\$62,338 - \$87,270)

Action Required – Effective Pay Period 21 (September 25, 2016)

In the Salary Ordinance, under Pay Range 1HX, add designation "2" to the title "Business Systems Manager" with footnote "2" to read as follows: "(2) Recruitment rate is at \$3,314.96 (\$86,188.96)."; under Pay Range, 2IX, delete the title "Property Systems Administrator" and under Pay Range 2JX, add the title "Business Systems Administrator".

In the Positions Ordinance, under the Assessor's Office, Systems and Administration Division, delete one position of "Systems Analyst – Project Leader Manager", delete one position of "Property Systems Administrator", add one position of "Business Systems Manager" and add one position of "Business Systems Administrator".

Background

The Assessor's Office has experienced changes in technology and is in the process of switching to a new vendor developed and supported Computer Assisted Mass Appraisal (CAMA) system to provide more efficient workflows, and opportunities to more easily share data with other City departments. The Department has requested a classification study of two positions that are directly affected by these changes, one position of Systems Analyst – Project Leader and one position of Property Systems Administrator. Job descriptions were provided and discussions were held with Steven Miner, Commissioner of Assessments; Jeffrey Arp, Property Systems Administrator; and Amy Stenglein, Administrative Services Supervisor.

Request: Business Systems Manager PR TBD
Recommendation: Business Systems Manager PR 1HX

The basic function of this position is to be responsible for the management of the Administrative Division in the Assessor's Office. Duties and responsibilities include the following:

- 20% Responsible for all records management, information flow, internal reporting to other departments and external reporting to other government agencies and the Wisconsin Department of Revenue, creation of the assessment roll, the tax rate, and the Statement of Taxes, and the direct supervision of two managers plus responsibility for an additional ten positions.
- 20% Consults with the Commissioner of Assessments and the Chief Assessor on the formulation of office objectives and program planning to achieve those objectives; and serves as the primary contact between the Assessor's Office and the CAMA (Computer Assisted Mass Appraisal) vendor.
- 15% Know and understand all the business process requirements for the Assessor's Office and how the software is designed to meet them; and train and instruct departmental staff in the use of the systems.
- 15% Responsible for the creation of the assessment change notices and tax bills for the City of Milwaukee and for the analysis and processing of approximately 10,000 real property transactions annually.

- 10% Responsible for maintaining the accuracy of all data in the Assessor's Office databases.
- 10% Supervise the recordkeeping requirements for real and personal property and property characteristics.
- 10% Execute special research projects, such as land value analysis and the Mayoral Strong Neighborhoods Program, at the request of the Commissioner; and perform other duties as assigned.

The minimum requirements for this position include a bachelor's degree in Information Systems Management, Computer Science, or related field; and three years of related experience. Equivalent combinations of education and experience may be considered. Other requirements include an ability to understand and direct the business processes of the Assessor's Office, to lead and execute project plans both independently and in team environments, and to be the primary liaison between the Assessor's Office and the Department of Administration – Information Technology Management Division (DOA-ITMD) as pertains to software management, implementation, and design and report management. These requirements have not yet been assessed by the Staffing Division.

With the retirement of the previous Business Systems Manager in 2002, this position retained the Systems Analyst-Project Leader responsibilities but also took on the responsibility for managing the department's business operations, communicating business system requirements to the software vendor, and communicating office procedures and processes to staff. The position manages the Assessor's Office Administrative Division with supervisory and oversight responsibility for twelve staff members.

Based upon this review of the position's duties and responsibilities we recommend a change in title for the position to "Business Systems Manager" and a change in Pay Range to 1HX in the "Officials and Administrators" Section of the Salary Ordinance with a recruitment rate of \$3,314.96 (\$86,188.96). This is the same recruitment rate that the Assessment Division Manager positions have due to pay compression with the Senior Property Appraiser positions they supervise. This position requires a similar knowledge base as that of an Assessment Division Manager and also directs the work of Property Appraisers.

We therefore recommend this position of "Systems Analyst – Project Leader" in Pay Range 2LX be reclassified to "Business Systems Manager" in Pay Range 1HX with a recruitment rate of \$3,314.96 (\$86,188.96).

Request:	Business Systems Supervisor	PR TBD
Recommendation:	Business Systems Administrator	PR 2JX

The basic function of this position is to assist the Business Systems Manager with the implementation of departmental long and short range policy plans and managing the flow of information within the office. Duties and responsibilities include the following:

- 25% Serve as a backup to the Business Systems Manager; and work closely with the Business Systems Manager when sending notices and creating tax bills and in all phases of business processes including training and database accuracy.
- 15% Manage and research all transactions which are related to the creation of real estate combinations and divisions; prioritize all real property combinations; and train and supervise appraisal staff who assist with the combination/division process.
- 15% Research, analyze, and recommend new assessment related technologies including digital sketch creation, street level imaging, desk top review software, and other applications that facilitate departmental business operations; manage subscription data services like Marshall and Swift building cost data, Multiple Listing Service real estate data, and Sales Data Service commercial sales data; be responsible for acquiring access to these data sets and training appraisal staff on use of the products; and integrate these services and other data sets to create efficient workflow processes.

- 15% Maintain and update the content of the Assessor's Office website; and answer questions from property owners, title companies, banks, city departments and other institutions about property ownership and legal descriptions of property.
- 10% Create and manage the preparation of statutory notices and reports both internally and externally to the Wisconsin Department of Revenue and other governmental agencies.
- 10% Prepare and maintain accurate ownership and description information for all parcels of real property including tax parcel numbers and legal descriptions; and manage and oversee the work of up to four Property Appraisers who work on the property listing function on a part-time basis.
- 10% Communicate with City departments to share information on ownership, legal descriptions of real property, addressing, and tax incremental district values and increments; and play an integral part on the city-wide Addressing Committee.

Minimum requirements include a bachelor's degree in Computer Science, Information Systems, or related field and three years of experience in data base management and web management to enhance and increase the accuracy of property evaluation. Equivalent combinations of education and experience may also be considered. Certification at the Assessor Technician level by the Wisconsin Department of Revenue is required within six months of hire. These requirements have not yet been assessed by the Staffing Division.

This position was previously studied in 2013 when it was reclassified from Property Assessment Technician in Pay Range 3GN to Property Systems Administrator in pay Range 2IX. The basic function of the position was to develop and present reports and analyses, with recommendations for senior management, using GIS (Geographic Information Systems) tools, assessment database information, and external sources; formulate new ideas and procedures to make the Department more productive and efficient and to leverage the Department's technologies; actively participate in projects relating to all areas of the Department; and communicate with the management team on issues, conduct research and make recommendations on findings. Forty percent of the time was devoted to GIS management.

This position now focuses on assisting with the implementation of departmental long and short range policy plans and managing the flow of information within the office. This includes playing a critical role in creating 160,000 tax bills, sending notices, and in all phases of business processes including training of staff and database accuracy. This position will also work closely with the Business Systems Manager in guiding the Department's transition to the new vendor developed and supported CAMA system.

Comparisons were made to positions in other City departments including Information Systems Auditor in Pay Range 2JX. This position plays a vital role in ensuring that City of Milwaukee information systems meet or exceed standards, comply with government regulations, align with organizational goals, and are cost-effective; conducts audits of City departments, boards, commissions, and programs, specifically evaluating computer centers, computer operating systems, local and wide area networks, mainframe and microcomputer software applications, and system development projects. Requirements include a bachelor's degree in Accounting, Computer Science or related field and three years of professional information systems auditing experience. Equivalent combinations of education and experience may be considered.

Although the position under study has a different focus it has comparable requirements; is also responsible for ensuring compliance with government reporting requirements, and accuracy and efficiency in work processes; and requires an extensive understanding of information technology and business systems. Other related titles in Pay Range 2JX include Database Analyst and Systems Analyst – Lead.

We recommend a change in title to "Business Systems Administrator" to reflect the change in focus and to be consistent with our recommended title of "Business Systems Manager" for the higher level position in Pay Range 1HX.

We therefore recommend reclassifying the position of "Property Systems Administrator" in Pay Range 2IX to "Business Systems Administrator" in Pay Range 2JX.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

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

Reviewed by: *Maria Monteagudo*
Maria Monteagudo, Employee Relations Director

Job Evaluation Report

City Service Commission Meeting: September 13, 2016

DEFERRED COMPENSATION

Current	Request	Recommendation
Administrative Assistant IV PR 5IN (\$47,779 - \$54,669)	Study of Position	Deferred Compensation Plan Coordinator PR 2EX (\$45,306 - \$63,426)

Action Required

In the Salary Ordinance, under Pay Range 2EX, add the title "Deferred Compensation Plan Coordinator".

In the Positions Ordinance, under Deferred Compensation Plan, delete one position of "Administrative Assistant IV" and add one position of "Deferred Compensation Plan Coordinator".

Background

The City of Milwaukee Deferred Compensation Plan is a Section 457 defined-contribution retirement plan with some 7,700 participants associated with the City of Milwaukee, Milwaukee Housing Authority, Milwaukee Redevelopment Authority, and Wisconsin District Center. Assets of the plan total approximately \$850 Million. Participants contribute funds from earnings on a pretax basis, choose how funds will be invested, and withdraw funds during retirement or separation from employment. The Plan is overseen by a Board consisting of eleven members and staffed by an Executive Director and Administrative Assistant IV who works with a Plan administrator.

In November of 2014, the position which was classified from a Program Assistant II, Pay Range 5FN (\$42,539 - \$48,248) to Administrative Assistant IV, Pay Range 5IN (\$47,779 - \$54,669). The position was classified at the highest level of the Administrative Assistant series because of its significant responsibilities with the Deferred Compensation Board. Since that time, the Board's Executive Director, Margaret Daun, has requested that the position be studied for proper job title and pay range based upon changes in duties and responsibilities that have taken place during the last 18 months, anticipated changes, and the desire to create a higher level coordinator position to administer the Plan on a day-to-day basis.

In simplified terms, the duties and responsibilities of the Administrative Assistant IV position under consideration will be split into two positions. A position proposed in the 2017 budget will serve as the administrative secretary to the Board and the position under consideration in this report will perform the day-to-day operations of the Deferred Compensation Program, focusing upon the oversight and analysis of financial and payroll records and the provision of customer service to plan participants and other stakeholders. The proposed 2017 budget for the department reflects these changes.

In studying this request, the staff reviewed a job description for the position held discussions with the Program's Executive Director and the Employee Benefits Director who serves on the Board of Directors for the Plan. The job description for the position and job analysis indicates that the position will perform the following duties and responsibilities. It should be noted that the employee performing the job is a fiduciary of the Plan.

Customer Service and Communication

- Respond to questions from plan participants via telephone, email, and in-person
- research inquiries, issues, and complaints from participants, other City departments, and outside agencies
- Determine course of action in response to inquiries including composing responses to inquires

- Meet with participants to assist them with enrollment, distributions, roll-ins, deferral changes, and proposed hardship withdrawals
- Resolve issues between participants and vendors
- Maintain up-to-date marketing and educational materials and displays
- Schedule and carry out an annual enrollment period for the Plan

Financial services

- Reconcile annual payroll contributions and rollouts, researching discrepancies of payroll deferrals between the City and its agencies, custodial band, and third-party administrator
- Prepare reports of expenditures and revenue that include logs of reimbursements received from the third-party administrator of 12B1 mutual fund fees
- Monitor and verify year-to-date catch-up contributions
- Prepare and request balance adjustments as required
- Reconcile biweekly payroll deductions with deductions recorded by the third-party administrator, verifying the eligibility of benefit payments for participants who have separated from service; reporting the names of those who have separated from service to the third-party administrator
- Monitor and process bills from outside agencies
- Process and verify participants' biweekly payroll deductions.

Record Maintenance

- Maintain department and Plan records including Plan documents, the Master Plan Agreement and participant files from third-party administrators
- Create and maintain record retention schedules; and upon request, locate historical information that may be found in different areas and several formats.

Information Technology Support

- Assist ITMD in system upgrades and testing
- Serve as the liaison between the City's Deferred Compensation Office and third-party administrator
- Monitor and review the Plan's website; update the Plan's webpage on the City of Milwaukee's website.

The minimum qualifications for the job, as stated on the job description prepared by the Office, may be summarized as follows: a four-year college degree in a job-related area such as accounting or business administration and relevant work experience in benefits plans and complex customer service and/or vendor management/administration. Noteworthy knowledge, skills, abilities, and attributes required for successful job performance, as indicated by the job analysis, include the following:

- Knowledge of applicable federal, state, and local laws impacting the administration of the Plan
- Strong project management skills
- Knowledge of defined contribution benefit plans
- Ability to establish and maintain collaborative relationships with trustees, plan participants, third-party vendors, payroll personnel, and others
- Excellent mathematical skills
- Ability to identify system process improvements and facilitate their implementation
- Advanced skill in using Microsoft Excel

These qualifications have not been assessed for purposes of hiring.

During the last 18 months the Deferred Compensation Broad has undertaken a number of initiatives to enhance its operations and the Plan. It has, for example, reviewed all contracts with its vendors, including the Plan administrator,

Nationwide, and evaluated responses to its RFPs for consultant services, banking services, and a third-party administrator. As a result, the Deferred Compensation Program now has (or will shortly have) a new set of vendors for the services it requires.

During that period of time, the position under study consequently acquired more responsibility for the day-to-day administration of the Program and now operates with more independence and authority. This includes investigating and independently solving a myriad of issues that can and do occur on a daily basis such as issues with participants' contributions, problems with a the timing of a bank's deposits, or a question regarding the reimbursement of fees from the third-party administrator to the Plan.

The resolution of these questions requires research into records and discussions with participants and representatives of outside agencies. Whereas the employee performing the job previously worked under the direction of the Executive Director to resolve these issues, she has now been given the authority to resolve them herself. In addition, the position under consideration has been assisting the Executive Director with reviewing the degree to which vendors are in compliance with their contract and the stated objective and procedures of the Deferred Compensation Program. This requires compiling data and records from different sources in different formats. In addition, beginning this year, the Deferred Compensation Program will expand its outreach by offering an annual enrollment period to employees. In the future, it is intended that the position will assume greater responsibility in such areas as analyzing the Plan's performance, assessing risk, assessing participants' satisfaction with the Plan, assessing the degree of vendor compliance.

The nature of work performed by this position, which is a combination of financial oversight, compliance, and customer service, appears to be most closely associated with that of a benefits analyst or administrator specializing in the administration of a 457 Plan. This conclusion was reached through a search of current and past jobs advertised with the International Foundation of Employee Benefit Plans, The Department of Labor's O*Net, Indeed.com, and other sources. A Senior Benefits Analyst for the Metropolitan Water District of Southern California, for example, is the project leader for the 401k and 457 plans for the 26 municipalities that comprise that organization. This project leader performs many duties involving detailed financial and payroll records, employee communications and education, enrollment, compliance, and customer service. Additionally, the Department of Labor characterizes the nature of work performed by this type of position as that of a Compensation and Benefits Manager. Other examples of job titles may be found in current job openings for benefit administrators who specialize in 403b, 401k, and 457 plans.

A position of Benefit Services Analyst in the Department of Employee Relations provides a good basis of comparison to the position under consideration. The basic function of that position is threefold: to administer health insurance, dental insurance, and other benefits via the HRIS module of PeopleSoft; coordinate annual open enrollment for health and dental benefits; and administer time-limited COBRA benefits for the continuation of health and dental insurance for employees who have left City employment.

The administration of health and dental benefits is complex, requiring continuous oversight and auditing to ensure that employees are properly enrolled, changes in participants' status and dependents are correctly reflected, groups are properly set up, and correct rates for benefits have been applied. When changes in benefit plans and rates occur, corresponding changes must be made in PeopleSoft to ensure that changes are administered correctly. Problem-solving is a critical aspect of the job. The Benefit Services Analyst investigates and solves many issues regarding health insurance, dental insurance, life insurance, flexible spending accounts, long-term disability, sick leave vacation, and pension regarding such issues as enrollment, deductions, deductions, and vendors' payments. The annual coordination of open enrollment for benefits and administration of COBRA benefits add to the responsibility of the job.

As indicated on the job description prepared by the department, the minimum requirements for the Benefit Services Analyst is four years of work experience related to benefits administration and a high level of ability to use

PeopleSoft. In addition to good problem-solving skills and a good knowledge of benefit plans, the employee performing the job must possess good customer service skills to resolve sensitive issues affecting the finances of current and former employees. (It should be noted, though, that these requirements have not been validated for purposes of staffing.)

This comparison indicates that the nature of work and the level of work performed by the Benefit Services Analyst appear comparable to the position under consideration. The pay level for the Benefit Services Analyst, Pay Range 2EX is \$45,306 to 63,426 annually. To place Pay Range 2EX in perspective, the following senior-level professional jobs are allocated to that Pay Range. The term Senior associated with each classification indicates a more experienced level of professional.

- Auditor-Senior
- Management Accountant-Senior
- Purchasing Agent-Senior
- Disability Specialist-Senior

In consideration of the foregoing, it is recommended that the position of Administrative Assistant IV, Pay Range 51N, be reclassified to Deferred Compensation Plan Coordinator, Pay Range 2EX.

Prepared By:



Laura Sutherland, Human Resources Representative

Reviewed By:



Andrea Knickerbocker, Human Resources Manager

Reviewed By:



Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 13, 2016

DEPARTMENT OF PUBLIC WORKS – INFRASTRUCTURE SERVICES DIVISION

Current	Request	Recommendation
Management Civil Engineer - Senior PR 11X (\$75,478 - \$105,669) (Four Positions)	Construction Management Engineer PR 11X (\$75,478 - \$105,669) (Four Positions)	Construction Management Engineer PR 11X (\$75,478 - \$105,669) (Four Positions)

Action Required – Effective Pay Period 21 (September 25, 2016)

In the Salary Ordinance, under Pay Range 11X, add the title “Construction Management Engineer”.

In the Positions Ordinance, in the Department of Public Works – Infrastructure Services Division, Transportation Infrastructure, Construction Management, delete four positions of “Management Civil Engineer - Senior” and add four positions of “Construction Management Engineer”.

Background

The Department of Public Works (DPW) has requested a review of the classification of Management Civil Engineer –Senior in the area of Construction Management in the Infrastructure Services Division. There are currently four positions, two of which are vacant. A new job description was provided and discussions were held with Samir Amin, Engineer in Charge.

Analysis and Recommendation

The requirements for these positions were reviewed in the context of filling the vacancies. Historically these four positions, along with Management Civil Engineer – Senior positions elsewhere in the Department, have required a Civil Engineering Degree and state licensure as a “Professional Engineer” which allows the person to be able to sign off on plans. Upon review the Department indicated that the work of these four positions in Construction Management does not require signing off on plans and that the duties and responsibilities require an engineering or architectural degree but not necessarily a civil engineering degree.

The Department indicated that the level of duties and responsibilities for these positions are the same and no change in pay range is requested. The basic function of these positions is to be responsible for the supervision, preparation, coordination and inspections for the DPW construction contracts for City and/or State sewer, water, bridge, street and alley infrastructure improvement projects. They are also responsible for the collection of records required to track construction progress, analytical studies and engineering reports.

With a change in requirements we agree with the requested classification of “Construction Management Engineer”. This title reflects the nature of the work and the more general requirements. It also distinguishes these positions from other “Management Civil Engineer – Senior” positions that will continue to have the requirement for a degree in Civil Engineering and state licensure as a “Professional Engineer”.

We therefore recommend a title change for these four positions of “Management Civil Engineer – Senior” in Pay Range 11X to “Construction Management Engineer” in Pay Range 11X.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

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

Reviewed by: *Maria Monteagudo*
Maria Monteagudo, Employee Relations Director

Job Evaluation Report

City Service Commission Meeting: September 13, 2016

HEALTH DEPARTMENT

Current	Request	Recommendation
Nursing Practice Manager Pay Range 1DX (\$54,865-76,806)	Director of Nursing Pay Range 11X (\$75,478-105,669)	Public Health Nursing Director Pay Range 11X (\$75,478-105,669)

Action Required

In the Salary Ordinance, under Pay Range 1 DX, delete the title "Nursing Practice Manager" and under Pay Range 11X, add the title "Public Health Nursing Director".

In the Positions Ordinance, under the Health Department, add one position of "Public Health Nursing Director (X)(Y)" and under Disease Control and Environmental Health Services Division, Sexually Transmitted Disease Clinic, delete one position of "Nursing Practice Manager (X)(Y)".

Background

On June 30, the Commissioner of Health, Bevan Baker, submitted a letter to the Employee Relations Director requesting that the position of Nursing Practice Manager be reclassified to Director of Nursing based upon a significant change in the scope and level of its responsibility. The following documents were attached to the request:

- A revised job description for the position
- The current job description for the Manager of Nursing Practice
- An 11-page description of the position's expanded responsibilities and corresponding knowledge, skills, abilities, competencies and attributes required for successful job performance

The study of this position consisted of internal discussions with Employee Relations and a review of the detailed documentation provided.

Analysis

The Nursing Practice Manager is current allocated to Pay Range 1DX, at the same pay level as that of Public Health Nurse Supervisor. At the time the position was classified the primary responsibility of the job was to oversee and provide leadership for nursing protocols and practices, ensuring quality nursing practice and compliance with state statutes and other laws. This required documenting and reviewing written policies and procedures, reviewing nursing standards of practice, and working collaboratively with program managers and others in planning and evaluating public health nursing programs. Other duties included leading efforts to recruit, retain, and develop Public Health Nurses; coordinating the purchase, maintenance, and distribution of nursing equipment; coordinating clinical activities in immunization clinics; participating in community groups related to public health nursing. At that time the position did not supervise any employees.

During the recent past, the responsibilities of the position have expanded significantly and now functions as a member of the Department's senior leadership team. In addition to developing and overseeing nursing practice, the position has also created a five-year Nursing Strategic Plan; participated in policy decisions affecting nursing/client care services in the Department and with community partners; participated in community planning regarding health and social welfare; prepared presentations and reports for Health Commissioner, Health Operations Director, Mayor

and Common Council; initiated quality assessment and improvement processes and evaluations of nursing services; led the development of the Public Health Nursing Career Ladder; developed and assessed core competencies of Public Health Nurses; created strategies to strengthen the professional development of Public Health Nurses; investigated reports of errors; and directed the work of Public Health supervisors and managers. It should be noted that the employee performing the job now represents the Milwaukee Health Department in her work with community groups and local colleges and universities. The job description for the position indicates that the position is now responsible for the supervision of 55 nursing employees.

The minimum qualifications for the job are three years of leadership experience in a diversified public health nursing setting; a Bachelor's degree in Nursing (BSN); and a Master's degree in nursing, public health, administrative leadership or related field. A license to practice professional nursing in Wisconsin and a driver's license are also required.

Considering the expansion of the scope of responsibility associated with this job, the Department's request to place the position in Pay Range 11X appears reasonable, considering that the following leadership positions in the Health department are also allocated to Pay Range 11X:


Family and Community Health Services Director


This Director develops implements, manages, and evaluates evidence-based programs for three major Health Department divisions: Home Environmental Health; Maternal and Child Health, and Men's Health. These three divisions encompass approximately 140 staff and 20 to 25 separate programs. Significant areas of responsibility include program leadership; staff management and administration; community leadership; and grant-writing and program development. Requirements include a master's degree in nursing, public health or other related area and five years of progressively responsible experience in public health care program planning.

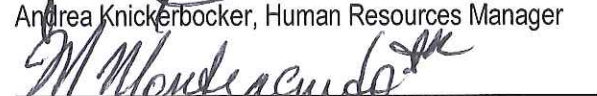
Consumer Environmental Health Division Director

This Director is responsible for the leading, managing, and directing the Health Department's Division of Consumer Environmental Health consisting of four first-line supervisors and a staff of 21 engaged environmental health inspection, education, and enforcement regarding food safety and security, scales, meters, tattoo and body piercing, and other areas involving environmental health. Significant aspects of the job include leadership, direction and planning; staff management and administration; and community leadership. The position requires a master's degree in environmental health, public health or related area and five years of progressively responsible experience in program management administration and supervision, preferably within a governmental agency.

Based upon the comparable scope and level of responsibility of this position to these other management positions within the department it is therefore recommended that the position of Nursing Practice Manager, Pay Range 1DX, be reclassified to Public Health Nursing Director, Pay Range 11X.

Prepared By: 
Laura Sutherland, Human Resources Representative

Reviewed By: 
Andrea Knickerbocker, Human Resources Manager

Reviewed By: 
Maria Monteagudo, Employee Relations Director