



**Department of Employee Relations**

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Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: June 16, 2026

**Health Department**

Current	Recommendation
Data and Evaluation Coordinator PR 2KX (\$70,501 - \$101,665) FN: Recruitment is at \$77,551 (One Position)	Information Systems Project Coordinator PR 2LX (\$75,162 - \$108,380) FN: Recruitment is at \$88,730 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

**Background**

The Milwaukee Health Department has recently implemented OCHIN Epic, an Electronic Health Record and practice management platform. This platform is designed for community health centers, rural hospitals and ambulatory clinics. It enables secure, nationwide, shared access to patient records, improving care coordination, efficiency, and telehealth support.

The department has also implemented Clinisys, a laboratory information management software platform. Clinisys platforms are commonly used by healthcare organizations, hospitals, and laboratories to support diagnostics and public health initiatives.

The Health department utilizes these systems in the department’s clinics for patient care and in the laboratory for patient samples.

The Milwaukee Health Department has requested the reclassification of one Data and Evaluation Coordinator that will take on responsibility for implementing and supporting these platforms. A new job description was provided and discussions were held with Lindsey Nathan O’Connor, Health Human Resources Administrator, and Sarah Wallisch, Human Resources Representative.

**Responsibilities**

The Information Systems Project Coordinator is responsible for managing the implementation and ongoing support of the Electronic Health Record (Epic via OCHIN) and Clinisys Laboratory Information Management System. The Project Coordinator participates in complex decision-making; developing implementation strategies, definition, scope, and software analysis; and maintaining project plans, budget, and timelines. The Project Coordinator will ensure system stability and continuous improvement by managing daily operations, planning upgrades, and coordinating with external vendors and MHD end users. Key duties include system maintenance and enhancements, vendor coordination, and coordinating staff training with program superusers. Responsibilities and requirements include:

### System Maintenance & Optimization

- Oversee daily operations & maintenance of the OCHIN Epic EHR & Clinisys LIMS platforms, monitoring performance and minimizing downtime.
- Vendor & Stakeholder Collaboration: Liaise with OCHIN Epic and Clinisys support teams, as well as internal IT, clinical, and laboratory staff, to address technical issues, implement updates, and define project requirements.
- Enhancements & Upgrades: Lead planning and implementation of system enhancements and upgrades, coordinating testing and validation. Supervise post-go-live review and optimization activities to ensure successful deployments.

### Project Management

- Develop project plans, timelines, and documentation. Track progress, communicate status to stakeholders, and manage scope changes, risks, and deliverables throughout the project lifecycle.
- Manages Post-Implementation Lifecycle of EHR and LIMS Projects: Oversees all phases following the initial go-live, including stabilization, system optimization, user support, and transition to long-term maintenance. Ensures continuous improvement, vendor coordination, and alignment with operational goals across the organization.
- Coordinates Ongoing Project Execution, Support, and Accountability. Partners with internal teams and external vendors to resolve technical and operational issues, manage enhancements, and track progress toward performance goals.
- Post-Implementation Communication & Oversight: Maintains clear and consistent communication of post-implementation goals, system performance metrics, enhancement priorities, and progress updates through regular team touchpoints, status briefings, and internal and external stakeholder meetings.

### Regulatory Compliance & Security

- Along with the MHD Compliance Analyst, ensure systems comply with HIPAA, CLIA, and other relevant regulations. Manage user access controls and data security measures, maintaining thorough documentation of configurations and audit logs.

### User Support & Training

- Serve as a subject-matter expert for the EHR and LIMS systems. Provide technical support, and coordinate and develop training materials as well as conduct user training sessions in conjunction with Superusers, to ensure seamless adoption of new features and workflows.

### Data Reporting

- Collaborate with MHD & OCHIN data analysts and epidemiologists to support the development and validation of reports from the EHR to ensure data integrity and availability.

Minimum requirements include a Bachelor's Degree in Information Technology, Business Administration, or Healthcare, or related degree program. Three years of public health, healthcare, data and evaluation, data modernization or closely related experience. Ability to manage complex IT projects including all elements of scope, schedule, budget, risk evaluation, quality, system integration, staffing, and communication driving the process with a big picture analysis.

## Changes to Duties and Responsibilities

With the department-wide implementation of the Epic/OCHIN Electronic Health Records system the Information Systems Project Coordinator has taken on increased responsibility for project implementation and system support. Along with the increase of knowledge, the position serves in a lead role and provides subject matter expertise to Health department staff on the systems. The position is responsible for leading the planning and implementation for enhancements and upgrades to the systems. The position acts as liaison between the Milwaukee Health department and the external support teams for the EHR and LIMS platforms. By taking on the system support of the EHR in the Health department, this position has enabled client-facing positions in the department to continue to perform their jobs with minimal disruption.

## Analysis and Recommendation

Other positions in city departments with similar responsibilities, skills, and knowledge include:

Title	PR	PR Min	Title Min	Title Max
Epidemiologist-Senior	2LX	\$75,162	\$88,730	\$108,380
Business Systems Coordinator	2LX	\$75,162	\$86,509	\$108,380
Compensation Analytics Specialist-Lead	2LX	\$75,162	\$85,305	\$108,380
Functional Applications Analyst-Senior	2LX	\$75,162	\$83,845	\$108,380
Epidemiologist	2KX	\$70,501	\$80,664	\$101,665
Data and Evaluation Coordinator	2KX	\$70,501	\$77,551	\$101,665
Laboratory Information Systems Specialist	2KX	\$70,501	\$77,550	\$101,665

### Epidemiologist-Senior

The position is part of the Data and Evaluation Division in the Policy, Innovation, and Engagement Branch of the City of Milwaukee Health Department. The position conducts ongoing and systematic assessment of the health of the community, including the timely collection, analysis, interpretation, dissemination, and use of public health data. Health data is obtained through field research and through public health record and surveillance systems. This senior position assists staff in recognizing and achieving program priorities, goals, and objectives.

### Business Systems Coordinator

The Business Systems Coordinator serves as the department's system administrator, and resident technical expert on information systems, procedures, hardware, and software for both server and software applications. Provides technical and other support as needed to staff.

### Compensation Analytics Specialist-Lead

The Compensation Analytics Specialist – Lead serves in a lead capacity ensuring the implementation, design and administration of the City's compensation strategy. This includes analyzing compensation trends, ensuring market competitiveness, and maintaining legal compliance.

### Functional Applications Analyst-Senior

Provide system support to the Comptroller's office software applications and network. Coordinate application support and transaction analysis of the PeopleSoft HRMS payroll system and PeopleSoft financials. Provide programming support for open records requests.

Epidemiologist

The position is part of the Data and Evaluation Division in the Policy, Innovation, and Engagement Branch of the City of Milwaukee Health Department. The Epidemiologist conducts ongoing and systematic assessment of the health of the community, including the timely collection, analysis, interpretation, dissemination, and use of public health data.

Data and Evaluation Coordinator

Responsible for program evaluation data for a broad range of program areas within the Health Department. Working with epidemiologists and program staff, the evaluator maintains a portfolio of MHD programs, initiatives, and special projects.

Laboratory Information Systems Specialist


The position provides administrative oversight of the Milwaukee Health Department's Laboratory Information System (LIS) and information technology functions, including security, data integrity, disaster recovery, troubleshooting, and the recommendation and coordination of hardware and software upgrade purchases and installations.

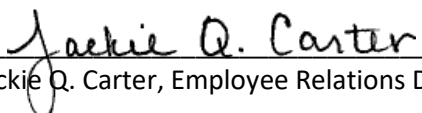
The Information Systems Project Coordinator is responsible for managing and providing support for the Epic and Clinisys software platforms. Key duties include system maintenance and enhancements, vendor coordination, and coordinating staff training with program superusers. The technical expertise required is comparable to the classifications of Business Systems Coordinator, Compensation Analytics Specialist-Lead, and Functional Applications Analyst-Senior. Also comparable is the lead role responsibility of both the Epidemiologist-Senior and Compensation Analytics Specialist-Lead.

Based upon these comparisons the recommendation is to reclassify one current position of Data and Evaluation Coordinator in Pay Range 2KX (\$70,501 - \$101,665 with a minimum rate of \$77,551) to Information Systems Project Coordinator in Pay Range 2LX (\$75,162 - \$108,380 with a minimum rate of \$88,730).

**Action Required – Effective Pay Period 15, 2026 (July 5, 2026)**

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

Prepared by:   
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Reviewed by:   
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