



Department of Employee Relations

Tom Barrett
Mayor

Florence Dukes
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

June 24, 2004

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

Dear Committee Members: Re: Common Council File Number 040082

The following classification and pay recommendations will be submitted to the City Service Commission for consideration on June 29, 2004. We recommend these classification and pay levels, subject to approval by the City Service Commission:

In the Health Department, one new position is recommended for classification as Public Health Emergency Response Planning Coordinator, Salary Grade 007.

In the Library, one new position is recommended for classification as Management Librarian, Salary Grade 007.

The necessary Salary and Positions Ordinance amendments, are included in the attached reports.

Sincerely,


Florence H. Dukes
Employee Relations Director

FHD:pb

Attachments: 2 Job Evaluation Reports
 Fiscal Note

c: Joseph Czarnetzki, Erick Shambarger, Bevan Baker, Maria Monteagudo, Michelle Stein, Paul Biedrzycki, Kathleen Huston, Judith Zemke, Paula Kiely, Richard Abelson, John English, Paula Dorsey and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 29, 2004

Incumbent: New Position

Department: Health

Present	Request
Title: n/a	Title: Public Health Emergency Response Planning Coordinator
Pay Range: n/a	Salary: 007 (\$49,154-\$68,811)
Step: n/a	Source: Department
Recommendation: Title : Public Health Emergency Response Planning Coordinator Salary Grade: 007 (\$49,154-\$68,811) <i>New Rate: Not Applicable</i>	
Rationale: The level of duties and responsibilities of this position are comparable to other Salary Grade 007 positions within the Health Department.	
History of Position: This is a new grant-funded position.	

Action Required:

In the Salary Ordinance, under Salary Grade 007, add the title "Public Health Emergency Response Planning Coordinator".

In the Positions Ordinance, under Health Department, Disease Control and Prevention Division, Bioterrorism-Focus A Grant (A), delete one position of Environmental and Disease Control Specialist (X) (A) and add one position of Public Health Emergency Response Planning Coordinator (X) (A).

Background:

On April 27, 2004 the Department of Employee Relations received a request from the Health Department to classify a new grant funded position to be assigned to their Disease Control and Prevention Division. Discussions were held with Maria Monteagudo, Health Personnel Officer and Paul Biedrzycki, Disease Control and Prevention Manager.

Duties and Responsibilities:

The basic function of this position is to supervise and coordinate environmental and communicable disease planning, preparedness and response activities and epidemiological investigations by the Milwaukee Health Department (MHD) associated with public health emergencies such as bioterrorism, emerging infectious disease outbreaks, hazardous materials spills and natural catastrophes. Specific duties are summarized as follows:

- 40% Oversee and coordinate public health emergency preparedness, planning and response activities and events such as outlined above. Provide leadership in surveillance activities, response plan and protocol development, mass casualty/care logistics, and environmental assurance and related training and development activities for MHD staff.
- 20% Supervise Environmental and Communicable Disease Specialists and administrative support staff.
- 10% Assist Epidemiologist with related grants, contracts and budgets; and coordinate and support special projects and activities related to surveillance systems, access to laboratory analytical support, field investigations of disease outbreaks and electronic data management.
- 10% Review statistical analysis summaries, tables and reports and oversee preparation of scientific and technical reports, summaries and correspondence.
- 5% Function as liaison between MHD and community and government agencies. Participate in workgroups, committees and task forces.
- 5% Provide technical support to established community response teams and units.
- 5% Coordinate MHD's participation in the development and implementation of emergency oriented tabletop, functional and full-scale exercises.
- 5% Other duties as assigned.

According to the job description provided by the department, this position requires a related Bachelor's degree (Master's degree highly desirable) and three years of progressively responsible experience in the environmental health field, including two years of project management, administrative leadership or team building. Registration as an Environmental Health Professional in the State of Wisconsin is required within two years of appointment. Other related knowledge, skills and abilities are also required.

Analysis:

The purpose of this report is to determine the proper classification (title and pay level) of this position. The department has requested that it be placed in Salary Grade 007. According to the department, this position's responsibilities will fall within five main areas: (1) Refine existing plans and create new plans for emergency preparedness; (2) Integrate City of Milwaukee plans with those of other community agencies and jurisdictions and be a liaison with agencies at the federal, state and local levels; (3) Assess training needs and coordinate training for MHD staff and other local agencies; (4) Participate in the planning, design, implementation and evaluation of multi-agency emergency response training exercises; and (5) Supervise staff, including six Environmental and Communicable Disease Specialists and a Health Project Assistant.

To determine the proper classification of this position, a sample of other management positions within the Health Department at Salary Grades 005, 006, and 007 were selected for comparison with the new position as shown below:

Salary Grade 005

Lead Project Coordinator (CDBG)
Nutritionist Coordinator

Salary Grade 006

Environmental Health Supervisor
Health Communication Officer

Salary Grade 007

Communicable and Infectious Disease Program Supervisor
Public Health Nurse Supervisor
WIC Program Manager

The duties, responsibilities and qualifications of these positions are summarized below.

Lead Project Coordinator (CDBG) (SG 005)

This position provides leadership and oversight for planning, implementing and evaluating strategies that integrate lead safe housing standards and work practices into the City of Milwaukee Community Development Block Grant housing program. Requires a related Bachelor's degree and relevant background, experience and knowledge including knowledge of lead based paint regulations and also requires state certification as a Lead Risk Assessor.

Nutritionist Coordinator (SG 005)

This position is responsible for overall coordination of community nutrition efforts for the City of Milwaukee. The position supports Health Department programs relating to nutritional services and provides direction for assessment, planning, implementation and evaluation. It also serves as a nutritional consultant and liaison to community and professional groups. This position requires a degree in Nutrition, two years of professional nutritionist experience, registration as a dietitian and certification with the State of Wisconsin. The Nutritionist Coordinator has no supervisory responsibility.

Environmental Health Supervisor (SG 006)

This position plans, coordinates and supervises the work of the Environmental Health Specialists with respect to inspection and enforcement of federal, state and city codes and ordinances. The inspection and enforcement relate to food handling and food processing facilities, weighing and measuring devices, state and city fire inspection codes and the City's convenience store safety ordinance. This position represents the Health Department at various committee/board meetings and at Common Council committee meetings. Requires a Bachelor's degree and two years of experience as an Environmental Health Specialist. State certification is also required.

Health Communications Officer (SG 006)

This position manages staff and functions associated with communications, media relations and graphics for the MHD. Position functions as public information officer and media liaison and represents the department at community events and on committees or task forces. Requires a Bachelor's degree in a related field and three years of progressively responsible public information and media relations experience.

Communicable and Infectious Disease Program Supervisor (007)

There are two of these positions in the Disease Control and Prevention Services Division. One position works in the area of STD Surveillance and Treatment and the other in the Tuberculosis Control Clinic. These positions provide program development, direction, guidance, monitoring, coordination and evaluation for their respective areas. This includes providing training, supervision and consultation to Public Health Nurse Coordinators, Nurses, Clinic and Office Assistants and other assigned staff. Responsibilities also include significant interagency and community-wide consultation and collaboration. Requires a related Bachelor's degree and three years of progressively responsible experience in the health field, including two years of project management, administrative leadership or team building.

Public Health Nurse Supervisor (SG 007)

This position typically provides supervision and program development direction and guidance to Public Health Nurses, Clinic Assistants, Public Health Aides, and office support positions assigned to a Health Center. Responsibilities also include community-wide consultation and collaboration and providing guidance and leadership to public health initiatives on behalf of the department. This position requires a Bachelor's degree in nursing and three years of experience as a Public Health Nurse or a Master's degree in nursing, supervision, public health, or other related field.

WIC Program Manager (SG 007)

This position manages the Women's, Infants, and Children Supplemental Nutrition Program. Responsibilities include managing a staff of professional, paraprofessional, technical, and office support personnel located in three WIC clinics; preparing and managing a large budget; developing, implementing, and evaluating program policies and procedures; and monitoring compliance with state and federal regulations and policies. Requires a Bachelor's degree (Master's degree preferred) in business or health related area and five years of program management/supervisory experience.

Both of the Salary Grade 005 positions selected for comparison are similar to the position under study in that they both have "coordinating" responsibilities in a distinct area of public health, e.g., lead hazard prevention and nutrition. However, the scope and level of responsibility, impact and accountability of these positions are not as far reaching as the position under study. The same can be said for the level of supervision exercised. The Lead Project Coordinator coordinates the work of three inspectors but does not formally supervise them and the Nutritionist Coordinator does not have any supervisory responsibilities. The qualifications required of these positions are also not as high as the new position.

There are three Environmental Health Supervisor positions in Salary Grade 006, each responsible for inspection and code enforcement for approximately one-third of the City. As with the positions in Salary Grade 005, these are important, responsible positions. However, while these positions have similar supervisory responsibility as the position under study, the subject areas of these positions are more defined because they are responsible for the inspection and enforcement of existing codes and ordinances. The new position will be responsible for formulating and coordinating public health emergency plans in several distinct areas (e.g., bioterrorism, infectious disease outbreaks, hazardous materials, and natural disasters) that are rapidly changing and highly unpredictable. Consequently, the impact and accountability and knowledge and skill required of the new position are somewhat higher. The Health Communications Officer involves a quite different set of skills which justifies its Salary Grade 006 classification, but again the overall scope of responsibility of that position, including supervision exercised, is not as great as the position under study.

In contrast, the positions of Communicable and Infectious Disease Program Supervisor in Salary Grade 007 appear similar to the position under study both in terms of supervisory responsibility as well as program management and development responsibilities. These positions supervise a staff of approximately a dozen Public Health Nurses and other staff assigned to either STD/HIV surveillance and treatment or the Tuberculosis Control Clinic. These positions also include significant interagency and community-wide consultation and collaboration. These positions are located in the same division as the position under study and while the focus areas of the new position may be somewhat broader, the overall level of responsibility is approximately the same. The qualifications required are also comparable. The other positions listed above in Salary Grade 007 (Public Health Nurse Supervisor and WIC Program Manager), while working in different areas of the Health Department, demonstrate a significant level of independent management and supervisory responsibility that are also consistent with the position under study.

Summary and Recommendation:

Based on the above comparisons and analysis, we recommend that this new position be classified as Public Health Emergency Response Planning Coordinator in Salary Grade 007. We also recommend the following profile on the Management Pay Plan job evaluation factors:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact & Accountability (IA)	7	104
Knowledge & Skills (KS)	7	94
Relationships Responsibility (RR)	7	55
Working Conditions (WC)	2	7

Total Points: 260

Salary Grade: 007 = 231 - 265 points

Prepared by: Timothy J. Keeley
Timothy J. Keeley, Human Resources Representative

Reviewed by: Florence Dukes
Florence Dukes, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 29, 2004

Incumbent: New Position

Department: Milwaukee Public Library

Present	Request
Title: n/a	Title: Management Librarian
Salary Grade: n/a	Salary Grade: 007 (\$49,154-\$68,811)
Step: n/a	Source: Department
Recommendation: Title: Management Librarian Salary Grade: 007 (\$49,154-\$68,811) New Rate: n/a	
Rationale: This new position will provide the same level of technical leadership, management oversight, and direct staff supervision as is required of the other Management Librarians within the Central Library. For these reasons we recommend this new position be classified as Management Librarian in SG 007.	

Action Required (The following amendment may also be included in a separate file regarding the creation of this position.)

In the Positions Ordinance, under Library, Central Library Decision Unit, Central Library Services Bureau, Public and Subject Services Division, Humanities Section, add one position of "Management Librarian."

Background:

The Department of Employee Relations received a request to study a new position of Management Librarian from the Milwaukee Public Library (MPL) on May 17, 2004. Discussions were held with Paula Kiely, Manager of Central Library Services, and Judith Zemke, Library Personnel Officer.

To meet their 2004 operating budget, the MPL eliminated both a Librarian V (SG 009) and a Librarian IV (PR 565) in the Subject Services Division of the Central Library. Incumbents of both positions retired at the end of 2003. The major duties and responsibilities of these two positions were absorbed primarily by the Librarian V-Coordinator of Humanities. After six months experience with this reorganization, MPL has decided that they need to create a Management Librarian position for the efficient operations of the library.

Duties and Responsibilities:

This position will report to the Librarian V-Coordinator of Arts and Humanities (AH) and function as the assistant coordinator of the Arts & Humanities Department. The basic function of the position will be to assist the Librarian V-AH in the overall management of the department with a special emphasis on the art and music unit, including the delivery of services, supervision and training of staff. This position will serve as rare books librarian, oversee photo collection and related requests, and act as administrative back up to the department manager. The position will interpret the Arts & Humanities collections to the public, plan and present public programs to enhance awareness of collections and services. The position will provide direct service to patrons at the Art and Humanities desks. The position will assist the Librarian V-AH and assume responsibilities in that person's absence. Serve as the Librarian in Charge (LIC) of Central Library as assigned; and represent the Library in the community.

- 40% Serve as LIC of the Central Library as scheduled, including exercising overall supervision of public areas to observe level of service and to assure proper operation of equipment; adjust staff schedules; assist librarians with difficult assignments and at busy times; handle complaints and interpret library policies and procedures; cooperate with patrons to meet their information needs; investigate accidents and make reports to the Manager of Central Library Services. As needed, provide direct service to the public through reference service at the Arts & Humanities and other desks.
- 20% Supervise staff, develop training plans and conducts training, manage performance. Conduct regular staff meetings.
- 15% Oversee the Krug Rare Books Room and serve as selector of rarities. Develop, direct and offer public programs about the rare books and other department collections and services. Purchase new materials, prepare displays, conduct inventory of collection, prepare finding aids, arrange for repairs, retrieve and re-shelve materials; consult with the Librarian V on loan requests.
- 15% Oversee photo and other image collections including historic photos, rarities, posters and other artifacts. Handle requests for reproduction and use of images. Serve as registrar for materials loaned for exhibit purposes. Recommend policy for use of image collections to ensure access and security.
- 10% Miscellaneous:
 - a. Prepare regular narrative and statistical reports.
 - b. Assist with the administration and direction of the volunteer program.
 - c. Approve time entry in manager's absence.
 - d. Represent Arts and Humanities services to outside groups, media and other sections of the library system.
 - e. Assist with grants and special projects.
 - f. Perform other duties as assigned.

The position requires a Master of Library Science and five years of increasingly responsible professional librarian experience to include one year at a level comparable to a Librarian III. The position also requires experience as a specialist in the literature of a major subject area and knowledge and appreciation of the Arts.

Analysis:

This new Management Librarian position will serve as assistant coordinator of the new Arts and Humanities Section at the Central Library. This new section is comprised of the previous Art, Music and Recreation, Ready Reference and Humanities Sections. The position will serve on a rotating basis as the Librarian-in-Charge and provide direct public service to the users of the Arts and Humanities desks. Additionally, the position will oversee the Rare Books Room and serve as selector of rarities. The position will directly supervise seven Librarian III's in the Art and Music Unit with the authority to assign duties, evaluate job performance, take disciplinary action and make hiring recommendations.

There are currently three other positions of Management Librarian, all located at the Central Library. These positions and a summary of their duties and responsibilities follow.

Management Librarian-Cataloging and Metadata

Directs technical processes that provide description and online access to library collections in all formats. Manages the direction, control and planning for professional and clerical activities necessary for orderly entry into CountyCat of bibliographic, authority and item records for all print and nonprint materials in the library's collections. Supervises professional and paraprofessional staff responsible for cataloging. Manage the activities associated with the library's contract with Milwaukee County Federated Library System for Bibliographic Control. Serves as general supervisor for the Original Cataloging Unit, and the Copy Cataloging and Database Management Unit. Provides technical leadership and management oversight for development of digitized collections, in cooperation with managers from other areas of MPL. Provide backup supervision for Acquisitions, Serials and Binder Units in the absence of the Management Librarian-Acquisitions and assists the Library Technical Services Manager in managing overall Bureau procedures and operations.

Management Librarian-Wisconsin Regional Library for the Blind and Physically Handicapped
Responsible for the operation and management of the Wisconsin Regional Library for the Blind and Physically Handicapped. Supervises professional, paraprofessional and clerical staff. Oversees contract compliance for all Regional Library grants. On a statewide basis, plans programs and develops displays to publicize library services available to the Blind and Physically Handicapped. Works with a variety of professional organizations as well as individuals who have contact with persons eligible for this service. Maintains close liaison with the National Library Services for the Blind and Physically Handicapped of the Library of Congress and with the Division for Library Services of the State of Wisconsin Department of Public Instruction. Develops and maintains the library collection.

Management Librarian-Acquisitions

Directs the technical processes concerned with collection development and the firm-order purchase of books and other library materials. Manages the direction, control and planning for clerical and professional activities necessary for the orderly acquisition of new materials for the library's collections. Manages the library's materials budget and provides regular reports of expenditures and encumbrances. Provides management oversight for selection of books and other library materials, in cooperation with managers from Central and Extension Services. Serves as general supervisor for librarians in the Original Cataloging Unit, and clerical staff assigned to the Acquisitions Unit. Serves as Assistant Manager of the Technical Services Bureau.

This new position will provide the same level of technical leadership, management oversight, and direct staff supervision as is required of the other Management Librarians within the Central Library. This position will carry out duties and responsibilities in the technical areas of Arts and Humanities including oversight of the Central Library's rare book collection. The position will manage planning for professional staff activities and will directly supervise seven Librarian III's in the Art and Music Unit with the authority to assign duties, evaluate job performance, take disciplinary action and make hiring recommendations. The position will also provide back-up supervision for the other technical areas within the Central Library.

The profile for the position according to the City's management pay plan job evaluation factors is as follows:

	<u>Level</u>	<u>Points</u>
Impact and Accountability	6	91
Knowledge and Skills	8	111
Reporting Relationships	7	46
Working Conditions	1	<u>5</u>
TOTAL		253

Salary Grade 007: (231-265 points)

Recommendation:

Based on the above analysis, we recommend that this position be classified as Management Librarian in Salary Grade 007.

Prepared by:



Andrea Knickerbocker, Human Resources Manager

Reviewed by:



Florence Dukes, Employee Relations Director