



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

February 4, 2005

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

Dear Committee Members: Re: Common Council File Number 041337

The following classification and pay levels were approved by the City Service Commission on February 1, 2005:

In the Health Department, one vacant position of Public Health Nurse Supervisor, Salary Grade 007, was retitled to Manager of Nursing Practice, Salary Grade 007.

In the Department of Public Works, Infrastructure Services Division-Sewer Maintenance Fund, one new position was classified as Equipment Mechanic I, Pay Range 235.

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

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: 2 Job Evaluation Reports
 Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, David Kwiatkowski, Bevan Baker, Vivian Chen, Michelle Stein, Jeffrey Polenske, Clark Wantoch, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 1, 2005

Incumbent: Vacant (One position)

Department: Health Department

Present	Request
Title: Public Health Nurse Supervisor	Title: Director of Nursing
Salary: Salary Grade 007 (\$50,383 - \$70,532)	Salary: Same
Step: Not Applicable	Source: Department
<p>Recommendation: Title: Manager of Nursing Practice Salary: Salary Grade 7 (\$50,383 - \$70,532)</p>	
<p>Rationale: The new title of Manager of Nursing Practice will better reflect the duties and responsibilities of one position of Public Health Nurse Supervisor in the Maternal and Child Health Division.</p>	
<p>History of Position: This position, along with 15 other positions in the same classification, were last studied in 1993 when they were reclassified from Supervising Public Health Nurse in Salary Grade 005 to Public Health Nurse Supervisor in Salary Grade 007.</p>	

Action Required:

In the Salary Ordinance, under Salary Grade 7, add the title "Manager of Nursing Practice."

In the Positions Ordinance, under Health Department, Maternal and Child Health Division, Southside Health Center, delete one position of Public Health Nurse Supervisor (X) (AA) (FF), and add one position of Manager of Nursing Practice (X) (AA) (FF).

Background:

On January 14, 2005 the Department of Employee Relations received a letter from Bevan Baker, Commissioner of Health, regarding the study and change in title for one vacant position of Public Health Nurse Supervisor in the Maternal and Child Health Division. The department indicated that the Health Department, staff and clients will be best served by having a designated nursing leader who is clearly identified within the agency and structurally positioned to have the necessary authority to make an impact on nursing practices across all Health Department divisions and functions. A new job description was submitted and discussions were held with Michelle Stein, Health Personnel Officer.

Duties and Responsibilities:

The basic function of this position is to be responsible for managerial work in planning, directing, and evaluating the programs, activities and staff of Public Health Nurses employed by the City of Milwaukee Health Department, both directly and through program supervisors. The duties and responsibilities include the following:

- Provide leadership to assure safe and competent public health nursing practice in all divisions of the Milwaukee Health Department; and the development, dissemination and maintenance of public health nursing standards of practice.
- Assure compliance with state statutes and other laws governing public health nursing; and that written policies and procedures for nursing practice are accurate and up to date.
- Create, facilitate and maintain a system of communication between staff, program managers, division managers and this position on public health nursing practice issues.
- Advise the Commissioner of Health, Operations Director, and Human Resources about the role and function of public health nursing in aspects of public health planning, implementation and evaluation.
- Act as an advisor for clinical nursing and legal practice issues.
- Serve as a liaison between nursing staff and administrative personnel.
- Direct and facilitate strategic planning for public health nursing at state, regional and local levels to strengthen the leadership, infrastructure and workforce capacity of public health nurses.
- Provide leadership in the recruitment, orientation, and retention of Public Health Nurses.
- Consult and advise on corrective action related to nursing practices.
- Research and disseminate current models and existing literature on public health nursing best practices.

This position requires a Master's Degree in Nursing and three years of related supervisory experience in a diversified public health nursing program. Other combinations of education and experience may be considered. This position requires good judgment and use of discretion in the management of health promotion and disease prevention services.

Analysis:

Generally, the basic function of a Public Health Nurse Supervisor is to provide program/service development, direction, guidance, monitoring, coordination and evaluation. This includes providing training, supervision and consultation to Public Health Nurses, Clinic Assistants, Public Health Aides, Office Support, Custodial workers and other assigned staff. Responsibilities also include community-wide consultation and collaboration. They usually directly supervise 12-18 employees.

In contrast the position under study will not have any direct supervision but will have responsibility for indirect supervision and guidance in nursing standards of practice to 60 – 75 Public Health Nurses and other professional staff assigned to various divisions within the department such as Immunization, STD Surveillance and Treatment, Tuberculosis Control, School Health and the Lead Poisoning Prevention Program. A new title will distinguish this position from the other Public Health Nurse Supervisors and reflect the emphasis on promoting and coordinating best practices among all the Public Health Nurses.

The City Service generally reserves the title of Director to department heads and so we do not agree with the requested title of Director of Nursing. Rather we recommend the title of Manager of Nursing Practice which will reflect well the basic function of this position.

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Recommendation

Based on the above analysis, we recommend that the title of one position of Public Health Nurse Supervisor in the Maternal and Child Health Division be changed to Manager of Nursing Practice in Salary Grade 007 to better reflect the duties and responsibilities.

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

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

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 1, 2005

Incumbent: New Position Department: DPW-Infrastructure Services-Sewer Maintenance Fund

Present	Request
Title: New Position	Title: Sewer Equipment Mechanic
Pay Range:	Pay Range: 235 (\$34,218-\$37,787)
Step:	Source: Department
Recommendation: Title : Equipment Mechanic I Pay Range: 235 (\$34,218-\$37,787) New Rate: n/a	
Rationale: The duties of this position are consistent with the existing classification of Equipment Mechanic I in Pay Range 235 and therefore it is not necessary to create a new classification.	
History of Position: This is a new position in the 2005 budget.	

Action Required:

In the Positions Ordinance, under Department of Public Works-Infrastructure Services Division-Sewer Maintenance Fund, Underground Decision Unit, Sewer Underground Operations, delete one position of Sewer Equipment Mechanic and add one position of Equipment Mechanic I.

Background:

This position was submitted to the Department of Employee Relations as a new position to be classified. Discussions were held with Clark Wantoch, Administration and Transportation Design Manager, and Martin Aquino, Environmental Manager.

Duties, Responsibilities and Requirements:

The basic function of this position is to assist in the repair of equipment used for the City's sewer system. The position will report to the Sewer Services Manager. The

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specific duties and responsibilities are as follows:

- 30% Assist in the repair of equipment associated with lift stations and submersible electric pumps installed in manholes.
- 25% Assist in the installation and servicing of rain gauges, sampling stations, flow meters, accessories and various types of gates, grates, screens, etc. in sewer structures.
- 25% Repair of pneumatic tools, hoses, hoists, bucket cleaning machines, and all other equipment and accessories used by Underground Operations, including sewer jets and rodders.
- 15% Maintain and operate equipment in the repair shops and field.
- 5% Perform other duties as assigned.

According to the job description provided by the department, this position requires ability and experience in maintaining and repairing specialized equipment used in the City's sewer system as well as knowledge of arc and gas welding. It also requires a valid Commercial Driver's License and the ability and willingness to work under unpleasant conditions in the nature of sanitation and limited physical space.

Analysis and Recommendation:

The department requested that this position be placed in Pay Range 235 with the title of Sewer Equipment Mechanic. Based on the results of our analysis, we concur that PR 235 is the appropriate pay range, but rather than create a new title, we recommend using the existing title of Equipment Mechanic I. This has been discussed with the department and they are in agreement with this change.

We therefore recommend that this position be classified as Equipment Mechanic I in Pay Range 235.

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

Reviewed by: Maria Monteagudo
Maria Monteagudo, Employee Relations Director

Department of Employee Relations

Fiscal Note Spreadsheet

Date of Finance & Personnel Committee Meeting: February 17, 2005

Date of City Service Commission Meeting: February 1, 2005

NEW COST FOR 2005

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual
1	DPW-Infrastructure Services	New Position	N/A	Equipment Mechanic I	235		New Positi
1	Health	Public Health Nurse Supervisor	7	Manager of Nursing Practice	7		N/A - Title
2							

PROJECTED NEW COST FOR FULL YEAR

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual
1	DPW-Infrastructure Services	New Position	N/A	Equipment Mechanic I	235		New Positi
1	Health	Public Health Nurse Supervisor	7	Manager of Nursing Practice	7		N/A - Title
2							

Note: Assume effective date of Pay Period 7, 2005 (March 13, 2005)

Timothy J. Keeley