



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Jackie Q. Carter**  
Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

April 2, 2026

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 252064 – Communication from the Department of Employee Relations relating to classification studies approved at the April 8, 2026 City Service Commission Meeting.*

Dear Committee Members:

The following classifications and pay recommendations were approved at the Civil Service Commission meeting on April 8, 2026.

**Department of Administration**

Current	Recommendation
Epidemiologist PR2KX: (\$70,501 - \$101,665) FN: Minimum Rate \$80,664  (One position previously in Health Department)	Epidemiologist-Senior PR2LX: (\$75,162 - \$108,380) FN: Minimum Rate \$88,730  (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

**Department of Public Works - Administrative Services Division**

Current	Recommended
New Position  (One New Position)	DPW Financial Administration Director PR 1QX (\$132,713 – \$191,365) (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

**Milwaukee Health Department**

Current	Recommended
Community Outreach Specialist PR 2GN (\$54,619 - \$78,768) FN: Recruitment rate is \$65,112 (2 Grant Funded Positions)	FIMR Coordinator PR 2IN (\$62,041 - \$89,460) FN: Recruitment rate is \$78,021 (One Grant Funded Position)
	FIMR Case Abstractor PR 2IN (\$62,041 - \$89,460) FN: Recruitment rate is \$78,021 (One Grant Funded Position)
Community Health Administrative Specialist 3 PR 5KN (\$63,038 - \$81,162) FN: Recruitment rate is \$63,530 (4 Positions [One is grant funded])	Health Administrative Specialist 3 PR 5KN (\$63,038 - \$81,162) FN: Recruitment rate is \$63,530 (4 Positions [One is grant funded])

Community Health Administrative Specialist 2 PR 5JN (\$60,036 - \$77,296) FN: Recruitment rate is \$60,501 (Underfill Title)	Health Administrative Specialist 2 PR 5JN (\$60,036 - \$77,296) FN: Recruitment rate is \$60,501 (Underfill Title)
Community Health Administrative Specialist 1 PR 5IN (\$57,620 - \$74,186) (Underfill Title)	Health Administrative Specialist 1 PR 5IN (\$57,620 - \$74,186) (Underfill Title)
One New Position 2026 Budget	Public Health Youth Apprentice PR 9MN (\$33,110 - \$35,536) (One Position)

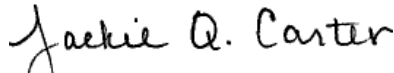
Note: Residents receive a 4% Resident Incentive Allowance.

**Port Milwaukee**

<b>Current</b>	<b>Recommended</b>
Administrative Assistant III PR 5IN (\$57,620 – \$74,186)  (One Vacant Position)	Administrative Services Coordinator PR 5KN (\$63,038 – \$81,162) FN: Recruitment rate is at \$64,264 (One Vacant Position)

Note: Residents receive a 4% Resident Incentive Allowance.

Respectfully,



Jackie Q. Carter, Employee Relations Director

Attachments:      Job Evaluation Reports  
                             Fiscal Impact Statement



**Department of Employee Relations**

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**Job Evaluation Report**

City Service Commission Meeting: April 8, 2026

**Department of Administration**

Current	Recommendation
Epidemiologist PR2KX: (\$70,501 - \$101,665) FN: Minimum Rate \$80,664  (One position previously in Health Department)	Epidemiologist-Senior PR2LX: (\$75,162 - \$108,380) FN: Minimum Rate \$88,730  (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

This position will work with the various Department of Administration Divisions to more effectively analyze and describe the current conditions of Milwaukee. This includes examining housing, educational attainment, literacy, jobs, health outcomes, and other metrics. The position will assist in further identifying these statistics, develop and maintain systems to gather and track the data, and track outcomes. This information will assist in providing insight on where to further dedicate resources and efforts to provide the best impact for our community.

Duties, Responsibilities, and Requirements

- 30% **Data Collection and Research**
  - Collaborate with DOA management to conceptualize, design and implement data collection methods, including defining variables, data standards, and collection schedules. Coordinating routine and ad hoc requests for data across DOA divisions, city departments and other partners.
  - Extract, process and standardize data from various internal city government datasets and external data sources to allow for analysis and reporting.
  - Monitor emerging public health, community and administrative trends relevant to DOA and other city department operations and recommend analytic priorities.
  - Translate operational questions, community needs, and trends into analytic plans.
  
- 30% **Data Analysis**
  - Collaborate with DOA management and leaders to develop meaningful KPIs and performance outcome measures to monitor service delivery and performance of services, initiatives, and programs.
  - Lead efforts to develop and implement effective systems of data-driven program and evaluation within DOA.
  - Review and perform validation check of existing datasets and collected data to ensure quality and reliability.
  - Analyze data using common statistical analysis tools such as SAS, SPSS, R, Power BI, etc.
  
- 25% **Data Visualization and Reporting**

- Create and maintain data visualizations including interactive dashboards and other standard reporting methods using analytics, mapping and visualization tools.
- Produce clear, accurate reports and presentations for management and other stakeholders.
- Present and communicate findings to leadership, program managers, and other stakeholders such as elected officials, and the public in a clear, non-technical way.

## 15% Project and Team Leadership

- Assist in leading DOA data analytic projects and initiatives
- Provide guidance on appropriate data collection, analysis and interpretation practices to DOA staff
- Ensure that data projects are executed according to set scope and schedule.
- Assist in development of data and analysis related SOPs and training material for DOA

Minimum requirements include a master's degree in biostatistics, epidemiology, public health, data science, or a related field from an accredited college or university, or equivalent. Four years of experience in data management, applied research, complex data analysis, data visualization, reporting and presentation, and at least one year of experience leading quantitative projects. These qualifications have not yet been assessed by DER Staffing.

### Analysis and Recommendations

This Epidemiologist-Senior will work with Department of Administration Divisions to more effectively analyze and describe the current conditions of Milwaukee. The Epidemiologist-Senior will provide project and team leadership by leading DOA data analytic projects and initiatives; providing guidance on appropriate data collection, analysis and interpretation practices to DOA staff; ensuring that data projects are executed according to set scope and schedule; and assisting in development of data and analysis related SOPs and training material for DOA.

The level and scope of responsibility for this position is comparable to the Epidemiologist-Senior in the Policy, Innovation, and Engagement Division in the City of Milwaukee Health Department (MHD). The Epidemiologist-Senior in the Health Department Clinical Services Branch, includes the Sexual and Reproductive Health Program, Immunization Program, and Communicable Disease Program. This position provides team coordination and support through coaching and mentoring, and assists staff in recognizing and achieving program priorities, goals, and objectives.

Based upon this comparison the recommendation is to classify this DOA position as an Epidemiologist-Senior in Pay Range 2LX (\$75,162 - \$108,380 with a minimum rate of \$88,730.)

### Action Required – Effective Pay Period 11, 2026 (May 10, 2026)

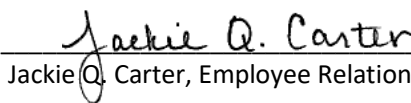
\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by:



Andrea Knickerbocker, Human Resources Manager

Reviewed by:



Jackie Q. Carter, Employee Relations Director



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**Job Evaluation Report**

City Service Commission Meeting: April 8, 2026

**Department of Public Works - Administrative Services Division**

Current	Recommended
New Position  (One New Position)	DPW Financial Administration Director PR 1QX (\$132,713 – \$191,365) (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

The Department of Public Works has requested the classification of one new position that was added as part of the 2026 budget. The position is located in the Budget and Finance Section of the Administrative Services Division. A job description was provided, and discussions were held with Jerrel Kruschke, Commissioner of Public Works and Shannon Goodwin, Administrative Services Manager.

This position plays a vital role in shaping the Department of Public Work’s (DPW) financial strategy, managing revenues and expenditures, and developing policies and procedures that support efficient operations. This position will provide professional staff support in the development, analysis, and administration of the department’s budget, while also assisting with the evaluation of programs, operations, and functions. This position is also responsible for all financial and administrative support functions within DPW including budget preparation, monitoring, and reporting; accounts payable and receivable activities; and inventory management, procurement administration, and special project coordination. Duties and responsibilities include:

- Directs and oversees all the DPW division managers in planning, organizing, monitoring, and coordinating efforts to develop, support and execute a comprehensive array of municipal financial services including accounting services and functions, procurement services and functions, and ERP (Enterprise Resource Planning software program) services and functions.
- Oversees administrative and accounting compliance with various federal, state, and local regulatory requirements.
- Attests to the integrity of financial information by reviewing each of the department’s managers’ reports and analysis to ascertain the reasonableness of assumptions, facts, conclusions, and recommendations therein.
- Oversees the management of the internal controls that safeguard the department’s resources, reliability of financial information, and compliance requirements.
- Prepares and administers the department’s budget.
- Compiles, presents, and executes the department’s budget, including review and analysis of expenditures, the monitoring of revenues, and the preparation of management reports, and expenditures and revenue projections/forecasts.
- Maintains and updates budget policies and procedures; and recommends new budgeting policies and procedures as circumstances dictate.
- Prepares and maintains the department’s multi-year financial forecast.

- Oversees projects and requests of higher-level management staff which may span the interests of multiple department sections.
- Develops policy and procedures related to financial workflows within DPW.
- Performs other duties as assigned by the Commissioner of Public Works.
- Coordinates and prepares departmental responses to requests from other city agencies or external entities.

Minimum requirements include a bachelor's degree in accounting, finance, business administration, mathematics, economics, or a closely related field; and five years of experience in local government, finance, or related field. A CPA (Certified Public Accountant) and/or advanced degree and prior supervisory experience is highly desirable. These requirements have not yet been assessed by the Staffing Division.

This new position will have significant responsibility for shaping financial strategy, managing revenues and expenditures, and developing policies and procedures that support efficient operations for all of DPW. The duties and responsibilities include directing and overseeing all DPW division managers in the planning, organizing, monitoring, and coordinating efforts related to financial services, accounting, grants management, procurement, and ERP services and functions. This position will also be responsible for preparing and administering the department budget including the review and analysis of expenditures, monitoring revenues, preparing management reports and expenditure and revenue projections, and preparing and maintaining the department's multi-year financial forecast.

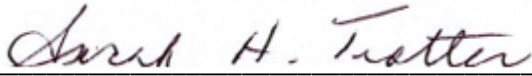
The position will directly supervise 10 positions in the Budget and Finance, and Contract Administration Sections of the Administrative Services Division; and will also have oversight responsibilities for another 18 positions throughout DPW. This is a key leadership position that will report directly to the Commissioner of Public Works.

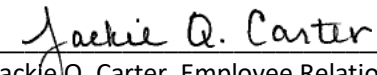
Comparisons were made to other City positions, and we recommend placing this new position in Pay Range 1QX (\$132,713 - \$191,365). Other positions in this pay range include Infrastructure Administration Manager, Operations Administration Manager, and Water Works Administration Manager. These positions also provide high level leadership within DPW and oversee numerous administrative functions within their respective divisions. The new position will be working closely with them as they oversee the financial, budget, accounting, procurement, and ERP services and functions on a department wide basis. We recommend the title of "DPW Financial Administrative Director" to recognize the focus on financial strategy and developing policies and procedures to support efficient operations, plus the department-wide oversight responsibilities.

We therefore recommend classifying this new position as "DPW Financial Administration Director" in Pay Range 1QX (\$132,713 - \$191,365).

**Action Required – Effective Pay Period 11, 2026 (May 10, 2026)**

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

Prepared by:   
Sarah Trotter, Human Resources Manager (Part Time)

Reviewed by:   
Jackie Q. Carter, Employee Relations Director



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**Job Evaluation Report**

City Service Commission Meeting: April 8, 2026

**Milwaukee Health Department**

<b>Current</b>	<b>Recommended</b>
Community Outreach Specialist PR 2GN (\$54,619 - \$78,768) FN: Recruitment rate is \$65,112 (2 Grant Funded Positions)	FIMR Coordinator PR 2IN (\$62,041 - \$89,460) FN: Recruitment rate is \$78,021 (One Grant Funded Position)
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One New Position 2026 Budget	Public Health Youth Apprentice PR 9MN (\$33,110 - \$35,536) (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

The Milwaukee Health Department (MHD) has requested changes for the following positions: the reclassification of two (2) Community Outreach Specialist positions, a title change for four (4) positions of Community Health Administrative Specialist 3 and the classification of one new position of Public Health Youth Apprentice added as part of the 2026 Budget.

Job descriptions were provided and discussions were held with Lindsey O'Connor, Health Department Human Resources Administrator, and Samantha Brennan, Human Resources Supervisor.

This report is divided into three parts: Reclassification, Retitle, and Classification.

**Part I. Reclassification (2 Positions Community Outreach Specialist)**

**Milwaukee Health Department - Family and Community Health Division - Strong Baby Program**

Current	Recommended
Community Outreach Specialist PR 2GN (\$54,619 - \$78,768) FN: Recruitment rate is \$65,112 (2 Grant Funded Positions)	FIMR Coordinator PR 2IN (\$62,041 - \$89,460) FN: Recruitment rate is \$78,021 (One Grant Funded Position)
	FIMR Case Abstractor PR 2IN (\$62,041 - \$89,460) FN Recruitment rate is \$78,021 (One Grant Funded Position)

**Background**

The Health Department has requested two (2) grant funded positions of Community Outreach Specialist within the Family and Community Health Division, Strong Baby Program be reclassified to reflect key duties and responsibilities relating to the Fetal and Infant Mortality Review (FIMR) program. This will allow the Health Department to meet the terms of the grant and provide coordination of FIMR work with MHD and community partners.

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.

**FIMR Coordinator**

This role coordinates tasks for the FIMR program, specifically supporting the Case Review Team (CRT) and the Community Action Team (CAT). Key responsibilities include communicating with CRT and CAT members, preparing case summaries, scheduling and facilitating meetings, and documenting meeting minutes. Additionally, this role trains staff and stakeholders on FIMR processes and collaborates with leadership to develop and assess program metrics. Duties and responsibilities include:

- 30% Data Collection and Reporting:
  - Analyze patient files and abstract relevant information, and enter those details in any necessary databases or tracking spreadsheets.
  - Enter case information into the database system that is utilized by the MHD and National Center for Fatality Review and Prevention (NCFRP).
  - Identify quality improvement opportunities to improve documentation and workflow activities in the FIMR data collection process.
  - Identify and troubleshoot data documentation needs to support secure, accurate and highly reliable data collection and reporting.
  
- 30% Presentation:
  - Leads the development of case summaries for the purpose of case review, facilitates the case review team (CRT) meetings.

- Serves as a liaison between FIMR, CRT and CAT, facilitates CAT team meetings, and communicates recommendations and implementation plans.

25% Collaboration:

- Participates in community coalitions, task forces and advisory committees that relate to FIMR.
- Develop and maintain collaborative relationships with other city departments, state and federal regulatory and funding agencies, medical providers, community-based organizations, advocacy agencies and academic institutions to coordinate and consult on comprehensive city-wide efforts.
- Develop and maintain relationships with hospitals, community organizations, MHD staff, and other stakeholders to support effective collection, interpretation, and analysis of infant mortality data.
- Provide subject matter expertise to related MHD projects, proposals and undertakings connected to infant mortality, maternal morbidity and the conception to post-partum spectrum, as needed.

15% Peripheral Duties:

- Work in collaboration with Public Health Strategist for Maternal and Child Health.
- Work in Collaboration with Public health Strategist and MHD Epidemiologist for FIMR report, data collection and summaries.
- 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.

Minimum qualifications required an associate's degree in nursing, medical assisting or a closely related field and two (2) years clinical experience working in obstetrics, pediatrics, neonatology, or perinatology, or performing work closely related to the duties of the position, including medical records review, chart review, or clinical interpretation. Equivalent combinations of education and experience may be considered; however, the two (2) years clinical experience may not be substituted for education. Minimums are to be evaluated by the Staffing Division.

### **Analysis and Recommendation**

This job evaluation focuses on pay for similar titles in Southeastern Wisconsin. The following table provides wage information from the Economic Research Institute (ERI) for Coordinator Clinical Outcomes which has duties and responsibilities similar to the FIMR Coordinator. ERI describes a Coordinator Clinical Outcomes as a position that: *"Coordinates the ingestion, collection, processing and analysis of clinical research data and clinical trial results. Uses electronic document management systems to process clinical records in alignment with best practice guidelines. Audits and manually processes select medical records that require closer examination. Participates in clinical improvement initiatives as directed by clinical outcomes manager. Presents findings from clinical outcomes data to clinical teams, generates reports to effectively communicate findings and courses of action."*

**Coordinator Clinical Outcomes: Four Years of Experience**

Area Name	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
Kenosha	\$62,402	\$69,459	\$78,492	\$87,437	\$96,111
Madison	\$55,809	\$61,640	\$69,204	\$76,865	\$84,452
Milwaukee	\$56,813	\$62,994	\$71,009	\$79,116	\$87,135
Racine	\$58,863	\$65,321	\$73,712	\$82,225	\$90,653
Waukesha	\$56,526	\$62,705	\$70,719	\$78,824	\$86,840
Wauwatosa	\$56,490	\$62,643	\$70,630	\$78,716	\$86,720
West Allis	\$56,684	\$62,849	\$70,837	\$78,910	\$86,893

Source: ERI as of 2/16/2026.

The level of these duties, responsibilities, and requirements are currently comparable to the work performed by the already classified Consumer Environmental Health Coordinator, Public Health Nurse 3, and Environmental and Disease Control Specialist positions throughout the city. Based on this comparison, the recommendation is to classify this grant funded position as a FIMR Coordinator in Pay Range 2IN (\$62,041 - \$89,460), with a recruitment rate of \$78,021.

**FIMR Case Abstractor**

The FIMR Case Abstractor is responsible for reviewing and abstracting information from medical records for the Fetal and Infant Mortality Review (FIMR) process. This position 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. Duties and responsibilities include:

70% Data Collection and Reporting

- 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.

25% FIMR Reporting and Participation

- 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.

5% Peripheral Duties

- 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.

Minimum qualifications required an associate’s degree in nursing, medical assisting, or a closely related field and two (2) years of 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 two (2) years of experience may not be substituted for education. Minimums are to be evaluated by the Staffing Division.

**Analysis and Recommendation**

This job evaluation focuses on pay for similar titles in Southeastern Wisconsin. The following table provides wage information from the Economic Research Institute (ERI) for Abstractor Clinical Data which has duties and responsibilities similar to the FIMR Case Abstractor. ERI describes Abstractor Clinical Data as a position that: *“Extracts, reviews, and inputs clinical data from medical records and electronic health systems to support quality improvement, regulatory compliance, and clinical research initiatives. Ensures accuracy and completeness of data collection across multiple reporting programs, registries, and performance measures in collaboration with healthcare professionals. Collects, reviews, and abstracts clinical data from electronic health records, paper charts, and other source documents. Inputs and verifies abstracted data into designated databases, templates, or reporting platforms.”*

**Abstractor Clinical Data: Four Years of Experience**

Area Name	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
Kenosha	\$61,546	\$67,074	\$74,387	\$81,341	\$88,289
Madison	\$60,002	\$65,066	\$71,812	\$78,329	\$84,971
Milwaukee	\$59,784	\$65,051	\$72,066	\$78,821	\$85,667
Racine	\$58,312	\$63,506	\$70,436	\$77,128	\$83,938
Waukesha	\$59,457	\$64,715	\$71,725	\$78,476	\$85,323
Wauwatosa	\$59,427	\$64,662	\$71,642	\$78,371	\$85,202

Area Name	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
West Allis	\$59,641	\$64,893	\$71,886	\$78,616	\$85,436

Source: ERI as of 2/16/2026.

The level of these duties, responsibilities, and requirements are currently comparable to the work performed by the already classified Intelligence Analyst and Public Health, Public Health Nurse 3, and Cyber Security Analyst positions throughout the city. Based on this comparison, the recommendation is to classify this grant funded position as a FIMR Case Abstractor in Pay Range 2IN (\$62,041 - \$89,460), with a recruitment rate of \$78,021.

**Part II. Retitle (Community Health Administrative Specialist 3 – 4 Positions)**

**Milwaukee Health Department – Office of the Commissioner and Health Administration – Clinic Operations and Family & Community Health Division, Empowering Families of Milwaukee (EFM)**

Current	Recommended
Community Health Administrative Specialist 3 PR 5KN (\$63,038 - \$ 81,162) FN: Recruitment rate is \$63,530 (4 Positions [One is grant funded])	Health Administrative Specialist 3 PR 5KN (\$63,038 - \$ 81,162) FN: Recruitment rate is \$63,530 (4 Positions [One is grant funded])
Community Health Administrative Specialist 2 PR 5JN (\$60,036 - \$77,296) FN: Recruitment rate is \$60,501 (Underfill Title)	Health Administrative Specialist 2 PR 5JN (\$60,036 - \$77,296) FN: Recruitment rate is \$60,501 (Underfill Title)
Community Health Administrative Specialist 1 PR 5IN (\$57,620 - \$74,186) (Underfill Title)	Health Administrative Specialist 1 PR 5IN (\$57,620 - \$74,186) (Underfill Title)

**Background**

The Health Department has requested to retitle 4 positions of Community Health Administrative Specialist 3 so as to accurately reflect the general scope of these positions - three (3) positions are located in the Office of the Commissioner and Health Administration, Clinic Operations and one, grant funded, position is located in the Family & Community Health Division, Empowering Families of Milwaukee (EFM) program. These positions provide administrative support to all of the Milwaukee Health Department.

**Duties and Responsibilities**

The Health Administrative Specialist 3 leads assigned projects and provides advanced administrative support for the Health Department Programs. Responsibilities include, but are not limited to: managing and tracking home visitation referrals, customer service, community Event management and tracking; creating, manipulating and maintaining spreadsheets; distribution and tracking of incentives; inventory and management of program supplies; managing and tracking record requests; managing record retention; answering phones and directing calls; managing and tracking departmental credit card purchases, and program billing. This position will collaborate with other staff and serve as greeter for

Milwaukee Health Department health centers on a rotating basis as needed. Duties and responsibilities include:

35% Administrative and Clerical Support

- Greets clients and provides intake services, acts as one of the first contacts at Southside Health Center.
- Provides professional and culturally-sensitive customer service in person, over the phone and electronically, utilizing the language line when needed to communicate with individuals with limited English proficiency.
- Answers main office phone line and directs calls appropriately, answering questions and providing information about MHD programs and services as appropriate.
- Assists with copying, faxing, laminating, shredding, filing, sorting, etc.
- Receives, sorts and distributes USPS mail, interoffice mail, faxes and correspondences.
- Assists with coordination, scheduling, prep and set-up of virtual and in person meetings and interviews.
- Takes detailed notes during monthly team meetings and documents/distributes meeting minutes within 72 hours of meeting.
- Prepares and disseminates reports, memos, correspondences and communications under the direction of program leadership.
- Maintains programmatic/office supplies for assigned programs.
- Assists with program-wide mailings as requested, including printing, labeling, postage, etc.
- Maintains shared office and program supplies for SSHC.
- Leads special projects as requested.
- Provides back-up coverage to other Community Health Administrative Specialists as needed.
- Assists with training new Community Health Administrative Specialists and other staff as appropriate.
- Acts as lead worker for Community Health Administrative Specialists in Intake.

60% Project Management and Data Entry

- Tracks, distributes, documents and maintains program gift cards (graduation, flex funds, special incentives, etc.).
- Manages and tracks home visitation referrals for the branch.
- Assists & supports planning efforts for community events
- Serves as point person for community events as well as tracks and reports on requests to leadership.
- Manages requests for medical records, ensuring response to requestor within 5 business days.
- Makes departmental purchases, tracks expenses and submits required information to finance and the branch's program managers.
- Tracks, organizes, restocks, and maintains inventory of relevant program supplies, including distribution per client and alerting program managers when reordering is needed.
- Tracks and facilitates distribution and documentation of collaborative incentives with other internal MHD programs.
- Supports Health Center Administration Manager with ordering and financial tracking as assigned.
- Tracks and facilitates shared resources and referrals
- Receives, maintains and distributes confidential client information with discretion following HIPAA guidelines.
- Performs data entry into program databases and spreadsheets as directed.

- Tracks enrolled and closed clients, ensuring that completed physical charts are filled and stored following MHD policy and procedure for record retention.

5% Peripheral Duty

- Perform other duties as assigned including responding to an emergency or broad impact event.

Minimum qualifications of the Health Administrative Specialist 3 require six (6) years of full-time equivalent experience in an office setting performing administrative support duties closely related to the above functions, including serving customers, using computers to enter data and prepare documents, and organizing files. Must be able to work between all MHD locations and community events using any method of transportation, such as public transport.

Minimum Qualifications of the Health Administrative Specialist 2 require five (5) years of full-time equivalent experience in an office setting performing administrative support duties closely related to the above functions, including serving customers, using computers to enter data and prepare documents, and organizing files.

Minimum qualifications of the Health Administrative Specialist 1 require three (3) years of full-time equivalent experience performing administrative support duties closely related to the above functions, including serving customers, using computers to enter data and prepare documents, and organizing files.

Equivalent combinations of education and experience may also be considered for all three levels of Health Administrative Specialist.

**Recommendation**

As these positions provide administrative support to all of MHD and is not limited to just Community Health, this report recommends the following title changes as listed below:

<b>Current</b>	<b>Recommended</b>
Community Health Administrative Specialist 3 PR 5KN (\$63,038 - \$ 81,162) FN: Recruitment rate is \$63,530 (4 Positions [One is grant funded])	Health Administrative Specialist 3 PR 5KN (\$63,038 - \$ 81,162) FN: Recruitment rate is \$63,530 (4 Positions [One is grant funded])
Community Health Administrative Specialist 2 PR 5JN (\$60,036 - \$77,296) FN: Recruitment rate is \$60,501 (Underfill Title)	Health Administrative Specialist 2 PR 5JN (\$60,036 - \$77,296) FN: Recruitment rate is \$60,501 (Underfill Title)
Community Health Administrative Specialist 1 PR 5IN (\$57,620 - \$74,186) (Underfill Title)	Health Administrative Specialist 1 PR 5IN (\$57,620 - \$74,186) (Underfill Title)

**Part III. Classification (One New Position 2026 Budget)**

**Milwaukee Health Department – Office of the Commissioner and Health Administration – Human Resources**

Current	Recommended
One New Position 2026 Budget	Public Health Youth Apprentice PR 9MN (\$33,110 - \$35,536) (One Position)

**Background**

The Health Department in collaboration with DER, and community partners including the Milwaukee Area Health Education Center (AHEC) and Milwaukee Public Schools Youth Apprenticeship program, Wisconsin Department of Workforce Development Youth Apprenticeship program are working to build pathways to careers in Public Health and strengthen partnerships with high schools, colleges, and alternative ways of building skills and careers.

The State of Wisconsin Department of Workforce Development Youth Apprenticeship Program Health Sciences Occupational Pathways provides multiple apprenticeship opportunities that can be bridged to a career in public health.

**Public Health Youth Apprentice**

Under the guidance and direction of Health Department managers and supervisors, the Public Health Youth Apprentice is responsible for building trusting relationships within the community by removing barriers to health and social services. Duties and responsibilities include:

22.5% Home Visiting & Health Education:

- Discuss health concerns with clients, including interpreting health care information to support residents’ understanding of medical conditions and services.
- Make regular home and off-site visits to support residents’ health and well-being
- Identify and reinforce risk reduction behaviors

22.5% Case management:

- Work together with community members to develop a wellness plan and providing coaching to accomplish targets
- Create, maintain, and navigate client records using manual charts and case management software, as applicable per program

22.5% Referrals to resources:

- Collaborate with other agencies in making appropriate referrals
- Educate residents about the resources available to them

22.5% Direct Service/Advocacy:

- Help coordinate patient transportation and accompaniment as needed,
- Advocating for the needs of individuals by assisting them in effectively communicating with healthcare or social service providers, acting as a liaison between patient/family and community service agencies.

10% Peripheral Duties:

- 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

Minimum qualifications require the candidate to be a high school junior or senior who is enrolled in the State of Wisconsin Department of Workforce Development Youth Apprenticeship program. These requirements are subject to change based on a job analysis effort by the Staffing Division.

**Analysis and Recommendation**

This opportunity is similar to the Youth Apprentice, Youth Arborist Apprentice, and Youth Fleet Apprentice programs.

In order to be eligible for the Public Health Youth Apprenticeship, candidates must be enrolled as a junior or senior of High School or equivalent program. To determine the rate for this title, comparisons were made to other limited term City of Milwaukee positions, including the following:

Title	Requirements
Youth Apprentice PR 9MN (\$33,110 - \$35,536)	<u>Posted June 18, 2025:</u> 1. Enrollment status in September 2025 as a junior in high school at the time of application period close (July 18, 2025). NOTE 1: Candidates must be on track to graduate; verification will be requested from the candidate’s High School. NOTE 2: Candidates selected for the MWW Apprentice program are required to participate in the DWD-YAP. 2. Applicants must be at least 16 years of age at the time of appointment. 3. A valid government-issued state identification card or a valid driver’s license at the time of hire and throughout employment. This is required to obtain security clearance within the MWW facilities.
Youth Arborist Apprentice PR 9MN (\$33,110 - \$35,536)	<u>Posted January 12, 2026:</u> 1. Sixteen years of age at the time of the of appointment 2. Current enrollment as a high school sophomore or junior at the time of the application deadline. NOTE 1: Candidates must be on track to graduate; verification from the candidate’s high school will be required. NOTE 2: Candidates selected for the DPW-Forestry Youth Arborist Apprentice program must participate in the State of Wisconsin Department of Workforce Development Youth Apprenticeship Program (DWD-YAP). NOTE 3: The students selected for the Youth Arborist Apprentice are required to seek admission to the DWD-YAP through their school-appointed consortium.
Youth Fleet Apprentice PR 9MN (\$33,110 - \$35,536)	<u>Posted September 19, 2025:</u> 1. At least 16 years of age at the time of appointment. 2. Current enrollment as a high school sophomore or junior at the time of application.


Title	Requirements
	<p>NOTE 1: Candidates must be on track to graduate; verification will be requested from the candidate’s high school.</p> <p>NOTE 2: Candidates selected to the Youth Apprentice – Fire Construction and Maintenance program must participate in the State of Wisconsin Department of Workforce Development Youth Apprenticeship Program (DWD-YAP).</p> <p>IMPORTANT NOTE: The students selected for the Youth Fleet Apprentice (Fire Department) title are required to seek admission to the DWD-YAP through their school-appointed consortium.</p> <ol style="list-style-type: none"> <li>3. A valid government-issued Wisconsin Identification Card (ID) OR a valid driver’s license at the time of appointment. A valid driver’s license is required within 60 days of appointment and must be maintained throughout employment. (A valid Wisconsin driver’s license is required for a full-time, regular appointment.)</li> <li>4. A good driving record at the time of appointment or at time of obtaining a license and throughout employment.</li> <li>5. Completion of S/P2 Vehicle Safety course (Automotive, Diesel, or Collision), or equivalent, (as approved by the Milwaukee Fire Department) at the time of appointment.</li> <li>6. Completion of at least one (1) SNAP-ON® / STARRETT® precision measuring instrument certificate (Tape and Rule, Slide Caliper, Gauge Measurement, Angle Measurement, Micrometer, or Dial Gauge Measurement), or equivalent (as approved by the Milwaukee Fire Department) at the time of appointment.</li> </ol>

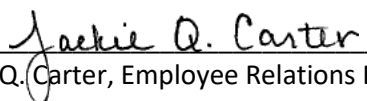
The Public Health Youth Apprentice has comparable requirements and follows a similar model to the Youth Apprentice, Youth Arborist Apprentice, and Youth Fleet Apprentice as they learn skills to establish themselves within a given field before becoming full-time employees. Because the Public Health Youth Apprentice will be a part-time position and comparable to the aforementioned youth apprentice positions, this report recommends classifying this new position as a Public Health Youth Apprentice and be placed within Pay Range 9MN (\$33,110 - \$35,536).

**Action Required – Effective Pay Period 11, 2026 (May 10, 2026)**

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

Prepared by:   
 Amy E. Hefter, Human Resources Representative

Reviewed by:   
 Sarah Sinsky, Compensation Supervisor

Reviewed by:   
 Jackie Q. Carter, Employee Relations Director



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Jackie Q. Carter**  
Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: April 8, 2026

**Port Milwaukee**

<b>Current</b>	<b>Recommended</b>
Administrative Assistant III PR 5IN (\$57,620 – \$74,186)  (One Vacant Position)	Administrative Services Coordinator PR 5KN (\$63,038 – \$81,162) FN: Recruitment rate is at \$64,264 (One Vacant Position)

Note: Residents receive a 4% Resident Incentive Allowance.

Port Milwaukee has requested the repurpose of one vacant position of ‘Administrative Assistant III’ in Pay Range 5IN to a position of ‘Administrative Services Coordinator’ in Pay Range 5KN. A new job description was provided and conversations were held with Selena Cole, Business Operations Manager.

This position acts as the personal and confidential assistant to the Port Director, serves as the Assistant Secretary to the Board of Harbor Commissioners, and provides high level administrative and project support to other Port Milwaukee sections at the direction of the Port Director. This position performs research, prepares correspondence, reports, meeting agendas and minutes, and handles sensitive and confidential information in support of Port operations. Duties and responsibilities include:

30% Acts as the personal and confidential assistant to the Port Director:

- Performs research, conducts data entry, and prepares report forms, and other correspondence.
- Interfaces with the Port tenants, other City departments, and the public on behalf of the Director.
- Handles sensitive Port commercial information on behalf of the Director.
- Manages calendar and scheduling for Port Director, port employee leave and conference rooms at the Port Administration building.
- Supports meetings with set up, supplies, and hospitality, as appropriate.

30% Acts as the Assistant Secretary to the Board of Harbor Commissioners:

- Records and prepares official minutes and correspondence on behalf of the Board.
- Acts as a legal custodian of files and records, including executed contracts, leases, and legal documents of the Board.
- Schedules meetings and appointments on behalf of the Board.
- Contacts parties to appear before the Harbor Commission and coordinates information.
- Prepares public notices.

20% Provides administrative and project support to Port divisions at the direction of the Port Director:

- Facilitates Port permitting (e.g. Urban Park, Open Water, etc.) and registration processes (e.g. recreational mooring, etc.).
- Screens telephone calls and public visitors, helping resolve routing and complex inquiries of the Port.
- Maintains Port contacts, including maintenance of a database of internal and external communications.
- Provides customer service to residents, customers, and partners who visit or contact Port Milwaukee.

20% Serves as support/back-up staff as needed:

- Assist in coordination and scheduling of meetings and making travel arrangements, as requested.
- Acts as Port Milwaukee’s Records Retention and Open Records Coordinator.
- Acts as Port Milwaukee’s backup Payroll Clerk, including managing, processing, and approving employee time, as requested.
- Initiates Port conference room scheduling, as requested.
- Prepares agendas, takes minutes, and completes summaries for Port Division meetings and presentations, as requested.
- Supports the Port’s responsibilities with the Wisconsin Commercial Ports Association (WCPA), as requested.
- Acts as a mail courier for the Port, as requested.
- Orders office supplies and maintains quantity and organization of inventory.
- Other duties as assigned.

Minimum requirements include an associate’s degree in administrative support, business administration, business management, or a closely related field; two years’ experience providing high-level confidential administrative support while supporting boards/commissioners and leadership functions.

The department that this position will be taking on additional duties and responsibilities to meet operational needs. This position is now going to be performing in an advanced capacity that will provide routine high-level administrative work that acts independently in their support of leadership, Port divisions, and the Board of Harbor Commissioners. These increased responsibilities include but are not limited to: calendar management and meeting support for the Port Director, coordination and preparation of public notices, as well as administrative oversight on meeting related communications and documentation for the Board of Harbor Commissioners.

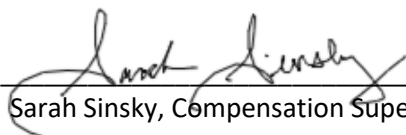
Classification	Function
Administrative Services Coordinator PR 5KN (\$63,038 – \$81,162) FN: Recruitment rate is at \$64,264 <b>Department:</b> DER	This position provides executive level support to the Director of Employee Relations and administrative support services to the Department of Employee Relations, as well as the coordination of all activities for the Milwaukee City Service Commission.

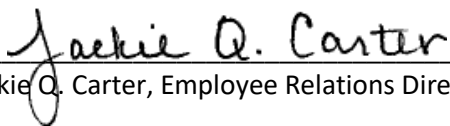
Administrative Services Coordinator PR 5KN (\$63,038 – \$81,162) FN: Recruitment rate is at \$64,264 <b>Department:</b> DCD	This position provides confidential executive level administrative support to the Commissioner of DCD, provides administrative support to all sections of DCD, as needed, and assists in delivering various administrative functions to the department.
Administrative Services Coordinator PR 5KN (\$63,038 – \$81,162) FN: Recruitment rate is at \$64,264 <b>Department:</b> MWW	This position serves as the executive assistant to the Water Works Superintendent and provides administrative support to the Administration manager and the Personnel Officer.

Based off the duties and responsibilities, this position is now performing work comparable to other Administrative Services Coordinators classified city-wide. This report recommends repurposing one vacant position of Administrative Assistant III in Pay Range 5IN (\$57,620 – \$74,186) as an Administrative Services Coordinator in Pay Range 5KN (\$63,038 – \$81,162) with the recruitment rate of \$64,264.

**Action Required – Effective Pay Period 11, 2026 (May 10, 2026)**

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

Prepared by:   
 Sarah Sinsky, Compensation Supervisor

Reviewed by:   
 Jackie Q. Carter, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

**A** **Date** 4/15/2026 **File Number** 252064  **Original**  **Substitute**

**Subject** Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on April 8, 2026.

**B** **Submitted By (Name/Title/Dept./Ext.)** Sarah Wangerin/ Human Resources Representative / Employee Relations

**C** **This File**

- Increases or decreases previously authorized expenditures.
- Suspends expenditure authority.
- Increases or decreases city services.
- Authorizes a department to administer a program affecting the city's fiscal liability.
- Increases or decreases revenue.
- Requests an amendment to the salary or positions ordinance.
- Authorizes borrowing and related debt service.
- Authorizes contingent borrowing (authority only).
- Authorizes the expenditure of funds not authorized in adopted City Budget.

**D** **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) \_\_\_\_\_
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

	Purpose	Specify Type/Use	Expenditure	Revenue
<b>E</b>	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

**F**

Assumptions used in arriving at fiscal estimate.

The total cost for 2026 is \$2,610. Total cost for full year is \$4,241. Please see attached spreadsheet for details. Cost breakdown is in attached spreadsheet.

**G**

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years       3-5 Years

1-3 Years       3-5 Years

1-3 Years       3-5 Years

**H**

List any costs not included in Sections D and E above.

**I**

Additional information.

**J**

This Note       Was requested by committee chair.

Department of Employee Relations  
Fiscal Note Spreadsheet

City Service Commission Meeting of April 8, 2026  
Finance and Personnel Committee Meeting of April 15, 2026

NEW COSTS FOR 2026												
Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
		New Position	N/A	DPW Financial Administration Director	1QX	N/A	\$132,713	11	N/A	Included in 2026 budget		
Vacant	1	MHD	2GN	FIMR Coordinator*	2IN	\$65,112	\$78,021	11	N/A	Grant Funded Position		
Vacant	1	MHD	2GN	FIMR Case Abstractor*	2IN	\$65,112	\$78,021	11	N/A	Grant Funded Position		
	2	MHD	5KN	Health Administrative Specialist 3	5KN	\$63,530	\$63,530	11	N/A	Title change only		
Underfill	MHD	Community Health Administrative Specialist 2	5JN	Health Administrative Specialist 2	5JN	\$60,501	\$60,501	11	N/A	Title change only		
	1	MHD	5IN	Health Administrative Specialist 1	5IN	\$62,909	\$62,909	11	N/A	Title change only		
	1	MHD	5IN	Health Administrative Specialist 1	5IN	\$59,348	\$59,348	11	N/A	Title change only		
Vacant	1	Port	5IN	Administrative Services Coordinator	5KN	\$57,620	\$64,264	11	\$2,167	\$443	\$2,610	
Reclass	1	DOA - Admin	2KX	Epidemiologist - Senior	2LX	\$92,159	\$101,374	11	N/A	Included in 2026 budget		
	9								\$2,167	\$443	\$2,610	

\* Position Funded by the Maternal and Child Health Grant  
Assume effective date is Pay Period 11, 2026 (May 10, 2026) unless otherwise indicated.  
Note: Totals may not be to the exact dollar due to rounding.

NEW COSTS FOR FULL YEAR												
Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal	
		New Position	N/A	DPW Financial Administration Director	1QX	N/A	\$132,713	1	N/A	Included in 2026 budget		
	1	MHD	2GN	FIMR Coordinator*	2IN	\$65,112	\$78,021	1	N/A	Grant Funded Position		
	1	MHD	2GN	FIMR Case Abstractor*	2IN	\$65,112	\$78,021	1	N/A	Grant Funded Position		
	2	MHD	5KN	Health Administrative Specialist 3	5KN	\$63,530	\$63,530	1	N/A	Title change only		
Underfill	MHD	Community Health Administrative Specialist 2	5JN	Health Administrative Specialist 2	5JN	\$60,501	\$60,501	1	N/A	Title change only		
	1	MHD	5IN	Health Administrative Specialist 1	5IN	\$62,909	\$62,909	1	N/A	Title change only		
	1	MHD	5IN	Health Administrative Specialist 1	5IN	\$59,348	\$59,348	1	N/A	Title change only		
	1	Port	5IN	Administrative Services Coordinator	5KN	\$57,620	\$64,264	1	\$3,521	\$720	\$4,241	
	1	DOA - Admin	2KX	Epidemiologist - Senior	2LX	\$92,159	\$101,374	1	N/A	Included in 2026 budget		
	9								\$3,521	\$720	\$4,241	

Note: Totals may not be to the exact dollar due to rounding.