



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

July 16, 2009

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

Dear Committee Members: Re: Common Council File Number 090303

The following classification and pay recommendations were approved by the City Service Commission on July 15, 2009.

In the Health Department:

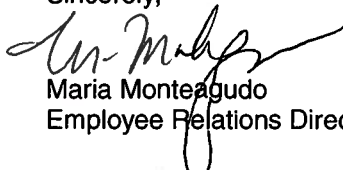
One new position is recommended for classification as Healthy Homes Inspector, PR 541.

In the Department of City Development:

One position titled Rental Rehabilitation Specialist, SG 005 currently held by Greg Johnson was reclassified to Housing Rehabilitation Manager, SG 007.

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

Sincerely,



Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 2 Job Evaluation Reports
 1 Fiscal Note

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Bevan Baker, Ray Weitz, Raquel Filmanowics, Paul Biedrzycki, Matthew Wolters, Martha Brown, Judy Allen, Maria Prioletta, James Sayers, Greg Johnson, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, James Fields and Calvin Lee (DC 48)

JOB EVALUATION REPORT

City Service Commission Meeting Date: July 15, 2009

Department: Health

Current	Requested	Recommended
New Position	Healthy Homes Inspector PR 553 (\$43,910 - \$52,174)*	Healthy Homes Inspector PR 541 (\$41,368 - \$49,056)*

*2006 Rates

Action Required

In the Salary Ordinance, under Pay Range 541, add the title "Healthy Homes Inspector."

In the Positions Ordinance, under Disease Control and Environmental Health Services Division, Home Environmental Health, add one position of "Healthy Homes Inspector."

Background

We received a letter on June 22, 2009 from Bevan Baker, Commissioner of Health, requesting that a new grant funded position be reviewed for classification. This position is funded by an economic stimulus grant awarded by the United States Department of Housing and Urban Development (HUD). This grant will provide \$874,085 over an anticipated three year period. The position will be located in the Home Environmental Health (HEH) Unit of the Disease Control and Environmental Health Services Division of the Health Department.

Duties & Responsibilities

The basic function of this new grant funded position is to be responsible for developing collaborative efforts with community-based partners aimed at reducing the impact of unhealthy housing in the community; establishing relationships with multiple organizations that serve the target population; and focusing on activities that will encourage the enrollment of participants into the Healthy Homes Demonstration Grant and maintain their involvement. The specific duties and responsibilities include the following:

- 50% Healthy Homes Inspections – communicate with parents of asthmatic children how to reduce indoor allergen triggers and safety hazards; conduct visual assessments to determine source and reduction of allergen triggers; conduct sampling of allergens; determine and complete lead risk assessments when necessary within a property; develop scopes of work with property owners for correction of asthma trigger reduction, pest infiltration, safety standards, and lead hazards; communicate lead poisoning hazard and prevention information to parents and guardians of lead poisoned children; participate with community outreach workers in training parents in specialized cleaning of properties; and participate in regular team meetings and communicate with team members between meetings on healthy home issues.
- 25% Evaluation and Program Monitoring – prepare and present activity reports to supervisory staff; participate in activities aimed at increasing program participation and production; evaluate performance and initiate ideas for revisions with supervisory staff; maintain

contractor evaluation and work quality data to assist in the review process; and assist program staff in obtaining required documentation to evaluate client qualifications for rehabilitation assistance.

- 25% Liaison and Support – collaborate with FAM Allies program staff and community partners; work with property owners with multiple code violations by devising a plan to achieve compliance; mediate problems that may occur during the terms of construction between tenants and owners; facilitate resident initiatives in collaboration with community organizers; and attend FAM Allies meetings and other community events as necessary to provide Home Environmental Health program information.

Requirements include a Bachelor's Degree in Health Education, Public Health, Social Work, Urban Studies, Community Organizing, or related field; and two years of experience in coordination of public health or community programs, and program planning, implementation, and evaluation. Equivalent combinations of education and experience may also be considered. Requirements have not been validated for the purposes of staffing.

Comparison to Other Positions

To determine the appropriate level of this position we reviewed the duties, responsibilities and requirements of other positions including the following. Requirements may not have been validated for the purposes of staffing and equivalent combinations of education and experience may also be considered. All rates are 2006 rates.

Environmental Health Specialist II in Pay Range 541 (\$41,368 - \$49,056)

Duties vary according to assignment but most positions conduct inspections, investigations, assessments, and consultations, and takes enforcement action related to food safety, convenience store security requirements, and fire prevention violations; issue orders for corrective action; assess re-inspection fees for noncompliance or repeat violations; provide education and training and deliver formal presentations; and perform food borne illness outbreak investigations. Requirements include registration as an Environmental Health Specialist with the State of Wisconsin and two years of experience at the level of an Environmental Health Specialist I or equivalent. Requirements for Environmental Health Specialist I include a Bachelor's Degree in Environmental Health; Public Health; Physical, Biological or Sanitary Sciences; or closely related field.

Lead Risk Assessor II in Pay Range 541 (\$41,368 - \$49,056)

Conducts inspections/risk assessments of residential properties for lead exposure in children, facilitates lead hazard reduction, and conducts enforcement activities as needed. This includes communicating lead poisoning hazard and prevention information to parents and guardians of lead poisoned children, generating and issuing work orders, and communicating with contractors regarding proper lead abatement and code compliance. Requirements include two years of experience as a Lead Risk Assessor I in the Milwaukee Health Department, certification as a Lead Risk Assessor by the State of Wisconsin, demonstrated initiative and active participation in research studies or special projects; and successful completion of Building Code or Home Inspection Courses as determined by the Supervisor. The requirements for Lead Risk Assessor I include a Bachelor's Degree in Environmental Health and one year of related experience or an Associate Degree in Environmental Health and two years of related experience or other equivalent combinations of education and experience.

Lead Risk Assessor III in Pay Range 553 (\$43,910 - \$52,174)

Conducts risk assessments and exterior maintenance inspections of residential properties; writes job specifications to correct defects; and is responsible for providing technical assistance and outreach to property owners, daily monitoring of projects, and final inspection and clearance activities. Requirements include regular status as a Lead Risk Assessor II, and ability and completion of a state recognized Home Inspection Course within six months of appointment.

Environmental and Disease Control Specialist in Pay Range 547 (\$43,735 - \$53,034)

Performs epidemiological investigations associated with adverse environmental and communicable disease exposures within the community; conducts data collection, analysis, interpretation and risk communication related to disease control and prevention; generates technical and scientific reports; conducts presentations to other agencies and community groups and represents the department on various committees, workgroups, task forces etc; and responds to emergency events within the community associated with man-made or natural catastrophes. Requirements include a Bachelor's Degree in Chemistry, Biology, Physical or Natural Sciences, Public/Environmental Health or related field with a minimum of credits in specific areas of science and math.

Analysis and Recommendation

The duties and responsibilities of this new position overlap with a number of positions that are located in the Health Department as shown above. For example, among other duties, the position of Environmental Health Specialist II in Pay Range 541 conducts inspections, investigations, assessments, and consultations; provides education and training; delivers formal presentations related to the areas of food safety, convenience store security requirements, and fire prevention violations; and performs food borne illness outbreak investigations. Although these positions do not have the responsibility to establish relationships with multiple organizations to encourage and maintain involvement in the Healthy Homes Demonstration Grant they are required to have strong communication skills to interact with Food Operators and their employees and are required to present at least 12 training sessions per year. They are also required to have good interpersonal skills and an ability to apply techniques of diplomacy and persuasion.

The Lead Risk Assessor II positions in Pay Range 541 have many similar duties including the inspections of homes for lead poisoning hazards; documenting results according to protocols and program requirements; generating and issuing work orders to correct hazards; working with property owners who have multiple code violations by devising a plan to achieve compliance; communicating with contractors regarding proper lead abatement and code compliance; demonstrating lead hazard reduction field activities to public health officials, interns, and community leaders; and attending and participating in community meetings, landlord associations, and conferences.

The position under study does have some different responsibilities such as conducting visual assessments to determine source and reduction of allergen triggers; conducting sampling of allergens; developing scopes of work with property owners for correction of asthma trigger reductions, pest infiltration, and safety standards; maintaining contractor evaluation and work quality data to assist in the review process for this type of work; establishing relationships with multiple organizations; and focusing on activities that will encourage people to enroll and stay involved in the Healthy Homes Demonstration Grant. While this work may be different it is not necessarily at a higher level than the work of a Lead Risk Assessor II. Some field support positions in a lower pay range are also responsible for conducting home visits to interview

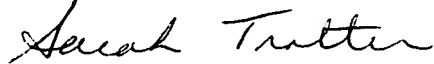
clients and collect/gather data; providing client education regarding lead poisoning and nutrition; performing visual environmental assessments, Hepa vacuuming and temporary hazard control activities; assessing family needs; and making referrals to a Public Health Nurse and/or community resources.

The main difference between the Lead Risk Assessor II in Pay Range 541 and Lead Risk Assessor III in Pay Range 553 is that the III level has the additional responsibility of performing exterior maintenance inspections of residential properties and writing job specifications to correct defects. This requires additional knowledge of exterior residential rehabilitation, related building codes, and the costs of complying. The position under study works only with identifying internal allergen triggers and does not perform exterior inspections.


The Environmental and Disease Control Specialists in Pay Range 547 also conduct data collection, analysis, interpretation and risk communication related to the specific area of indoor allergen triggers and safety hazards. The Environmental and Disease Control Specialist positions are much stronger, however, since they also perform epidemiological investigations in a number of areas associated with adverse environmental and communicable disease exposures, generate technical and scientific reports, make presentations to other agencies and community groups, and have leadership responsibility when called to an emergency situation.

A comparison to other classifications indicates that the level of Pay Range 541 is the best fit for this position. The requested title of Healthy Homes Inspectors is appropriate since it reflects the broad approach of the positions and the connection with the grant funded program with which it works.

Based on the above analysis we recommend that this new position in the Health Department be classified as Healthy Homes Inspector in Pay Range 541.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: July 15, 2009
 Department: City Development

Present	Request	Recommendation
Rental Rehabilitation Specialist SG 05 (\$47,109 - \$65,957) Incumbent: Greg Johnson Rate: \$65,957	Housing Rehabilitation Manager SG 07 (\$53,519 - \$74,922)	Housing Rehabilitation Manager SG 07 (\$53,519 - \$74,922) New Rate: \$69,255

Action Required

In the Salary Ordinance, under Salary Grade 007, add the title "Housing Rehabilitation Manager."

In the Positions Ordinance, under Department of City Development, General Management and Policy Development Decision Unit, Housing Development, delete one position of "Rental Rehabilitation Specialist (X)(Y)" and add one position of "Housing Rehabilitation Manager (X)(Y)."

Background

We received a letter on April 16, 2008 from Martha Brown, Deputy Commissioner of the Department of City Development (DCD), requesting a classification study of one position of Rental Rehabilitation Specialist in Salary Grade 05. To study this position, job descriptions were reviewed and discussions were held with the incumbent; the position's supervisor, James Sayers, Commercial and Residential Rehabilitation Manager; and Judith Allen, Resource and Administrative Manager.

Duties & Responsibilities

The basic function of this position is to plan, develop, coordinate, implement, and manage single and multi-family housing loan and grant programs for DCD through the Neighborhood Improvement Development Corporation (NIDC). Under the direction of the Commercial and Residential Rehabilitation Manager, the duties and responsibilities include the following:

- 30% Coordinate and manage the workload assuring timely and accurate completions and processing.
- 20% Ensure compliance with program goals, project objectives, and contractual provisions by directing on-site construction inspections and records management.
- 10% Coordinate program activities
- 10% Monitor compliance with program goals, project objectives, and local and federal regulations
- 10% Maintain records and prepare reports

- 10% Coordinate the timely review and processing of client applications
- 10% Participate in the development of annual operating and capital budgets for DCD and perform other related assignments.

Requirements for this position include a Bachelor's Degree in Business, Public Administration or related field and four years of responsible administrative experience including program management.

Changes to the Position

Changes in this position include the following:

- Previously the position had no supervisory responsibility and now supervises nine positions as follows:

Number of Positions	Title	Pay Range
4	Housing Rehabilitation Specialist	548
1	Housing Services Specialist	594
2	Housing Program Specialist	546
1	Program Assistant I	460
1	Clerk Stenographer III	435

- Previously the position managed one program, the Rental Rehabilitation Program, and now manages several programs including Home Rehabilitation, Emergency Loans, and Buy In Your Neighborhood. This has also increased the amount of money for which the position is responsible. Further, NIDC also has three new programs related to foreclosures which has increased the amount of money in the budget from roughly \$2 million to \$5 million. Also, this position will oversee three new consultants that have been hired to help with the Housing Rehabilitation Specialist work.
- Previously the position had no information technology related responsibility and now administers the database for NIDC. This position is also the point person working with the consultant who is developing a new comprehensive system.

Analysis

The Department indicated that due to federal funding cuts, the NDIC program has made adjustments through layoffs, attrition and reassignment of duties and responsibilities. This particular position has taken on a number of higher level duties and responsibilities. As part of this study the incumbent completed a questionnaire and broke down his responsibilities differently to emphasize the amount of supervision:

- 35% Supervision of the Financial Staff
 - Plan work and establish priorities
 - Set annual goals such as the number of units rehabbed
 - Assign work and balance workload

- Provide training as needed and maintain the technical policies and procedures handbook
 - Audit completed work and respond to complaints
 - Monitor work for compliance with Federal, State, and local laws, regulations and ordinances
- 35% Supervision of the Technical Staff – all of the supervisory responsibilities listed above
- 5% Supervision of the Support Staff – all of the supervisory responsibilities listed above.
- 15% Program Management and other Administrative Duties including Planning, Strategy, Program Design, and Working with Auditors from Housing and Urban Development (HUD), Comptroller's Office, and the Community Development Grant Administration
- Design and periodically update the housing rehabilitation programs of NIDC
 - Provide program planning guidance and expertise in strategy formation
 - Implement changes in policies and procedures
 - Administer NIDC marketing which includes brochures, direct mail campaigns, and staffing public meetings and housing fairs
- 10% Act as a Special Loan Officer for Large Projects - process complicated, multimillion dollar projects that often have funding from multiple sources. Each funding source may have its own guidelines and requirements.

These new supervisory duties require that this position have extensive knowledge of all aspects of the NIDC program which provides housing rehabilitation loans and grants to homeowners and investor owners; oversees rehabilitation and new construction projects; and oversees payments to contractors. The position also has additional administrative duties and responsibilities related to information technology and program management for several programs.

Comparison to Other Positions

To study this position we made comparisons to several positions including the following:

Residential Rehabilitation Supervisor, Salary Grade 06, Department of City Development
Currently vacant position that use to oversee and supervise the technical staff of the NIDC to determine physical, structural, and financial needs in conjunction with the implementation of Federal, State, and City housing and facility rehabilitation and improvement programs.

Contract Compliance Officer, Salary Grade 06, Dept of Public Works
Oversees contracting activity for the Department of Public Works which includes contracting procedures, bid activity, contract payments, and contract problem resolutions; directs all activities related to the EBEP, minimum wage, and residency issues; prepares correspondence, rectifies violations, holds contractor payments and recommends disqualification of contractors; certifies contractor employees as resident workers; schedules, prepares minutes, and assists Supervising Engineer at annual contractor meetings; and oversees contract compliance.

Neighborhood Improvement Project Manager, Salary Grade 08, Dept of Neighborhood Services Manages the Neighborhood Improvement Project (NIP); rental compliance programs, and the City's Housing Production Program; NIP is a grant-funded program that assists homeowners in making required repairs by estimating costs of repairs, ensuring code compliance, and authorizing expenditures. Authorized repairs are made by community groups and funded through the Community Development Grant Administration (CDGA). This position also has responsibility for a new compliance process and for monitoring housing production work performed by community groups.

Analysis

The currently vacant position of Residential Rehabilitation Supervisor position in Salary Grade 06 supervised the technical staff consisting of four Housing Rehabilitation Specialist positions that work in the field and inspect work performed by contractors and authorize payment. The position under study has taken on supervision of these positions plus the financial staff and has also taken on program management for several programs.

The Contract Compliance Officer in Salary Grade 06 oversees contracts and ensures that various requirements and guidelines are followed as does the position under study. However, the Contract Compliance Officer does not have the extensive supervisory responsibility of various technical and financial positions as does the position under study.

The position of Neighborhood Improvement Project Manager in Salary Grade 08 supervises positions that perform similar work to the Housing Rehabilitation Specialists. However, the scope of work is broader and therefore stronger than the position under study.

Based on our analysis of the changes to the position in terms of increased accountability, required knowledge and supervisory responsibility, and a comparison to related positions in city government, we recommend this position be increased to a Salary Grade 07. The requested title of Housing Rehabilitation Manager is appropriate since it reflects the nature of the work and the position's supervisory and program management responsibilities.

Recommendation

We therefore recommend reclassifying this position of Rental Rehabilitation Specialist in Salary Grade 05 to Housing Rehabilitation Manager in Salary Grade 07.

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

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

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