



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

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Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

January 26, 2005

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

Dear Committee Members: Re: Common Council File Number 051264

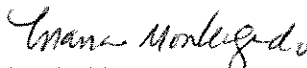
Classification and pay recommendations for the following positions were approved by the City Service Commission on January 24, 2006.

Various classification and pay levels were approved for 17 positions created or changed in conjunction with the 2006 budget in the following departments: Common Council-City Clerk, Health, Employee Relations, City Attorney and City Development.

In the Milwaukee Public Library, Library Circulation Aides (Pay Range 906) hired after February 25, 2006, shall advance to each succeeding pay step in their pay range after successful completion of 520 hours of successful service instead of the current amount of time, which is four months of successful service.

The Job evaluation reports covering the above classifications, 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, Betty Schraith, Ronald Leonhardt, Carolyn Hill Robertson, Barry Zalben, Bevan Baker, Vivian Chen, Michelle Stein, Grant Langley, Barbara Woldt, Richard Marcoux, Martha Brown, Bonnie Vaughn, Judy Thorsheim, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting: January 24, 2006

This report recommends appropriate classifications and compensation levels for 17 positions created or changed in conjunction with the implementation of the 2006 City of Milwaukee Budget. This report contains recommendations for positions in the Common Council-City Clerk's Office, Health Department, Employee Relations, City Attorney's Office, and City Development.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

COMMON COUNCIL—CITY CLERK'S OFFICE

| Current | Request | Recommendation |
|--|---|---|
| Fiscal Review Manager SG 010 (\$62,288-\$87,205) | Research and Analysis Manager SG 010 (\$62,288-\$87,205) | Research and Analysis Manager SG 010 (\$62,288-\$87,205) |
| Fiscal Review Analyst-Senior Two Positions SG 006 (\$48,257-\$67,566) | Legislative Fiscal Analyst-Lead Four Positions SG 007 (\$51,440-\$72,013) | Legislative Fiscal Analyst-Lead Four Positions SG 007 (\$51,440-\$72,013) |
| Legislative Research Analyst-Senior Two Positions SG 006 (\$48,257-\$67,566) | | |

HEALTH DEPARTMENT

| Current | Request | Recommendation |
|-------------------|--|--|
| New Position | MCHVP Program Manager SG 007 (\$51,440 - \$72,013) | MCHVP Program Manager SG 007 (\$51,440 - \$72,013) |
| New Position | Health Project Coordinator-MCHVP SG 004 (\$42,478 - \$59,468) | Health Project Coordinator-MCHVP SG 004 (\$42,478 - \$59,468) |
| New Position | Health Information Specialist PR 558 (\$43,910 - \$53,941) | Health Information Specialist PR 593 (\$41,791 - \$50,589) |
| Two New Positions | Public Health Nurse PR 666 (\$43,182 - \$53,026) | Public Health Nurse PR 666 (\$43,182 - \$53,026) |
| New Position | Public Health Educator II PR 593 (\$41,791 - \$50,589) | Public Health Educator II PR 593 (\$41,791 - \$50,589) |
| New Position | Office Assistant II PR 410 (\$28,057 - \$33,014) | Office Assistant II PR 410 (\$28,057 - \$33,014) |
| New Position | Health Project Coordinator – CRI SG 004 (\$42,478 - \$59,468) | Health Project Coordinator – CRI SG 004 (\$42,478 - \$59,468) |

EMPLOYEE RELATIONS

| Current | Request | Recommendation |
|---|--|--|
| Recruitment and Training Specialist SG 007 (\$51,440 - \$72,013) | Human Resources Representative SG 007 (\$51,440 - \$72,013) | Human Resources Representative SG 007 (\$51,440 - \$72,013) |

CITY ATTORNEY'S OFFICE

| Current | Request | Recommendation |
|--------------|--|--|
| New Position | Assistant City Attorney PR 148 (\$50,872-\$120,414) | Assistant City Attorney PR 148 (\$50,872-\$120,414) |

CITY DEVELOPMENT

| Current | Request | Recommendation |
|-------------------|--|--|
| Two New Positions | Plan Examiner Specialist PR 556 (\$45,348-\$55,294) | Plan Examiner Specialist PR 556 (\$45,348-\$55,294) |

Action Required: (Effective Pay Period 1, 2006 – January 1, 2006)

In the Salary Ordinance:

Under Salary Grade 004, add the titles "Health Project Coordinator-CRI" and "Health Project Coordinator-MCHVP."

Under Salary Grade 007, add the title "MCHVP Program Manager."

Under Salary Grade 010, delete the title "Fiscal Review Manager" and add the title "Research and Analysis Manager."

Under Pay Range 593, add the title "Health Information Specialist."

In the Positions Ordinance:

See attached Positions Ordinance amendments at the end of this report.

COMMON COUNCIL—CITY CLERK’S OFFICE

Current: Fiscal Review Manager SG 010
Request: Research and Analysis Manager SG 010
Recommended: Research and Analysis Manager SG 010

The basic function of this position is to supervise and direct the activities of the Legislative Reference Bureau’s Research and Analysis Section, and also to conduct budget analyses, fiscal reviews and legislative studies. This position assists the Legislative Reference Bureau Manager in managing the Bureau. Duties, responsibilities and requirements include:

- 40% General management of research and analysis staff-establish policies/procedures and standards of performance.
- 15% Budget analyses, including budget amendment preparation.
- 15% Fiscal research/policy initiative development, including presentation of alternatives and development of agenda for Common Council action.
- 10% Fiscal support of Common Council Committees on files and matters relating to committee files and interests.
- 10% Legislative support to Common Council Members with respect to drafting bills and legislative reports.
- 10% Assist Legislative Bureau Manager in provision of Bureau general management services, prepare Bureau’s budget, conduct special projects and act as Bureau Manager in his/her absence.

Qualifications include a Bachelor’s degree in Public Administration, Finance or the social sciences with an emphasis on research methods; six years of experience in legislative and/or fiscal research; and two years of experience in supervision.

With the 2006 budget, the Common Council - City Clerk’s Office is consolidating the previous Fiscal Review Section and Legislative Research Section into a new Research and Analysis Section. The intent of this reorganization is to make maximum use of staff by having them perform a full range of budget and fiscal analysis as well as research and legislative drafting services for the Common Council.

The Department has requested the new title of Research and Analysis Manager for the current Fiscal Review Manager to reflect the change in organizational structure and function. There is no change in Salary Grade associated with this request.

The factor levels and points associated with this position are as follows:

| Factor | Level | Points |
|-----------------------------|-------|--------|
| Impact and accountability | 9 | 130 |
| Knowledge and skill | 11 | 181 |
| Relationship Responsibility | 10 | 80 |
| Working Conditions | 1 | 5 |
| Total | | 396 |
| SG 010 (352-404) | | |

| | | |
|---------------------|--|---------------|
| Current: | Fiscal Review Analyst-Senior (Two Positions) | SG 006 |
| | Legislative Research Analyst-Senior (Two Positions) | SG 006 |
| Request: | Legislative Fiscal Analyst-Lead (Four Positions) | SG 007 |
| Recommended: | Legislative Fiscal Analyst-Lead (Four Positions) | SG 007 |

The basic function of these positions is to provide legislative research, bill drafting and other related services for the Common Council and city agencies, and conduct budget analyses and fiscal review studies for the Common Council. Duties, responsibilities, and requirements include:

- 25% Draft ordinances and resolutions for Common Council Action.
- 20% Budget Review: Provide background papers on potential budget issues for the Common Council; evaluate budget requests and recommendations from the Mayor; provide written and oral analyses to Common Council members; develop and provide for Common Council Member consideration budgetary alternatives, including a discussion of the program, and organizational and fiscal implications; and prepare budget amendments.
- 20% Common Council Committee Support: Evaluate capital improvements financing requests, fiscal notes, funding requests, labor policy proposals, major information system requests, personnel requests, and other fiscal matters which come before a Committee.
- 15% Design and conduct surveys; prepare analyses on a variety of urban topics; conduct data gathering in the preparation, interpretation, and analysis of reports; and perform indepth research on municipal government functions, operations and organizations.
- 10% Fiscal Policy Research: Conduct fiscal, economic and program analyses at the request of the Common Council, its committees and individual members; analyze fiscal notes for the Common Council. monitor state and federal aids and analyze county, state and federal legislation having a fiscal effect on the City.
- 5% Provide technical assistant to Task Forces and Ad Hoc Committees established by the Common Council by drafting reports, conducting background research, gathering pertinent data and serving as a resource person.
- 5% Advise and assist City department personnel in the preparation of reports, documents, and other matters requiring Common Council action.

The position requires a Bachelor's Degree in Business, Economics, Political Science, Public Administration, Urban Affairs, Urban Planning or related field.

Beginning with the 2003 budget, the Common Council-City Clerk's Office began transitioning the positions of Fiscal Review Analyst-Senior and Legislative Research Analyst-Senior into the classification of Legislative Fiscal Analyst-Lead. This new position requires a higher-level skill set and has responsibility for a broader spectrum of work thus allowing the Department greater flexibility in assigning staff during peak time periods during the year. These new positions will have the same duties and responsibilities as the current Legislative Fiscal Analyst-Lead positions.

The factor levels and points associated with this position are as follows:

| Factor | Level | Points |
|-----------------------------|-------|--------|
| Impact and accountability | 7 | 104 |
| Knowledge and skill | 7 | 94 |
| Relationship Responsibility | 6 | 38 |
| Working Conditions | 1 | 5 |
| Total | | 241 |
| SG 007 (231-265) | | |

It is therefore recommended that these four positions be classified as Legislative Fiscal Analyst-Lead in Salary Grade 007. The Department will continue to use classifications in the Fiscal Review Analyst series and the Legislative Research Analyst series as underfill titles.

HEALTH DEPARTMENT

This report recommends appropriate classifications and compensation levels for eight new grant funded positions in the Milwaukee Health Department (MHD). Seven of the eight positions will be involved with the Milwaukee Comprehensive Home Visiting Program (MCHVP) grant and will provide services related to improving pregnancy outcomes, enhancing family functions, preventing child abuse and neglect, and assuring child readiness for school to 700 families in a targeted area. The last position will be involved with the Bioterrorism – Focus Cities Readiness Initiative (CRI) grant. The CRI grant is a pilot program designed to aid the Milwaukee metropolitan area in increasing the capacity to deliver medicine and medical supplies during a large-scale public health emergency such as a bioterrorism attack or nuclear accident.

MILWAUKEE COMPREHENSIVE HOME VISITING PROGRAM GRANT (MCHVP)

| | | |
|---------------------|------------------------------|---------------|
| Current: | New Position | |
| Request: | MCHVP Program Manager | SG 007 |
| Recommended: | MCHVP Program Manager | SG 007 |

The basic function of this position is to provide overall leadership, oversight and coordination of the MCHVP program to achieve the goals and objectives. The duties and responsibilities of this position include the following:

35% PROGRAM DEVELOPMENT

Develop, integrate and monitor program goals, objectives and outcomes; coordinate the development of standardized case management/ home visiting protocols; collaborate with a variety of MHD programs to integrate MCHVP services in the Milwaukee community; and serve as primary spokesperson for MCHVP on behalf of the MHD.

30% PROGRAM MANAGEMENT

Monitor and prepare grant applications, budgets, contracts, program reports; coordinate services of program staff to meet identified needs; implement appropriate evaluation processes related to MCHVP services; and plan, execute and monitor contracts with professionals and community based organizations (CBO).

20% SUPERVISION

Direct and supervise a staff of thirteen; monitor and implement professional development programs; ensure the development of effective plans to help clients; and hire, interview and evaluate staff according to established MHD protocols.

15% COMMUNITY COLLABORATION

Collaborate with the MHD management team, community-based organizations, State Division of Health, managed care organizations, physician networks, non-traditional partners and other organizations to assure completion of program goals, objectives and outcomes; identify, recruit, develop, support and maintain primary partners around infant mortality reduction and home visiting service delivery; represent the MHD at the Milwaukee Infant Mortality Coalition, sub-committees and steering committee and other community efforts related to the reduction of infant mortality; and participate in other coalitions and initiatives to coordinate home visiting services and support long-term infrastructure improvements.

The minimum requirements for this position include a Master's Degree in Administration, Public Health, Human Services, Management, Health Education, Nursing, Social Work, or related field and three years of progressively responsible experience in a related field. The experience must include two years of program management or supervision in the areas of program planning, budget development and monitoring, contract development, staff development, team management or quality assurance. Equivalent combinations of education and experience may also be considered.

The level of duties and responsibilities of this position is consistent with the level for other Program Management positions in Salary Grade 007. For example, the Women, Infants and Children (WIC) Program Manager in Salary Grade 007 also has responsibility for program management, budgeting, community collaboration and supervising a large staff. This position under study also has the responsibility of providing leadership, oversight, and coordination in meeting the goals and objectives for a new program. Other Program Manager positions in the Health Department that are also in Salary Grade 007 include the Well Women's Program Manager, School Health Manager, Communicable and Infectious Disease Program Supervisor, and the Lead Hazard Prevention Manager. Based on our review the management job evaluation factors should be as follows:

| Factor | Level | Points |
|-----------------------------|-------|--------|
| Impact and accountability | 7 | 104 |
| Knowledge and skill | 7 | 94 |
| Relationship Responsibility | 7 | 46 |
| Working Conditions | 2 | 7 |
| Total | | 251 |
| SG 007 (231-265) | | |

It is therefore recommended that this new position be classified as MCHVP Program Manager in Salary Grade 007.

| | | |
|---------------------|---|---------------|
| Current: | New Position | |
| Request: | Health Project Coordinator - MCHVP | SG 004 |
| Recommended: | Health Project Coordinator - MCHVP | SG 004 |

The basic function of this position is to provide day-to-day coordination of the MCHVP program activities. The duties and responsibilities of this position include the following:

40% PROGRAM MANAGEMENT

Perform intake of referrals of high-risk pregnant women, new mothers and young children in need of comprehensive health and social services; assign cases to appropriate community-based case management teams; provide oversight, support and training for case management teams; develop

and maintain a database to track enrolled families; monitor expenditure of flexible funds; recruit staff who represent the families and communities that the MCHVP seeks to serve; collaborate with multiple organizations that work with case management teams to provide necessary services and support to target families; and assist with program reports and grant writing.

25% PROGRAM COORDINATION AND ADMINISTRATION

Develop referral process; identify current intake sites for newborns and pregnant women; support case management teams in weekly case reviews and regular field audits; prepare documentation of needs and referrals provided to MCHVP families; develop resource manual and referral relationships among other community resources; assure appropriate case management documentation, data collection, and billing among community-based case management providers; and track and document training delivered by subcontracted community-based organizations (CBOs).

20% SUPERVISION

Direct and supervise case management teams; provide input into hiring of program staff; assess work performance and provide mentoring, staff development, and on-going training; and promote professional development and accountability in a supportive environment.

15% COMMUNITY COLLABORATION

Establish relationships with multiple organizations that work with case management teams and serve the target population such as hospitals and pediatricians; and coordinate efforts with CBOs to identify available resources that meet the needs of targeted families.

The minimum requirements for this position include a Bachelors Degree in Health Education, Public Health or related field and one year of experience in the coordination of public or community health programs. Experience may also include community organizing and/or collaboration; or health program planning, development, implementation, and evaluation. Equivalent combinations of education and experience may also be considered.

A review of other positions in the Health Department with this title and salary grade indicates that the level of duties and responsibilities is consistent with the position under study. For example, the position under study will also coordinate the day-to-day activities of the program, foster collaborative relationships with community organizations and perform grant-monitoring tasks. Based on our review the management job evaluation factors should be as follows:

| Factor | Level | Points |
|-----------------------------|-------|--------|
| Impact and accountability | 4 | 68 |
| Knowledge and skill | 4 | 57 |
| Relationship Responsibility | 5 | 32 |
| Working Conditions | 2 | 7 |
| Total | | 164 |
| SG 004 (152-174) | | |

It is therefore recommended that this new position be classified as Health Project Coordinator –MCHVP in Salary Grade 004.

| | | |
|---------------------|--------------------------------------|---------------|
| Current: | New Position | |
| Request: | Health Information Specialist | PR 558 |
| Recommended: | Health Information Specialist | PR 593 |

The basic function of this position is to be responsible for assuring that all required documentation and billing is fulfilled in accordance with established protocols. This is achieved through quality control of data entry and billing forms; provision of technical assistance as needed; epidemiological analyses, assessments and evaluations; development and maintenance of data management systems and data

entry protocols; and generating reports. The duties and responsibilities of this position include the following:

60% DATA MANAGEMENT AND REPORTING

Extract, manipulate, report and interpret customized information from SPHERE and other databases for program strategic planning and evaluation, coordinate with staff to identify, evaluate, plan and implement solutions for program data needs; maintain and report data from SPHERE; and conduct epidemiological analyses, assessments and evaluations.

20% DATABASE COORDINATION

Maintain operations of the MCHVP database; review and monitor input performance to assure data quality; establish data input priorities and schedules; develop, maintain and monitor the SPHERE quality control program; analyze and solve problems with SPHERE and other databases; develop database training protocols, train employees, and update training procedures as appropriate; evaluate and make recommendations regarding software upgrades and program changes to enhance the system, and program service delivery; and serve as a liaison with other departmental information system personnel to assure computerization goals are met.

15% INFORMATION TECHNOLOGY MANAGEMENT

Train staff in proper use of hardware and software; coordinate with department IT staff to identify and resolve network interface problems; troubleshoot and repair hardware and software problems; work with departmental IT staff as necessary; and install information hardware and software applications.

5% OTHER DUTIES

Participate on the MHD Internet Page Planning Team and serve on other committees as assigned.

The minimum requirements for this position include a Bachelors Degree in Information Technology, Computer Science, Epidemiology or related field and three to four years of experience with relational databases, personal computer hardware and software, and data management and reporting.

A comparison was made to the Lead Program Information Specialist in the Health Department. The duties and responsibilities of both positions are similar but those of the Lead Program Information Specialist position are stronger. The scope of work is larger since the Lead Program has expanded greatly and has a variety of interventions. Further, the position must prioritize the multiple data requests from various managers in the Lead Program as opposed to reporting to just one or two people.

The requested title of Health Information Specialist represents well the focus of the position but we recommend Pay Range 593 which will give a differential of seven percent between this position and the Lead Program Information Specialist. Another title in Pay Range 593 is Public Health Educator II that is also a professional level position that requires a Bachelor's Degree.

It is therefore recommended that this new position be classified as Health Information Specialist in Pay Range 593.

| | | |
|---------------------|--|---------------|
| Current: | Two New Positions | |
| Request: | Public Health Nurse (Two Positions) | PR 666 |
| Recommended: | Public Health Nurse (Two Positions) | PR 666 |

The basic function of these two positions is to function as part of a multidisciplinary case management team, with the focus on the health and medical needs of the family. These positions will work collaboratively with social workers and community health workers located at community based

organizations, serving families residing within high-risk zip codes. The duties and responsibilities of these positions include the following:

65% HOME VISITS / CASE MANAGEMENT

Develop and maintain supportive and trusting relationships with clients and other family members to promote independent and empowered actions by families; provide on-going home visits and phone contact, based on family's needs as prescribed by MCHVP's protocol; assess client/family needs and make appropriate referral to community resources; act as an advocate for family regarding needed resources from governmental, community and private agencies; provide public health nursing case management of the family as prescribed by MCHVP's protocol; provide counseling for primary, secondary and tertiary health problems; investigate cases of reported or suspected communicable disease; develop and implement case management and care plans for resolution of assessed client/family needs; and assess community needs for input into MHD programs.

20% MULTIDISCIPLINARY TEAM COLLABORATION

Function as a member of the multidisciplinary team, working in a triad made up of a Public Health Nurse, social worker and community health worker; establish and maintain collaborative relationships with team members in providing MCHVP services; attend program meetings, training sessions and community meetings; evaluate and/or provide assistance to determine the effectiveness of particular nursing services and home visiting interventions; and participate in data collection, program evaluation, and preparation of reports pertinent to objectives of the program.

10% OTHER RESPONSIBILITIES

Conduct health education classes to groups; facilitate client group meetings; participate in the coordination and/or administration of services in health centers or special programs; and perform other duties as may be assigned.

5% CLINIC SERVICE

Complete history and physical assessment of clients as needed; counsel clients as appropriate; provide appropriate screening tests as indicated; identify needs and initiate written referrals to private care providers, social service agencies and other agencies; and administer immunizations based on MHD policy to specified populations.

The minimum requirements for this position include a Bachelor's Degree in Nursing and a current permit or license to practice professional nursing in the State of Wisconsin or eligibility to receive such permit or license.

The nature of the duties and responsibilities associated with these new positions are consistent with other Public Health Nurse positions within the Milwaukee Health Department. It is therefore recommended that these two new positions be classified as Public Health Nurse in Pay Range 666.

| | | |
|---------------------|----------------------------------|---------------|
| Current: | New Position | |
| Request: | Public Health Educator II | PR 593 |
| Recommended: | Public Health Educator II | PR 593 |

The basic function of this position is to provide community outreach and awareness of the MCHVP program. This position will work with organizations and agencies that serve the target population and develop partnerships to recruit clientele and assure referrals for supportive services. The duties and responsibilities of this position include the following:

- 35% Establish and maintain collaborative relationships with outside agencies involved in providing services to low-income pregnant women and newborns, including but not limited to community based organizations, healthcare providers, Title 19, Health Maintenance Organizations and other insurance providers, childcare providers, public and private schools, city-wide initiatives and projects, community groups and other organizations.

- 25% Assist in the development and implementation of community and healthcare interventions to increase healthy birth outcomes within the City of Milwaukee.
- 15% Conduct needs assessments and/or provide technical assistance for focus groups and coordinate training for those conducting home visits.
- 10% Participate in data collection, program evaluation, and preparation of reports pertinent to program objectives.
- 10% Evaluate and/or provide technical assistance to determine the effectiveness of particular health education interventions.
- 5% Perform other related duties as assigned.

The minimum requirements for this position include a Bachelor's Degree or Master's Degree in Health Education, Public Health or related field and one year of experience in the coordination of public or community health programs. Experience may include community organizing and/or collaboration; or health program planning, development, implementation and evaluation. Equivalent combinations of education and experience may also be considered.

The Milwaukee Health Department has several Public Health Educator II positions that work on a particular program such as Injury and Violence Prevention and Lead Poisoning Prevention. Consistent with other Public Health Educator II positions in the Department the focus of this new position will be to plan, promote, coordinate, conduct, and evaluate public health education and interventions related to a specific program. These positions also maintain relationships with community organizations and groups so they can work together to promote health and prevent disease. The duties, responsibilities, and requirements for this position are consistent with those of other Public Health Educator II positions.

It is therefore recommended that this new position be classified as Public Health Educator II in Pay Range 593.

| | | |
|---------------------|----------------------------|---------------|
| Current: | New Position | |
| Request: | Office Assistant II | PR 410 |
| Recommended: | Office Assistant II | PR 410 |

The basic function of this position is to provide office support for the Program. Responsibilities include, but are not limited to, data entry and general office duties such as preparing correspondence, faxing, filing, copying, and program billing. The duties and responsibilities of this position include the following:

50% ADMINISTRATIVE / CONFIDENTIAL SUPPORT

Prepare and process administrative reports, memos, correspondence and communications, which may contain sensitive and/or confidential information; assist MCHVP staff with filing, sorting, and proofing billing records; answer and direct telephone inquires to appropriate person or agency; develop and maintain program mailing and label distribution listings; assist with coordination and scheduling of meetings and maintain conference room schedules; receive, sort and distribute mail and incoming faxes; and provide assistance with special projects.

50% DATA ENTRY MANAGEMENT

Collect and maintain all data / program outcomes for MCHVP; and enter data into databases such as SPHERE.

The minimum requirements for this position include two years of office support experience with at least six months of experience as an Office Assistant I.

The specification for the requested classification of Office Assistant II is as follows:

Performs varied office support duties in accordance with standard procedures; applies knowledge of departmental policies and procedures, and uses a general understanding of other departments' functions; screens telephone calls, answers questions and provides information; may work with others on a team to complete special projects; accesses and inputs information via mainframe applications; uses office equipment and microcomputer software to prepare standard and complex documents from various sources.

The duties, responsibilities, and requirements of the position under study are consistent with this specification. They are also similar to the duties of other Office Assistant II positions that work with specific programs within the Health Department

It is therefore recommended that this new position be classified as Office Assistant II in Pay Range 410.

BIOTERRORISM—FOCUS CITIES READINESS INITIATIVE GRANT (CRI)

| | | |
|---------------------|---------------------------------------|---------------|
| Current: | New Position | |
| Request: | Health Project Coordinator-CRI | SG 004 |
| Recommended: | Health Project Coordinator-CRI | SG 004 |

The basic function of this position is to be responsible for ensuring that the Milwaukee Metropolitan Statistical Area (MSA) meets the objectives of the Bioterrorism – Focus Cities Readiness Initiative (CRI) grant. This will be accomplished through planning for the receipt, storage, and dispensation of the strategic national stockpile of medicine and medical supplies with three neighboring counties, Waukesha, Ozaukee, and Washington. The duties and responsibilities of this position include the following.

- 30% Oversee public health emergency preparedness, planning and response activities for the Strategic National Stockpile and mass clinic operations, including the development of written response plans and protocols for the Milwaukee MSA.
- 20% Serve as a liaison between MHD and other agencies involved in mass clinic operations, including but not limited to police, fire, emergency management, healthcare providers, volunteer organizations, large employers, universities, schools, community groups and other non profit organizations; participate in workgroups and committees focused on public health preparedness for the Milwaukee MSA; and identify mass dispensing sites within the MSA, evaluate their suitability, and obtain Memorandums of Understanding with sites.
- 20% Develop, conduct, and evaluate exercises to assess public health preparedness in compliance with Center for Disease Control/Department of Homeland Security guidelines; and develop after action reports.
- 10% Develop, identify, evaluate and/or provide technical assistance related to educational methods and materials which are appropriate for the diverse target audience; and create and/or coordinate training for mass clinics.
- 15% Participate in data collection, program evaluation, and preparation of reports pertinent to contract objectives or as assigned by the program supervisor.
- 5% Assist in communicable disease follow-up, outbreak management, and other duties as assigned.

The minimum requirements for this position include a Bachelor's Degree in Public Health, Health Education or related field and experience in public health preparedness planning, health education or related field. Equivalent combinations of education and experience may also be considered.

A review of other positions in the Health Department with this title and salary grade indicates that the focus of the duties and responsibilities are different than the position under study. Other Health Project Coordinators are more involved with direct and current assistance to the public. The position under study will be overseeing the developing of plans and training for a possible future public health emergency. There are many similarities however, in that this position will also be responsible for program management, coordination and administration; liaison work with many different health, emergency, education and community organizations; and participating in data collection, program evaluation and report preparation. Based on our review the management job evaluation factors should be as follows:

| Factor | Level | Points |
|-----------------------------|-------|--------|
| Impact and accountability | 4 | 68 |
| Knowledge and skill | 4 | 57 |
| Relationship Responsibility | 5 | 32 |
| Working Conditions | 2 | 7 |
| Total | | 164 |
| SG 004 (152-174) | | |

It is therefore recommended that this new position be classified as Health Project Coordinator-CRI in Salary Grade 004.

EMPLOYEE RELATIONS

| | | |
|---------------------|--|---------------|
| Current: | Recruitment and Training Specialist | SG 007 |
| Request: | Human Resources Representative | SG 007 |
| Recommended: | Human Resources Representative | SG 007 |

This report recommends that the position of Recruitment & Training Specialist, SG 007 be retitled to Human Resources Representative, SG 007, to more accurately reflect the position's duties and responsibilities. There is no change in pay associated with this recommendation. When this position was created approximately 16 years ago, its duties and responsibilities were concentrated almost exclusively in employee training and development work, particularly computer and software training. As a result of the merger of the Fire and Police Commission staff with the Department of Employee Relations two years ago, the focus of this position changed to recruitment and employment. The individual filling this position recruits Police Officers and Police Aides and also creates and administers different employee selection processes. Although the position sometimes performs training and development duties, it is no longer the major focus of the job.

For this reason, it is recommended that the title of this position be changed to Human Resources Representative, SG 007, which is the title used throughout the Department of Employee Relations to designate the most experienced and knowledgeable human resources professionals.

CITY ATTORNEY'S OFFICE

| | | |
|---------------------|--------------------------------|---------------|
| Current: | New Position | |
| Request: | Assistant City Attorney | PR 148 |
| Recommended: | Assistant City Attorney | PR 148 |

This position, which will be funded by the Employees' Retirement System, will provide a full range of professional and legal services to the Employees' Retirement System. All Assistant City Attorneys in City government are allocated to Pay Range 148. It is therefore recommended that this new position be classified as Assistant City Attorney in Pay Range 148.

CITY DEVELOPMENT

Current: Two New Positions
Request: Plan Examiner Specialist (Two Positions) PR 556
Recommended: Plan Examiner Specialist (Two Positions) PR 556

The basic function of these positions is to provide information and customer service to walk-in customers in the City's Development Center who wish to obtain building permits, certificates, and/or information regarding building and zoning codes. In addition, these positions will assist Plan Examiners in reviewing plans and preparing documents required to issue building permits.

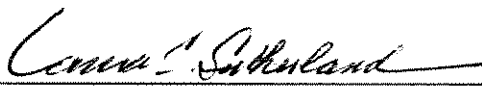
The minimum requirements are five years of work experience as a certified building construction inspector or journey-level tradesperson in a construction trade or a Bachelor's Degree in Architecture, Engineering, Building Construction or related field and one year of experience in building construction.


The job classification of Plan Examiner Specialist was created in 1988. The intention at that time was to create a career ladder consisting of Plan Examiner Specialist, Plan Examiner I and Plan Examiner II. A review of the job description created by the Department of City Development indicates that the duties and responsibilities of these positions under study are consistent with this intent.

It is therefore recommended that these two new positions be classified as Plan Examiner Specialist in Pay Range 556.

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Prepared by: 
Sarah Trotter, Human Resources Representative

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director

Action Required (Continued): (Effective Pay Period 1, 2006 - January 1, 2006)

In the Positions Ordinance:

Under Department of Employee Relations--Operations Division, Training and Development Services, delete one position of "Recruiting and Training Specialist (X)" and add one position of "Human Resources Representative (X)."

Under Health Department, Maternal and Child and Home Environmental Health Division, Comprehensive Home Visiting Grant (E), delete one position of "Program Manager (X)(E)," one position of "Project/ Systems Coordinator (X)(E)," one position of "Data Manager (E)" and one position of "Public Health Educator (X)(E)" and add one position of "MCHVP Program Manager (X)(E), one position of "Health Project Coordinator-MCHVP (X)(E)," one position of "Health Information Specialist (E)" and one position of "Public Health Educator II (X)(E)"; under Disease Control and Prevention Division, Bioterrorism Grant-Focus CRI (P), delete one position of "CRI Program Coordinator (P)(X)" and add one position of "Health Project Coordinator-CRI (P)(X)."

JOB EVALUATION REPORT

City Service Commission Meeting Date: January 24, 2006

Department: Milwaukee Public Library

| Present | Request |
|---|---|
| Title: Library Circulation Aide | Title: Library Circulation Aide |
| Pay Range: 906 (\$7.30 - \$8.91 hourly) Advance to succeeding step after four months of successful service | Pay Range: 906 (\$7.30 - \$8.91 hourly) Advance to succeeding step after 520 hours of service. |
| Recommendation: Title: Library Circulation Aide Pay Range: 906 (\$7.30 - \$8.91 hourly) Advance to succeeding step after 520 hours of service. | |
| Rationale: This report recommends that Library Circulation Aides hired after February 25, 2006 advance to each succeeding pay step in their pay range after successful completion of 520 hours of service instead of the current amount of time, which is four months of successful service. This means that new Library Circulation Aides will reach the maximum of their pay range in one and one-half years, as opposed to one year. This change is recommended because rates of pay for Library Circulation Aides are now competitive with the local labor market and the Library no longer needs to accelerate pay rates for these employees to remain competitive. Current employees will not be affected by this change. | |

Action Required:

In the Salary Ordinance, under Pay Range 906, delete footnote "1" in its entirety and add the following footnote: "1/ Salary advancements to the next succeeding step to be after 520 hours of successful service upon recommendation by the department.

Background

On May 6, 2005, the Milwaukee Public Library requested that the pay system for its Circulation Aides be studied. The Library specifically requested that these employees advance through their pay range at a slower rate than currently afforded, which is currently one pay step every four months. Current rates of pay for Circulation Aides are as follows:

Pay Range 906


| Step 1 | Step 2 | Step 3 | Step 4 |
|--------|--------|--------|--------|
| \$7.30 | \$7.85 | \$8.37 | \$8.91 |

Circulation Aides, sometimes called "Library Pages" in other library systems, work throughout the year performing a variety of duties related to sorting and shelving library materials. They are required to be students and are not represented by a union.

In its correspondence, the Library stated that gradual improvement in wages for this group has significantly improved recruitment and retention, to the point that it is no longer necessary to accelerate wage growth through the pay steps. Discussions with the Library's Personnel Officer, Judith Zemke, indicated that this is indeed the case and it appears appropriate to decelerate pay growth for new Circulation Aides. These discussions resulted in the recommendation presented here to allow an additional pay step after 520 hours of successful service instead of every four months.

It is therefore recommended that the Salary Ordinance be modified to reflect this change.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director