



October 8, 2025

Jackie Q. Carter, Director
Department of Employee Relations
City Hall, Room 706

Dear Ms. Carter:

The Milwaukee Health Department (MHD) is hereby requesting the exemption of the position of the following vacant position:

Deputy Commissioner of Community Health

The Deputy Commissioner of Community Health will oversee the Family and Community Health Division which includes all evidence-based programs in the Family and Community Health Division (FCH) including Women, Infants and Children (WIC), Healthcare Access, Empowering Families of Milwaukee, Strong Baby, and the DAD (Direct Assistance to Dads) Project.

Deputy Commissioners represent the Health Commissioner and the MHD in promoting public health objectives and outcomes and obtaining support for critical public health initiatives. This includes responsibility for establishing and maintaining critical collaborative relationships with state and federal public health officials, elected officials and community partners. The exemption of this position will permit our department to select a candidate who will assist us in carrying out our public health mission, while remaining sensitive to the needs and priorities of the City's policy makers.

Enclosed please find a job description for this position. Should you have any questions, please contact Lindsey O'Connor at 414-286-6406 at your earliest convenience.

Sincerely,

Signed by:
Michael F. Totoraitis
2DD06C0D1106400...

Michael F. Totoraitis, PhD.
Commissioner of Health

City of Milwaukee
CS-25, Rev. 11/14

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 10/9/2025		2. Present Incumbent: Vacant		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: Erica Wright		YES ☐ NO ☒ If YES, indicate Underfill Title in box 10.	
5. Department: Health		Bureau: Division: Community Health		Unit: Section:	
6. Work Location: ZMB – 3 rd Floor		Telephone: Email:		Work Schedule: Hours: 40+ / Days: M-F	
7. Represented by a Union? ☐ Yes ☒ No		8. Bargaining Unit: 9. If in District Council 48, which local?		10. FLSA Status (check one): ☒ Exempt ☐ Non-Exempt	
10. Official Title: Deputy Commissioner of Community Health		Pay Range		Job Code	EEO Code
Underfill Title (if applicable):		1JX 1PX		5928	101
Requested Title (if applicable): Deputy Commissioner of Community Health		1MX 1PX		5928	101
Recommended Title (DER Use Only):		Approved by: Date:			

11. BASIC FUNCTION OF POSITION:

The Deputy Commissioner of Community Health develops, implements, manages, and evaluates evidence-based programs for the Maternal and Child Health (MCH) division. The MCH division encompasses many grant-funded programs, which include a large team of home visitors (both nurses and social workers, and public health educators); the Women, Infant, and Children (WIC) supplemental nutrition program; the newborn blood and hearing screening programs. This position provides direction, leadership, and supervision to division directors, program managers, supervisors, and coordinators, and works closely with the Deputy Commissioner of Medical Services and the to assure that only the highest quality nursing and public health services are provided at MHD clinical sites and out in the community. This position also plays a key role in the community, representing the health department in many area partnerships, coalitions, and networks, as well as communicating regularly with funders, the Milwaukee Common Council and Mayor, as well as the media. This position oversees a wide variety of grant-seeking and research activities.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
35%	Program Leadership: Plan and develop overall strategy in terms of the Community Health Branch goals and objectives, work plans, budgets, intra-branch and divisional collaboration; Engage in diverse needs-assessment activities including evaluation of community needs, program capacity, and the success of previous and current activities and projects; Coordinate and plan community health activities to ensure balanced and adequate programs; Formulate progressive programs designed with community-level data and feedback to meet the changing needs of the community; Develop and oversee contracts and subcontracts in all areas of community health programming, including negotiating terms, drafting documents, authorizing payments, and

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	monitoring performance of contractors and subcontractors; Evaluate, plan, and develop standards for community health program measurement using existing and new resources and methods; Write, edit, and approve reports produced by the branch personnel (including internal, foundation and government funding sources, etc.); Participate in relevant internal and external committees that relate to community health, particularly those that encourage or adopt innovative approaches to the work, and those that focus on communities with the greatest need; Monitor and participate in efforts to strengthen data collection within all data systems in the branch; Analyze and interpret statistics deemed significant to program planning and budget preparation; Direct branch research activities including an analysis of service impact on target populations, data collection, comparative analysis of various interventions, and ongoing surveillance of community health indicators (such as infant mortality, teen pregnancy, adolescent suicide rates etc.); Prepare and recommend the annual budget for community health programs; Propose and facilitate changes and improvements within the organization's public health practices.
30%	Staff Management and Administration: Hire, train, support, supervise, and evaluate staff responsible for new and innovative community interventions and community health strategies; Help establish programs for guidance and professional development of community health staff, and in establishing policies, procedures, and equitable performance standards; Lead, coordinate, and contribute to staff training and educational sessions; Promote an environment of critical and creative thinking, professional growth, adult learning, open communication, responsibility and accountability as well as collaboration; Participate in recruitment, selection, and assignment of personnel for community health services; Lead efforts to build morale, enforce accountability and discipline, and improve branch performance; Guide and mentor division directors, managers, and supervisors and branch staff; Oversee, and participate as needed in, performance improvement plan development and disciplinary procedures for staff; Approve student and intern program placement within the community health branch; and Participate as a member of the senior management team, working with, and advising, the Commissioner of Health and
20%	Community Leadership: 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; Represent the MHD in community groups as appropriate; Participate in community planning concerning health and social welfare; Act as spokesperson for all community health programs to the media as assigned; and Represent the MHD and the community health branch programs at Common Council meetings, and speak for community health programs.
15%	Grant Writing and Program Development: Plan mission-driven grant-strategy for community health in terms of proportion of grant funding vs. O&M funding, strategic areas of expansion, and vision for medium to long-term future; Identify and research corporate, foundation, and government sources of funding for community health activities; Champion grant opportunities within the organization, and play a lead role in writing the grants, developing the budgets, and building new or existing projects through those grants; and Manage grant-writing teams; sign off on final draft, and gain permission to submit from the Commissioner of Health

B. PERIPHERAL DUTIES:

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% of Time	PERIPHERAL DUTY
	Perform other duties as assigned, including responding to an emergency or broad impact event.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Commissioner of Health

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

This position exercises the highest degree of independent judgment. Work assignments and methods are outlined, reviewed and approved by the Commissioner of Health.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 66.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

of supervision exercised by indicating one or more of the following:		
a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Director of Maternal and Child Health	A, b, c, d, e, f, g, h
1	Public Health Clinic Operations Director	A, b, c, d, e, f, g, h
1	Public Health Nursing Director	A, b, c, d, e, f, g, h
1	Administrative Assistant III	A, b, c, d, e, f, g, h

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)i. **Education and Experience:**

Masters Degree in public health, healthcare management, administration, community health, nursing, social work or other related field.

Five years of full-time progressively experience in public health care program planning, policy development, community health assessment or health administration. Experience in the areas of program planning, budget development and monitoring, contract/grant development, staff supervision and development, team management or quality assurance preferred.

Knowledge, Skills and Abilities:

Language Skills: Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to effectively present information to top management, public groups, boards of directors, media and legislative bodies. Bilingual preferred.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills: Knowledge of contact management systems, database, internet, project management spreadsheet, and word processing software.

Strategic Ability: Can anticipate future consequences and trends accurately to create competitive and breakthrough strategies and plans.

Professional Development: Demonstrates understanding and interest in current trends and best practices in the field of discipline.

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Analysis and Assessment: Describes factors affecting the health of a community. Uses qualitative and quantitative data from multiple sources to assess community health.

Policy Development/Program Planning: Gathers information and contributes to developing options for policies, programs, and services. Examines the feasibility and geographic implications of policies, programs, and services. Uses public health informatics to develop, implement, evaluate, and improve policies, programs, and services.

Communication Skills: Solicits input from individuals and organizations to improve the health of a community. Communicates in writing and orally with linguistic and cultural proficiency. Describes the roles of governmental public health, health care, and other partners in improving the health of a community. Presents ideas effectively in formal and informal situations; Conveys thoughts clearly, concisely, and accurately, both inside and outside the organization.

Cultural Competency: Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community.

Financial Planning and Management: Operates programs within budget. Contributes to the development of program budgets. Provides information for development of contracts and other agreements for programs and services. Uses performance management systems for program and organizational.

Leadership and Systems Thinking: Contributes to development of a vision for a healthy community. Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services (e.g., using root cause analysis and other quality improvement methods and tools). Describes needs for professional development (e.g., training, mentoring, peer advising, coaching).

- ii. Certifications, Licenses, Registrations:
Valid driver's license at time of hire and must be maintained throughout employment. Registration as a Certified Public Health Professional is desirable.
- iii. Other Requirements:
Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, other agencies and the public. Ability to provide services in a culturally responsive manner. Ability to maintain confidentiality.

13. **PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

☐	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☐	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
☐	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
☐	Kneeling: Bending legs at knee to come to a rest on knee or knees.

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☐	Crouching: Bending the body downward and forward by bending leg and spine.
☐	Crawling: Moving about on hands and knees or hands and feet.
☐	Reaching: Extending Hand(s) and arm(s) in any direction.
☒	Standing: Particularly for sustained periods of time.
☒	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
☐	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
☐	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
☒	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☐	Grasping: Applying pressure to an object with fingers and palm.
☐	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
☒	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
☐	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

☒	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
☐	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
☐	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

☒	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
☐	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
☐	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating

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shift, etc. **Approximate Percentage of time performing field work:** _____%

CHECK ALL THAT APPLY:

☒	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
☐	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
☐	The worker is subject to outside environmental conditions: No effective protection from weather.
☐	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
☐	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
☐	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
☐	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
☐	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
☐	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
☐	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
☐	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

☐ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☐ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
☒ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☐ Handcart	☒ PC software
☐ Hand tools (<i>please list</i>):	
☐ Office Machines (<i>check all that apply</i>): ☒ Copier ☒ Facsimile ☒ Calculator ☐ Cash register	
☐ Other (<i>please list</i>):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate.

DocuSigned by:

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 Signature of Department Head or Designated Representative

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Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: October 17, 2025

RE: Request from the Milwaukee Health Department (MHD) to **re-exempt** the position of Deputy Commissioner of Community Health

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Deputy Commissioner of Community Health	1	1PX (\$125,201-\$175,275)

Please find attached a request from MHD Commissioner Michael Totoraitis **to re-exempt** the position of Deputy Commissioner of Community Health and a copy of the current job description.

Reporting directly to the Commissioner of Health, the Deputy Commissioner of Community Health provides policy and programmatic leadership for all clinical and patient care functions. Each of the four Deputy Commissioners is qualified to serve in the absence of the Commissioner of Health as a Level III local health officer. The Deputy Commissioner of Community Health will represent the Commissioner of Health before various committees and commissions, in addition to meeting individually with policymakers relative to public health initiatives. Accordingly, it is imperative that the incumbent aligns with and understands the policy direction and priorities of the Commissioner of Health. For these reasons, I recommend that the request to re-exempt the Deputy Commissioner of Community Health be approved.

Please contact me at 414.286.8643 should you have any questions.