



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Makda Fessahaye**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

March 11, 2022

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 211755– Communication from the Department of Employee Relations relating to classification studies scheduled for the March 15, 2022 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled to be heard at the City Service Commission meeting on March 15, 2022.

**Employees’ Retirement System**

| Current  | Recommended  |
|--|--|
| ERS Network Security Administrator<br>PR 2LX (\$72,244 - \$101,137)<br>FN: Any point with DER approval<br>(One Position) | ERS Network Security Administrator<br>PR 2MX (\$76,988 - \$107,782)<br>FN: Recruitment is at \$84,687 and may be at any point with DER approval.<br>(One Position) |

Note: Residents receive a rate that is 3% higher.

**Health Department – 2021 Rates**

| Current  | Recommended   |
|--|---|
| Deputy Commissioner of Policy, Innovation, and Engagement<br>PR 1JX (\$80,442 - \$112,627)<br>Recruitment at any point with DER/F&P Chair approval<br>(One Position) | Deputy Commissioner of Policy, Innovation, and Engagement<br>PR 1JX (\$80,442 - \$112,627)<br>Recruitment at \$90,699/any point with DER/F&P Chair approval<br>(One Position) |
| Health Data and Evaluation Director<br>PR 1GX (\$66,435 - \$93,010)<br>Recruitment at \$74,823/any point with DER approval<br>(One Position)                         | Health Data and Evaluation Director<br>PR 1GX (\$66,435 - \$93,010)<br>Recruitment at \$76,887/any point with DER approval<br>(One Position)                                  |
| Health Strategy Director<br>PR 1GX (\$66,435 - \$93,010)<br>Recruitment at any point with DER approval<br>(One Position)   | Health Strategy Director<br>PR 1GX (\$66,435 - \$93,010)<br>Recruitment at \$76,887/any point with DER approval<br>(One Position)   |

|  |  |
|--|--|
| Marketing and Communications Officer<br>PR 2JX (\$62,338 - \$87,270)<br>Recruitment at any point with DER/F&P Chair approval<br>(One Position) | Health Marketing and Communications Officer<br>PR 2JX (\$62,338 - \$87,270)<br>Recruitment at \$68,571/any point with DER approval<br>(One Position) |
| Epidemiologist<br>PR 2JX (\$62,338 - \$87,270)<br>(Three Positions)  | Epidemiologist<br>PR 2JX (\$62,338 - \$87,270)<br>Recruitment at \$65,580/any point with DER approval<br>(Three Positions)                           |
| Public Health Strategist<br>PR 2IX (\$58,462 - \$81,844)<br>Recruitment at any point with DER approval<br>(Eight Positions)                    | Public Health Strategist<br>PR 2IX (\$58,462 - \$81,844)<br>Recruitment at \$62,558/any point with DER approval<br>(Eight Positions)                 |
| Data and Evaluation Coordinator<br>PR 2HX (\$54,865 - \$76,806)<br>(Three Positions)   | Data and Evaluation Coordinator<br>PR 2HX (\$54,865 - \$76,806)<br>Recruitment at \$57,585./any point with DER approval<br>(Three Positions)         |
| Health Information Specialist<br>PR 2CN (\$39,881 - \$55,825)<br>Recruitment at \$45,473/any point with DER approval.<br>(One Position)        | Data and Evaluation Coordinator<br>PR 2HX (\$54,865 - \$76,806)<br>Recruitment at \$57,585/any point with DER approval<br>(One Position)             |
| Lead Program Information Specialist<br>PR 2DN (\$42,500 - \$59,498)<br>Recruitment at \$47,779<br>(One Position)                               | Lead Program Information Specialist<br>PR 2GN (\$51,469 - \$72,063)<br>Recruitment at any point with DER approval<br>(One Position)                  |
| One New Position   | Marketing and Communications Coordinator<br>PR 2FX (\$48,670 - \$67,616)<br>Recruitment at any point with DER approval<br>(One Position)             |
| Health Project Assistant<br>PR 5FN (\$40,516 - \$48,248)<br>Recruitment at \$42,539<br>(One Position)  | Health Project Coordinator<br>PR 2FN (\$48,294 - \$67,616)<br>Recruitment at \$52,805/any point with DER approval<br>(One Position)                  |
| One New Position   | Graphic Designer II<br>PR 2BN (\$37,425 - \$52,391)<br>Recruitment at \$43,733/any point with DER approval<br>(One Position)                         |

Note: Residents receive a rate that is 3% higher.

\*Please note that the rates in this report are 2021 rates, unless indicated otherwise, as the effective date is Pay Period 12, 2021 (May 30, 2021)

Respectfully Submitted,



Makda Fessahaye  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement



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REVISED 3/14/2022

### Job Evaluation Report

Civil Service Commission Meeting: March 15, 2022

#### Employees' Retirement System

| Current  | Recommended   |
|--|---|
| ERS Network Security Administrator<br>PR 2LX (\$72,244 - \$101,137)<br>FN: Any point with DER approval<br>(One Position) | ERS Network Security Administrator<br>PR 2MX (\$76,988 - \$107,782)<br>FN: Recruitment is at \$84,687 and may be at any<br>point with DER approval.<br>(One Position) |

Note: Residents receive a rate that is 3% higher.

#### Background

The Department of Employee Relations has received a request to reallocate the vacant position of ERS Network Security Administrator in Pay Range 2LX (\$72,244 - \$101,137) to Pay Range 2MX (\$76,988 - \$107,782). This request is based upon an increase in level of duties and responsibilities and to assist with recruitment. A job description was provided, and discussions were held with Jeffrey Shober, ERS Chief Technology Officer; Melody Johnson, Deputy Director; and Daniel Gopalan, Chief Financial Officer.

#### Duties and Responsibilities

The ERS Network Security Administrator will be primarily responsible for reviewing and keeping the Employees' Retirement Systems IT security infrastructure up-to-date and responsive to new threats. This position will report to and advise the Chief Technology Officer of security changes and updates that need to occur. This position will also be responsible for maintaining all IT security related tools and services to mitigate cyber incidents. Additionally, this position will be responsible for working with the infrastructure team to provide support for the network devices including all ERS servers and VMWare environments.

- 45% Lead departments IT security effort; Analyze security-related vulnerabilities and provide remediation; Ensure proper security protocols, systems and procedures are implemented and followed; Protect the network from attack and security vulnerabilities; Respond to and resolve problems found via alert and notification systems; Implement security measures leveraging best practices and guidance from NIST, CIS, etc.; Patch and maintain security applications and hardware; Test and evaluate new security technologies and recommend implementation as necessary.
- 40% Perform maintenance on VMWare hosts; Upgrade and patch VMWare hosts and servers; Upgrade and patch Windows and Linux OS for servers and desktops; Upgrade and patch firmware and driver updates for network devices; Upgrade and maintain anti-virus software; Maintain and support MS Exchange; Maintain and support SAN; Participate in DR tests; Maintain and support the ERS network and end-to-end nodes.
- 15% Participate in the on-call support rotation; Monitor and perform backups and disaster recovery; Progress reporting to senior management.

Minimum requirements include a bachelor's degree in business, computer science, management information systems or a closely related field; and five years of experience in the following areas:

- Working with advanced cybersecurity tools in Window's environment;
- Experience in Windows 2008+ and VMWare environments;
- Experience patching and upgrading physical and virtual servers;
- Experience with vulnerability assessment tools such as Rapid7 and Nessus;
- Cyber-attack response training and experience

Equivalent combinations of education and experience may also be considered.

### Analysis

Recently there has been an increase in cybersecurity incidents worldwide, as a result ERS has identified a need to adapt to industry trends by enhancing the department's network security. This was further identified when ERS was subjected to a cybersecurity incident related to a 'zero-day' attack on a Microsoft product. While there was no breach to ERS as determined following a forensic review by the department's insurance carrier, it increased the need to stay vigilant and proactive about ensuring network security. The most recent renewal of ERS' cyber insurance policy further highlighted the need for the department to enhance cyber security measures.

The Employees' Retirement System has experienced difficulty in recruiting candidates for this currently vacant position of ERS Network Security Administrator. The changes proposed for the duties and responsibilities of this position include:

- Primary responsibility to lead departments IT security effort; implement security measures leveraging best practices and guidance from NIST, CIS, etc.; patch and maintain security applications and hardware; test and evaluate new security technologies and recommend implementation as necessary.
- Report to Chief Technology Officer and advise CTO of security changes and updates that need to occur.

Below are market rates of pay for comparable positions as reported by the Economic Research Institute (ERI), and MRA which are salary surveys to which DER subscribes.

ERI, IT Security Analyst

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7                   | \$74,138        | \$80,335        | \$88,567    | \$96,680        | \$104,859       |
| 6                   | \$72,145        | \$78,157        | \$86,156    | \$94,037        | \$101,998       |
| 5                   | \$70,125        | \$75,948        | \$83,709    | \$91,350        | \$99,087        |
| 4                   | \$68,084        | \$73,716        | \$81,234    | \$88,630        | \$96,135        |
| 3                   | \$66,028        | \$71,470        | \$78,740    | \$85,886        | \$93,154        |
| 2                   | \$63,965        | \$69,218        | \$76,239    | \$83,131        | \$90,157        |
| 1                   | \$61,904        | \$66,968        | \$73,741    | \$80,377        | \$87,157        |

Source: ERI. Data as of January 1, 2022.

*ERI defines IT Security Analyst as a position that plans, implements, and updates security measures and controls to protect an organization's computer systems, networks, and data from security breaches; identifies and analyzes violations and security breaches, determines their root cause, and rectifies security weaknesses; investigates and appropriately responds to active alerts and security breaches; collaborates with the security team to determine the best solution to address detected vulnerabilities.*

## MRA, Data Security Administrator

| Metropolitan Area                 | 25th Percentile | Survey Mean | 75th Percentile |
|-----------------------------------|-----------------|-------------|-----------------|
| Milwaukee-Waukesha-West Allis, WI | \$70,663        | \$89,500    | \$146,936       |

Source: 2021 Benchmark Compensation Survey

*MRA defines Data Security Administrator as follows: Under the direction of the Management Information Systems Manager protect the information assets of the company and direct the efforts of the information systems security function from intentional or inadvertent access, modification or destruction. Analyze potential security needs and risks to ensure proper authorization for systems access. Assist in development of security strategies; establish guidelines and policies, resolve security violations and issues.*

Based upon changes to duties and responsibilities, and market rates of pay for comparable positions in Southeastern WI, this report recommends the reallocation of one vacant position of ERS Network Security Administrator in Pay Range 2LX (\$72,244 - \$101,137) to Pay Range 2MX (\$76,988 - \$107,782) with a recruitment rate of \$84,687 and appointment at any point in the range with DER approval.

**Action Required – Effective Pay Period 6, 2022 (March 6, 2022)**

In the Salary Ordinance:

Under Pay Range 2LX:

- Remove title 'ERS Network Security Administrator'

Under Pay Range 2MX:

- Add title 'ERS Network Security Administrator' and apply footnotes (4) (5) (9) and (10)

Prepared By:     Arielle Ewing    

Arielle Ewing, Human Resources Representative

Reviewed by:     Andrea Knickerbocker    

Andrea Knickerbocker, Human Resources Manager



Reviewed by: \_\_\_\_\_

Makda Fessahaye, Employee Relations Director

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200 East Wells Street, Room 706, Milwaukee, WI 53202 ▪ Phone (414) 286-3751, TDD 286-2960, Fax 286-0800  
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### Job Evaluation Report

City Service Commission Meeting: March 15, 2022

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|  |  |
|--|--|
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The Milwaukee Health Department (MHD) has requested a study of various positions within the Policy, Innovation and Engagement Branch (PIE). Job descriptions were provided, and discussions were held with Bailey Murph, Deputy Commissioner of Policy, Innovation, and Engagement; Michael Totoraitis, Health Data and Evaluation Director; Langston Verdin, Health Strategy Director; and Sarah Wangerin, Human Resources Analyst – Senior.

The Department indicated that they have received a large grant from the CDC (Center for Disease Control) regarding Health Disparities Among Populations. This work has been assigned to the PIE Branch and has resulted in the need to classify new positions and reclassify others due to changes in duties and responsibilities. The department also indicated that they wish to have a market study done for some positions to assist with recruitment and retention. They indicated that they have had to request several special rate letters to be able to recruit individuals at a rate above the minimum and are requesting some positions be reviewed for a new or changed recruitment rate.

The following recommendations in this report are made to classify some new positions, reclassify some current positions, raise some minimum recruitment rates, and provide recruitment flexibility based on education, experience, and credentials. Requirements for these positions have not all been assessed yet by the Staffing Division.

### Market Pay Data

Market pay data, effective January 1, 2022, from the Economic Research Institute (ERI), a service to which the Department of Employee Relations (DER) subscribes, was reviewed for similar positions in southeastern Wisconsin.

Below are market rates of pay for data and strategy positions that are similar to the following titles in this report.

- Deputy Commissioner of Policy, Innovation and Engagement
- Health Data and Evaluation Director
- Health Strategy Director

- Epidemiologist
- Public Health Strategist
- Data and Evaluation Coordinator
- Lead Program Information Specialist

**Health Information Services Director with five years of experience**

| 10%      | 25%      | Mean      | 75%       | 100%      |
|----------|----------|-----------|-----------|-----------|
| \$92,418 | \$98,897 | \$107,529 | \$115,707 | \$124,031 |

*Plans, develops, and administers health information system for health care facility consistent with standards of accrediting and regulatory agencies and requirements of health care system; develops and implements policies and procedures for documenting, storing, and retrieving information, and for processing medical-legal documents, insurance data, and correspondence requests in conformance with federal, state, and local statutes.*

**Health Information Manager with five years of experience**

| 10%      | 25%      | Mean     | 75%       | 100%      |
|----------|----------|----------|-----------|-----------|
| \$78,849 | \$87,016 | \$97,474 | \$108,200 | \$118,691 |

*Plans and manages the Clinical Information program and the activities of the team; oversees the analysis, management, and performance of health information data to aid patient care; coordinates, plans, develops, and implements project activities and necessary plans and programs to improve the system’s efficiency; and converts clinical data into knowledge and information that can be accessed and used by all health care professionals within the system.*

**Health Data Analyst – Mentor with three years of experience**

| 10%      | 25%      | Mean     | 75%      | 100%      |
|----------|----------|----------|----------|-----------|
| \$74,017 | \$80,703 | \$89,439 | \$98,152 | \$106,836 |

*Analyzes, develops, and maintains complex computer applications, procedures, and other systems that satisfy the needs of the clinical user departments; designs and analyzes health data reports; develops complex data queries to produce datasets for the analysis of medical costs and utilization trends; develops, analyzes, and reviews complex design work, including testing and documentation; and performs data validation studies.*

**Epidemiologist with four years of experience**

| 10%      | 25%      | Mean     | 75%      | 100%     |
|----------|----------|----------|----------|----------|
| \$66,892 | \$72,519 | \$79,996 | \$87,304 | \$94,696 |

*Plans, directs, and coordinates studies concerned with incidence of disease and effects of genetics, environment, lifestyle, chemicals, and other factors on health; collects and analyzes such information as the race, gender, and age of the people with the disease, their shared biological characteristics, such as a family history of the disease or common blood types, shared personal habits, such as tobacco and drug use and diet and exercise patterns, and social and economic factors; and analyzes data collected to determine probable effects on disease and mortality rates, using valid statistical techniques and knowledge of epidemiology.*

**Strategic Planning Analyst with three years of experience**

| 10%      | 25%      | Mean     | 75%      | 100%     |
|----------|----------|----------|----------|----------|
| \$63,302 | \$68,701 | \$75,872 | \$82,833 | \$89,881 |



*Assesses and conducts studies, prepares reports, and gives advice on feasibility, cost effectiveness, regulatory conformance of long- and short-range strategic plans, proposals, special projects, and ongoing programs to achieve the organization’s growth and profitability objectives; conducts field investigations, economic or public opinion surveys, demographic studies, or other appropriate research to gather required information; converse with management or strategic planning committees to formulate strategic plans and directions, discuss overall intent of programs or projects, and determine broad guidelines for studies, utilizing knowledge of subject area, research techniques, and regulatory limitations.*

**Health Data Analyst with three years of experience**

| 10%      | 25%      | Mean     | 75%      | 100%     |
|----------|----------|----------|----------|----------|
| \$58,737 | \$64,001 | \$70,961 | \$77,826 | \$84,740 |

*Develops, analyzes, and maintains computer applications, procedures, and other systems that satisfy the needs of the clinical user departments; designs and analyzes health data reports; analyzes and develops necessary design work including testing and documentation; reviews, evaluates, and implements requests from clinical user departments; and performs data validations studies.*

**Health Policy Analyst with three years of experience**

| 10%      | 25%      | Mean     | 75%      | 100%     |
|----------|----------|----------|----------|----------|
| \$53,827 | \$56,966 | \$61,422 | \$65,263 | \$69,453 |

*Conducts research on and gives effective solutions for public health and social programs; examines research literature, polls, surveys, census data, and interviews to assess the quality of health care programs and to develop policies; calculates the cost of health care programs through quantitative and qualitative analysis; and advocates for specific research findings or projects that will improve patient services.*

Below are 2022 market rates of pay for marketing and communications positions, and graphic designer.

**Marketing Communications Supervisor with five years of experience**

| 10%      | 25%      | Mean     | 75%      | 100%      |
|----------|----------|----------|----------|-----------|
| \$74,153 | \$80,963 | \$89,902 | \$98,838 | \$107,734 |

*Plans, creates, and implements marketing communications programs; supports communications projects in the areas of advertising and promotional programs, public relations, and trade shows, including internet-based communications; and develops, implements, and evaluates marketing communications plans in support of strategic objectives.*

**Public Relations Supervisor with five years of experience**

| 10%      | 25%      | Mean     | 75%      | 100%     |
|----------|----------|----------|----------|----------|
| \$65,136 | \$71,070 | \$78,836 | \$86,517 | \$94,199 |

*Supervises an organization’s public relations efforts; aids the administration with the presentation and the representation of the organization to the general public, customers, local communities, shareholders and the financial communities; contributes to the development and maintenance of the organization’s corporate image and identity; oversees writing of and/or writes news releases and articles; and collaborates with management in setting the short- and long-term strategic objectives while providing the supervision necessary to achieve profits, growth, or other goals of the organization.*

**Marketing Associate with two years of experience**

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| 10%      | 25%      | Mean     | 75%      | 100%     |
| \$48,699 | \$53,073 | \$58,956 | \$64,707 | \$70,567 |

*Assists in the creation and management of long-term marketing plans including advertising, public relations, promotions, and collateral; and gives support to advertising programs, and communication programs designed to promote products or services*

**Graphic Designer with one and two years of experience**

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| 10%      | 25%      | Mean     | 75%      | 100%     |
| \$44,836 | \$48,405 | \$53,266 | \$57,898 | \$62,689 |
| \$42,634 | \$46,016 | \$50,601 | \$54,961 | \$59,490 |

*Designs art and copy layouts for material to be presented by visual communications media such as books, magazines, newspapers, internet websites, television, and packaging; develops materials manually or utilizes graphic software to design and produce finished artwork or product; and plans content, graphic aspects, and presentation of material, product, or service.*

**Position Descriptions and Recommendations**

|             |   |  |              |
|-------------|---|--|--------------|
| Current     | Deputy Commissioner of Policy, Innovation, and Engagement | PR 1JX (\$80,442 - \$112,627) Recruitment at any point DER/FPC Chair approval.               | One Position |
| Recommended | Deputy Commissioner of Policy, Innovation, and Engagement | PR 1JX (\$80,442 - \$112,627) Recruitment at \$90,699/any point with DER/FPC Chair approval. | One Position |

This position leads the Policy, Innovation, and Engagement Branch at the City of Milwaukee Health Department; serves as the lead for key department-wide system improvements and strategy initiatives; and helps to ensure that MHD is future-focused. This position, in close coordination with the Commissioner of Health, is responsible for overseeing the PHAB (Public Health Accreditation Board) accreditation process through development and implementation of Milwaukee’s Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), and Strategic Plan; develops MHD’s public policy positions through extensive research; creates and coordinates MHD’s comprehensive policy agenda; and analyzes other existing and proposed federal, state, and local policies. This position also serves as the key link between MHD and Wisconsin academic institutions, including the UW-Milwaukee Zilber School of Public Health; leads the department’s data and evaluation efforts by overseeing the creation and implantation of the MHD performance management system; consults with division directors and managers about data tools, data capacity, and proving expertise around evaluation frameworks.

Duties and responsibilities include:

30% Public Health Policy and Health Strategy

Represent the MHD in areas of technical expertise through interaction with department heads, mayoral staff, aldermanic offices, outside public agencies and officials, community groups, and private sector businesses as well as participation on various committees, consortia, coalitions, task forces, professional organizations, and special project teams; coordinate with MHD’s legislative agenda and serve as a liaison to the City of Milwaukee Inter-governmental Relations Office on public health legislative review and development; identify and analyze existing and proposed federal, state, and local policies; develop MHD’s public policy positions and create policy briefs and white papers on issues that impact public health and advance health equity;

prepare and deliver written and oral policy-related testimony; manage, coordinate, and support innovative department-wide activities that result in improvements to existing structures and systems to maximize program performance, including PHAB Accreditation and quality improvement; oversee the development and implementation of department and community-wide plans, including the CHIP and Strategic Plan; embed health equity principles and innovate practices into the culture of the department; and ensure partnerships are in place to improve program and operational effectiveness.

25% Data, Evaluation, Epidemiological Surveillance, and Performance Management

Lead and support data activities that advance health equity by informing decision making, resource allocation, and intervention effectiveness; work with staff to provide technical assistance to programs around data collection and analysis, as well as management practices; support the expansion of the department's data surveillance, infrastructure, and data capacity; provide support to programs in measuring programmatic performance through the department's performance management system; and oversee the development of the Community Health Assessment and department annual report.

20% Strategic Health Communications

Oversee the development of communications plans to ensure that the department is communicating efficiently and effectively, both to internal and external stakeholders; work with staff to foster and recommend public information campaigns in a strategic context, consistent with the department's mission and goals; work with the communications team to evaluate communications plans; manage the planning, development, implementation, and promotion of public health information campaigns and materials; and serve as media contact with regards to policy issues if assigned by the Commissioner of Health.

15% Supervision and Project Management

Manage, direct, and supervise multiple staff to ensure work products are of high quality and completed in a timely manner; and directly supervise Policy, Innovation, and Engagement team members, including delegating assignments, providing guidance, reviewing work products, providing feedback, and conducting performance evaluations.

10% Peripheral Duties

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

Minimum qualifications include being qualified to serve as the local health office (Level III), as established by Wis. Stat. 251.06 (1)(c) which includes a master's degree in public health, public administration, health administration or related field and three years of experience in a full-time administrative positions in either a public health agency or public health work; plus five years of full-time, progressively responsible experience in health program management, administration and supervision. Equivalent combinations of education and experience may be considered.

This position was last studied in 2019 when, as part of the Health Department reorganization, the title was changed from Public Health Planning and Policy Director in Pay Range 1JX (\$80,442 - \$112,627) (2019 Rates) to the current title of Deputy Commissioner of Policy, Innovation and Engagement in Pay Range 1JX (\$80,442 - \$112,627) (2019 Rates). A footnote was also added that allowed recruitment at any point in the range with approval of DER and the Chair of Finance and Personnel.

The market data supports a higher recruitment rate, which will assist with recruitment, retention and pay compression. We also recommend continuing the provision of recruitment anywhere in the range with

the approval of DER and the Chair of Finance and Personnel, which gives additional recruitment flexibility to the department.

We therefore recommend adding the recruitment rate of \$3,488.42 (\$90,698.92) and continuing recruitment flexibility at any point in the range with approval of DER and the Chair of Finance and Personnel for the position of Deputy Commissioner of Policy, Innovation and Engagement in Pay Range 1JX (\$80,442 - \$112,627).

|             |                                     |  |              |
|-------------|-------------------------------------|--|--------------|
| Current     | Health Data and Evaluation Director | PR 1GX (\$66,435 - \$93,010)<br>FN: Recruitment is at \$74,823/any point with DER approval | One Position |
| Recommended | Health Data and Evaluation Director | PR 1GX (\$66,435 - \$93,010)<br>FN: Recruitment is at \$76,887/any point with DER approval | One Position |

This position provides leadership, direction, and expertise in the design, development, implementation, analysis, and summary of data and evaluation projects for a broad range of programs within the City of Milwaukee Health Department. This position oversees the day-to-day administration and operations of the Data and Evaluation Division, which includes identifying projects, developing project work plans, ensure compliance with information technology standards and regulation, overseeing MHD technology solutions, and working as part of project teams. This position oversees a team of epidemiologists and data professionals who provide data and evaluation support to programs across the department. This position is directly responsible for developing the Department’s Annual Report to the Mayor and Common Council, developing the Department’s Community Health Assessment, and ensuring that public health data is accessible to the general public and community stakeholders. The Health and Data Evaluation Director supervise the development, implementation and maintenance of the department’s performance management system and processes. Duties and responsibilities include:

35% Data Analysis, Evaluation, and Reporting

Lead the development of the Community Health Assessment (CHA); identify, lead, and direct the design of data and evaluation projects in collaboration with stakeholders; lead and direct the development and implementation of qualitative and quantitative data collection tools with stakeholder engagement; provide leadership and direction in the analysis and interpretation of qualitative and quantitative data using statistical software packages and qualitative data analysis techniques; provide expertise in the interpretation of data in the context of the project or community, apply knowledge of evidence-based practices and fidelity to practices as needed, and elicit stakeholder engagement as needed; provide leadership and direction in summarizing findings from qualitative and quantitative data, accurately and objectively; write reports and present data as needed, with attention given to the intended audience; ensure that public health data, when appropriate, is accessible to the general public and community stakeholders using best practices; and implement consistent electronic file and data standards for MHD programs and ensure compliance with state and federal regulations.

20% Performance Management

Identify performance measures for all areas of the health department, in collaboration with staff from the department; oversee the development and implementation of a performance management and reporting system and provide frequent progress reports including performance status, and quality improvement outcomes; and lead the development of the Department’s Annual Report for the Mayor and Common Council.

20% Supervision and Project Management

Manage, direct, and supervise multiple staff to ensure work products are of high quality and completed in a timely manner; and directly supervise Data and Evaluation team members, including delegating assignments, providing guidance, reviewing work products, providing feedback, and conducting performance evaluations.

15% Partnership and Resource Development

Collaborate with other public health professionals in the development of regional and statewide strategies to improve data collection, analysis, and reporting; develop and sustain partnerships with community-based organizations and academic institutions to maximize department data capacity; participate in writing grants and other funding proposals and develop requests for proposals and contracts for data analysis and evaluation projects; and support MHD electronic health record (HER) implementation and long-term maintenance.

10% Peripheral Duties

Perform other duties as assigned, including responding to an emergency or broad impact event. Minimum qualifications include a bachelor’s degree in public health, public policy, public administration, health administration, urban planning, or a closely related field from an accredited college or university; five years of professional experience in public health policy or public health programming performing duties related to the essential functions outlined above; and a valid driver’s license and access to a properly insure vehicle at time of appointment and throughout employment.

Minimum qualifications include a bachelor’s degree in public health, public policy, public administration, health administration, urban planning, or related field; and five years of experience in public health policy or public health programming.

This position was last studied in 2019 when it was created as part of the Health Department reorganization as Health Data and Evaluation Director in Pay Range 1GX (\$66,435 - \$93,010) (2019 Rates) with a recruitment rate of \$74,823 (2019 Rates) and recruitment at any point in the range with approval of DER.

The market data supports a higher recruitment rate, which will assist with recruitment, retention and pay compression. We also recommend continuing the provision of recruitment anywhere in the range with the approval of DER.

We therefore recommend an increase in the recruitment rate of \$2,877.81 (\$74,823.06) to \$2,957.19 (\$76,886.94) and continuing recruitment flexibility at any point in the range with the approval of DER for the position of Health Data and Evaluation Director in Pay Range 1GX (\$66,435 - \$93,010).

|             |                          |  |              |
|-------------|--------------------------|--|--------------|
| Current     | Health Strategy Director | PR 1GX (\$66,435 - \$93,010)<br>FN: Appointment at any point with DER approval             | One Position |
| Recommended | Health Strategy Director | PR 1GX (\$66,435 - \$93,010)<br>FN: Recruitment is at \$76,887/any point with DER approval | One Position |

This position provides leadership and expertise to advance community engagement, systems improvement, and policy strategies leading to the successful realization of the overall mission and goals of the health department. This position works directly with department partners and clients to seek out

new projects, engage the community in the department's work, and provide expert advice. The Health Strategy Director serves as the department's public health advisor for various community-level initiatives and represents the agency at community events and meetings. This position oversees the administration and operations of the Health Strategy Division, which includes Public Health Strategists who advance system and policy level change to advance health equity. This position is responsible for developing and implementing the Department's Community Health Improvement Plan, Strategic Plan, systems improvement projects, and developing relationships with community partners. Duties and responsibilities include:

25% Strategy and Engagement

Lead and direct the designated community teams/coalitions, coordinating all activities, staff and volunteers associated with the projects (e.g. identifying issues, convening stakeholders, facilitating group planning processes, soliciting community input, performing literature searches, identifying best practices, and coordinating all project-related research); serve as a liaison for the department of the community and other stakeholders; develop and implement timelines and schedules for department planning and assessment processes the assure active involvement of staff and/or community stakeholders; oversee the development, implementation of the City of Milwaukee's Community Health Improvement Plan (CHIP) and departmental strategic plan; utilize best practice methodologies in a manner consistent with national public health accreditation standards, in all assessment and planning activities; and identify new community project opportunities that advance the mission of the Health Department and address emerging community needs.

25% Systems Improvement and Policy

Manage, coordinate, and support department-wide activities that result in improvements to existing structures and systems to maximize program and administrative performance (e.g. quality improvement, strategic plan, and accreditation); facilitate change and improvement in the organization and public health practices; provide support to department divisions with identifying, developing and advancing policy interventions to improve public health including social determinants of health; and provide analysis of public health policy with particular emphasis on the social determinants of health and achieving greater health equity.

25% Partnership and Resource Development

Collaborate with other public health professionals in the development of local and regional strategies to improve the health of Milwaukee and advance health equity; develop and sustain partnerships with community based organizations and academic institutions to maximize public health impact; monitor local, state, and federal grant opportunities, and evaluate proposals for alignment with the department's mission; write proposals/grant applications to foundations, corporations, and government agencies as appropriate; and maintain relationships with foundation and corporate donors.

15% Supervision and Project Management

Manage, direct, and supervise multiple staff to ensure work products are of high quality and completed in a timely manner; and directly supervise Health and Strategy team members, including delegating assignments, providing guidance, reviewing work products, providing feedback, and conducting performance evaluations.

10% Peripheral Duties

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

Minimum qualifications include a master’s degree in public health, public policy, or related field; and five years of experience in public health policy or public health programing.

This position was last studied in 2019 when, as part of the Health Department reorganization, it was reclassified from Compliance Analyst in Pay Range 2GX (\$51,469 - \$72,063) (2019 Rates) to Health Strategy Director in Pay Range 1GX (\$66,435 - \$93,010) (2019 Rates) with recruitment at any point in the range with approval of DER and the Chair of Finance and Personnel.

The market data supports adding a recruitment rate which will assist with recruitment, retention and pay compression. We also recommend continuing recruitment flexibility with the provision of recruitment anywhere in the range with the approval of DER.

We therefore recommend adding the recruitment rate of \$2,957.19 (\$76,886.94) and continuing recruitment flexibility with the provision of recruitment at any point in the range with the approval of DER for the position of Health Strategy Director in Pay Range 1GX (\$66,435 - \$93,010).

|             |   |   |              |
|-------------|---|---|--------------|
| Current     | Marketing and Communications Officer        | PR 2JX (\$62,338 - \$87,270)<br>Recruitment at any point with DER/FPC Chair approval. | One Position |
| Recommended | Health Marketing and Communications Officer | PR 2JX (\$62,338 - \$87,270)<br>Recruitment at \$68,571/any point with DER approval.  | One Position |

This position manages staff and functions associated with marketing and communications, media and community relations, and graphics/web services for the Milwaukee Health Department; functions as the public information officer and media liaison for MHD and represents the department at community events, committees, or task forces; and is responsible for drafting and executing a consistent, long-term public relations plan and providing oversight to the components within. Duties and responsibilities include:

35% Communication Responsibilities

Develop and draft communications materials including: press releases, media advisories, opinion-editorial pieces, bylined articles, correspondence, and reports; coordinate the dissemination of information to the media, the general public, community organizations, other public health organizations, and community partners; write speeches, presentations, and campaigns regarding public health matters for the Commissioner, Division Directors, and others as assigned; identify and recommend opportunities to inform the general public, interest groups, administration, Common Council, state and federal agencies, and community partners of MHD’s policies, activities and accomplishments; develop, coordinate, and implement a strategic communications plan and policies for the department and employees; and coordinate the preparation of annual reports.

35% Media and Community Relations

Serve as primary contact for social media and act as spokesperson for the department as appropriate opportunities are identified; coordinate local state, and national media relations and serve as a media resource for all divisions for the department; foster and maintain positive, cooperative working relationships with community organizations, public health organizations, and media representatives; arrange special events, new conferences, editorial board meetings, media coverage, and coordinate staff participation as appropriate; serve as the MHD’s liaison to the Mayor’s Office, elected officials, and other department heads for press releases, special

announcements, and other public relations matters; represent the Milwaukee Health Department in public forums, at media events, committees, and task force groups; and provide leadership and consultation to the Health Commissioner on media and public relations aspects of mission-critical initiatives and crucial departmental policy and public health practice proposals.

20% Marketing Responsibilities

Oversee the department’s website, editing and submitting content, and supervising webmaster in the ongoing development of the site; manage and direct departmental image branding, health communications graphics; manage and work with senior-level management, community partners, and advertising/promotional agencies to effectively execute marketing strategies; develop time and action plans and direct associated marketing campaigns throughout the department to promote awareness and education; manage activities of outside advertising/promotional agency (development and execution of programs); and track/manage all communication platforms for analytics and performance management reporting.

5% Supervision

Manage and direct one Marketing and Communications Coordinator position and one Graphic Designer II position plus oversee some work performed by a Creative Design and Brand Specialist.

5% Peripheral Duties

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

Minimum qualifications include a bachelor’s degree in journalism, public relations, or another communications-related field; and five years of experience in journalism, communication, public relations, or media relations.

This position was last studied in 2020 when it was reclassified from Health Communications Officer in Pay Range 1EX (\$58,462 - \$81,844) (2020 Rates) with recruitment at any point in the range with approval of DER and the Chair of Finance and Personnel to Marketing and Communications Officer in Pay Range 2JX (\$62,338 - \$87,270) (2020 Rates) with recruitment at any point in the range with approval of DER and the Chair of Finance and Personnel.

The market data supports adding a recruitment rate, which will assist with recruitment, retention and pay compression. We also reviewed the recent report regarding the new similar position of DER Marketing and Communications Officer in Pay Range 2JX (\$63,585 - \$89,016) (2022 Rates) with a recruitment rate of \$69,943 (2022 Rates) and recruitment at any point in the range with DER approval. To distinguish this position, we recommend adding the word “Health” to the title.

We therefore recommend changing the title of Marketing and Communications Officer in Pay Range 2JX (\$62,338 - \$87,270) to Health Marketing and Communications Officer in Pay Range 2JX (\$62,338 - \$87,270), adding the recruitment rate of \$65,580 (\$68,571.10), and continuing recruitment flexibility with the provision of recruitment at any point in the range with DER approval. Note that the recruitment rate will be \$69,943 as of Pay Period 2, 2022 (January 9, 2022)

|             |                |   |                 |
|-------------|----------------|---|-----------------|
| Current     | Epidemiologist | PR 2JX (\$62,338 - \$87,270)  | Three Positions |
| Recommended | Epidemiologist | PR 2JX (\$62,338 - \$87,270)<br>Recruitment at \$65,580/any point with DER approval | Three Positions |



These positions investigate disease outbreaks and determine trends and threats that emerge related to outbreaks within at-risk and underserved communities of color; are responsible for conducting ongoing and systematic assessment of the health of the communities listed in grant work plans, including the timely collection, analysis, interpretation, dissemination, and use of social determinants of health data that is obtained through field research, observation, questionnaires, studies, and public health record and surveillance systems; and assist staff in recognizing and achieving grant strategies, activities, and milestones. Duties and responsibilities include:

60% Data Collection and Analysis

Plan and conduct epidemiologic studies, case analysis, and urgent outbreak investigations to address important and practical public health problems such as COVID-19; collaborate in the survey or investigation design process, including conducting a literature review, determining methodological techniques and processes, designing questionnaires and other data-collection instruments to increase and improve data collection and reporting; follow ethics and confidentiality guidelines and principles (including federal, state, and departmental rules) when planning studies, conducting research and quality improvement, and collecting, disseminating, and using data; generate descriptive analyses of data for a variety of audiences; assess need for special analyses, including cluster investigations, survival or longitudinal analyses, or cost-effectiveness/cost benefit/cost utility analyses; provide technical assistance and training on grant data management, epidemiological methods, and statistical analysis to department staff; and support the development of MHD Strategic Plans and After-Action Reports to inform future emergency responses.

25% Dissemination of Epidemiologic Findings

Apply knowledge of epidemiologic principles and methods to make recommendations regarding the validity of epidemiologic data; make recommendations for effective, evidence based public health interventions; prepare written and oral reports and presentations that communicate necessary information to professional audiences, policy makers, and the public; use principles of risk communication to efficiently and effectively disseminate epidemiologic findings; create data visualizations to help stakeholders understand and interpret data; and prepare epidemiological information to report grant activities.

15% Data System Management

Expand surveillance/data management systems to include groups subject to health disparities and social determinants of health data; and manage sensitive health databases such as RedCap, WEDSS (Wisconsin Electronic Disease Surveillance System), Tableau, NVivo, and WIR (Wisconsin Immunization Registry); and oversee the collection, cleansing, storing and maintenance of data from multiple sources across different platforms.

Minimum qualifications include a master's degree in public health, epidemiology, biostatistics, public policy, or related field; and two years of experience in epidemiology or public health including data management systems.

The classification for these three positions was last changed in 2019 when the pay range was changed from 1FX (\$62,338 - \$87,270) (2019 Rates) to 2JX (\$62,338 - \$87,270) (2019 Rates) as these positions do not supervise two or more positions. The rates of pay stayed the same.

The market data supports adding a recruitment rate, which will assist with recruitment, retention and pay compression. We also recommend adding the provision of recruitment anywhere in the range with the approval of DER which gives the department additional recruitment flexibility.

We therefore recommend adding the recruitment rate of \$2522.32 (\$65,580.32) and recruitment flexibility at any point in the range with approval of DER for the classification of Epidemiologist in Pay Range 2JX (\$62,338 - \$87,270).

|             |                          |  |                    |
|-------------|--------------------------|--|--------------------|
| Current     | Public Health Strategist | PR 2IX (\$58,462 - \$81,844)<br>Recruitment at any point with DER approval.          | Eight<br>Positions |
| Recommended | Public Health Strategist | PR 2IX (\$58,462 - \$81,844)<br>Recruitment at \$62,558/any point with DER approval. | Eight<br>Positions |

These positions provide technical expertise, project management, and leadership related to the development, implementation, facilitation, and oversight of particular programs and/or initiatives. Each position works on a portfolio of projects and focuses on a specific area including the MKE Elevate CHIP (Community Health Improvement Plan) and health equity initiatives, substance abuse, healthy food access, housing and economic development, or mental health and community resilience.

The duties and responsibilities vary based on the projects they are working on, but all these positions translate community input along with public health evidence (data/findings) into prevention and control recommendations to ensure the appropriate public health measures are adopted; and serve as a liaison to the public health system including other nonprofit agencies, schools, health care systems, and other MHD programs.

Requirements include a bachelor’s degree in public health, public policy, population health, public administration or related field and three years of experience in assessment, planning or evaluation, preferable in a public health setting.

This classification of Public Health Strategist in Pay Range 2IX (\$58,462 - \$81,844) (2019 Rates) was created in 2019 as part of the Health Department reorganization. Two positions were repurposed to this classification and one new position was created. An additional five positions were added as part of the 2022 budget. Earlier this year, recruitment flexibility was added as part of the Salary Ordinance update.

The market data supports a higher recruitment rate, which will assist with recruitment, retention and pay compression. We also recommend continuing the provision of recruitment anywhere in the range with the approval of DER which gives additional recruitment flexibility to the department.

We therefore recommend adding the recruitment rate of \$2,406.08 (\$62,558.08) and continuing recruitment flexibility at any point in the range with approval of DER for the positions of Public Health Strategist in Pay Range 2IX (\$58,462 - \$81,844).

|             |                                 |   |                    |
|-------------|---------------------------------|---|--------------------|
| Current     | Data and Evaluation Coordinator | PR 2HX (\$54,865 - \$76,806)  | Three<br>Positions |
| Recommended | Data and Evaluation Coordinator | PR 2HX (\$54,865 - \$76,806)<br>Recruitment at \$57,585/any point with DER approval | Three<br>Positions |

These positions are responsible for design, development, implementation, analysis, and summary of program data for a broad range of areas within the City of Milwaukee Health Department (MHD). Working with Epidemiologists and program staff, these positions maintains a portfolio of MHD programs, initiatives, and special projects; are responsible for understanding and evaluating MHD programmatic data; manage and coordinate department-wide efforts to ensure that a performance

management system is developed and maintained, resulting in data-driven programs; assure that department-wide performance improvement initiatives enhance operational and program efficiencies and effectiveness; lead policy development related to program performance; lead and coordinate evaluations that impact public health systems; support organizational strategic planning; research and develop workforce development training programs to enhance performance outcomes related to priority health concerns; assist in detecting, analyzing, and deterring programmatic and administrative risks; and communicate findings to departmental leadership, elected officials, and community stakeholders. Duties and responsibilities include:

50% Program Evaluation

Support all data and evaluation activities for departmental programming, including data collection and analysis and management practices to ensure that public health goals are effective and efficient; develop and implement qualitative and quantitative data collection tools with feedback from and involvement of stakeholders (e.g. survey design, instrument development, focus groups, key informant interviews, and client interviews); analyze and interpret qualitative and quantitative data using statistical software packages and qualitative data analysis techniques, with involvement from stakeholders; create data visualization and provide expertise in evaluation frameworks; make recommendations for improvement where necessary or highlight operational successes; provide technical support to stakeholders to ensure the highest quality of programmatic performance measurement and increase the department's capacity to evaluate and improve the department's practices, programs, and use of resources; provide individualized training opportunities to stakeholders to ensure data collection is relevant, strategic, and efficient; collaborate with stakeholders to interpret data to develop useful and practical recommendations for program improvements; and develop collaborative relationships with community stakeholders to ensure the department's evaluation efforts are culturally responsive.

25% Training and Database Management

Perform routine maintenance on MHD databases and systems (e.g. electronic health records system, state and federal systems, etc.) including but not limited to archiving data, data storage, downloads and uploads of data, and retrieving information, managing user access; act as a point of contact for MHD specific software and applications for initial troubleshooting; develop database training protocols, train employees, and update training procedures, as appropriate; and communicate with ITMD staff as necessary.

20% Performance Management

Establish a performance monitoring and reporting system and provide frequent progress reports including, performance status, and quality improvement outcomes; collaboratively design an information technology infrastructure required to support a department-wide performance and quality improvement system and open data sharing with the community; research, develop, and implement performance management processes including a department-wide training to ensure compliance with program management system reporting and tool and materials to expand the department's capacity related to data; maintain systems for tracking key performance indicators of the department by continuously reviewing and analyzing the alignment of program performance and department goals and strategies; support the development of the Department's Annual Report for the Mayor and Common Council; and support the development of the department's Community Health Assessment.

5% Peripheral Duties

Perform other duties as assigned, including responding to an emergency or broad impact event. May support one or several program areas.

Minimum qualifications include a master’s degree in public health, epidemiology, public policy, statistics, or related field: and two years of experience in data research, evaluation, collection, and analysis and/or other functions related to the position.

This classification was first created in 2019 when a position of Compliance Analyst in Pay Range 2GX (\$51,469 - \$72,063) (2019 Rates) was repurposed to this new classification of Data and Evaluation Coordinator in Pay Range 2HX (\$54,865 - \$76,806) (2019 Rates). Two other positions have been added for a total of three positions.

The market data supports a higher recruitment rate, which will assist with recruitment, retention and pay compression. We also recommend adding the provision of recruitment anywhere in the range with the approval of DER which gives the department additional recruitment flexibility.

We therefore recommend adding the recruitment rate of \$2,214.82 (\$57,585.32) and recruitment at any point in the range with approval of DER for the positions of Data and Evaluation Coordinator in Pay Range 2HX (\$54,865 - \$76,806).

|             |                                 |   |              |
|-------------|---------------------------------|---|--------------|
| Current     | Health Information Specialist   | PR 2CN (\$39,881 - \$55,825)<br>Recruitment at \$45,473/any point with DER approval | One Position |
| Recommended | Data and Evaluation Coordinator | PR 2HX (\$54,865 - \$76,806)<br>Recruitment at \$57,585/any point with DER approval | One Position |

This position’s portfolio encompasses work within the Data and Evaluation Division and programs within the Community Health branch such as the Maternal and Child Health Division, Empowering Families of Milwaukee Program (EFM), and the Direct Assistance to Dads (DAD) project. This work is achieved through quality control of data entry and billing forms; provision of technical assistance as needed; data analyses, assessments, and evaluations; development and maintenance of data management systems, data entry protocols, and generating periodic reports and reports on demand; and providing users access to data systems. This position also assists MHD staff in creating standardized reports needed for required programmatic reporting, Aldermanic reports, and general public health reports such as the Community Health Assessment and the Annual Report. Duties and responsibilities include:

- 45% Data Management and Reporting – Community Health Branch  
Maintain, extract, manipulate, report and interpret customized information from several databases such as the Secure Public Health Electronic Record Environment (SPHERE), and DAISEY (software system that demonstrates the impact of services on child and family outcomes) for program strategic planning and evaluation; develop, maintain and monitor the quality control program for MHD databases and electronic health records (HER) system; chair meetings for MHD database and EHR system users for information sharing, updates and problem solving; report database and EHR problems to appropriate partners like the Department of Health and Family Services or EHR vendor and coordinate corrections; input data into databases and EHR as needed and maintain operations; review and monitor input performance to assure data quality; establish data input priorities and schedules; coordinate with staff to identify, evaluate, plan and implement solutions for program data needs; conduct data analyses, assessment and evaluations; support the completion of trend analysis, academic research, public records requests, and quarterly and annual reports; communicate with managers to maintain staffing levels for timely and accurate data input processing; coordinate problem solving with departmental Information Technology (IT) staff as appropriate; suggest improvements for data management and recording

systems; perform routine maintenance on databased including system back-up, rebuilding files, archiving data, data storage, downloads and uploads of data, and retrieving information; serve as a liaison with other department information system personnel to assure computerization goals are met; develop database training protocols, train employees and update training procedures as appropriate; and assist users with registration to data systems and conduct user administration for MHD databases and EHR system.

- 35% Policy, Innovation and Engagement Support  
Support data and evaluation activities of the PIE Branch including the completion of the Annual Report, Community Health Assessment, and MHD Annual Performance Reports; support the PIE branch in the completion of requests from the Common Council, the Mayor’s Office and others; support implementation and maintenance of EHR for MHD programs, utilizing technical and database expertise to support workflows; and maintain the Community Health Dashboard in conjunction with the Community Health Epidemiologist and Program Managers configuring any changes to measures/benchmarks and identification of sources.
- 15% Training and Information Technology Management  
Train staff in proper use of hardware and software; coordinate with department IT staff to identify and resolve network interface problems; maintain existing hardware and software; and complete database inventory, data validations, and quality improvement of technological hardware/software to identify any gaps in efficacy.
- 5% Peripheral Duties  
Perform other duties as assigned, including responding to an emergency or broad impact event and serve on other committees as assigned.

Minimum qualifications include a master’s degree in public health, epidemiology, public policy, statistics, or related field: and two years of experience in data research, evaluation, collection, and analysis and/or other functions related to the position. Equivalent combinations of education and experience may be considered.

The duties and responsibilities of this position has changed so that the level of work is more comparable to the classification of Data and Evaluation Coordinator in Pay Range 2HX (\$54,865 - \$76,806) with a recommended recruitment rate of \$57,585 and at any point in the range with DER approval. These changes include assuming user management and ongoing maintenance of the MHD’s electronic health records (EHR) system; providing database administration to multiple MHD programs; and overseeing legacy systems after the EHR system is fully implemented. This position is also performing more duties and responsibilities that are performed by Data and Evaluation Coordinators such as the design, development, implementation, analysis, and summary of program data.

We therefore recommend reclassifying this position of Health Information Specialist in Pay Range 2CN (\$39,881 - \$55,825) with a recruitment rate of \$45,473 and at any point in the range with DER approval to Data and Evaluation Coordinator in Pay Range 2HX (\$54,865 - \$76,806) with the recommended recruitment rate of \$57,585 and at any point in the range with DER approval.

|             |                                     |  |              |
|-------------|-------------------------------------|--|--------------|
| Current     | Lead Program Information Specialist | PR 2DN (\$42,500 - \$59,498)<br>FN: Recruitment at \$47,779                | One Position |
| Recommended | Lead Program Information Specialist | PR 2GN (\$51,469 - \$72,063)<br>Recruitment at any point with DER approval | One Position |

The Lead Program Information Specialist is responsible for design, development, implementation, analysis, and summary of program data for areas within the City of Milwaukee Health Department (MHD). Working with Epidemiologists and program staff, this position maintains a portfolio of MHD programs, initiatives, and special projects. The basic function of the position is to ensure efficient operation, maintenance, and quality assurance of all of the Home Environmental Health (HEH) Childhood Lead Poisoning Prevention Program (CLPPP) data and information systems; and ensure the program accurately tracks and reports blood lead surveillance, collection of environmental samples, and individual and environmental case management utilizing state and federal program standards to effectively integrate this data into program and department operations. Duties and responsibilities include:

60% Program Data Management and Reporting

Support all data and evaluation activities of assigned programs; support the CLPPP program including data collection and analysis and management practices to ensure that public health goals are effective and efficient, utilizing program databases and the Healthy Homes and Lead Poisoning Surveillance System (HHL PSS) system; extracts, manipulates, reports, and interprets customized information from CLPPP databases for the purpose of program strategic planning and evaluation, trend analysis, service delivery, quality assurance, academic resource support, legislation support, public records requests, program quarterly and annual statistics, program QA/QC functions, timeline analysis and reports to funding agencies; analyze and interpret qualitative and quantitative data using statistical software packages and qualitative data analysis techniques, with involvement of stakeholders; create data visualizations and provide expertise in evaluation frameworks; make recommendations for improvement where necessary or highlight operational successes; provide technical support to stakeholders to ensure the highest quality of programmatic performance measurement and increase the department's capacity to evaluate and improve the department's practices, programs and use of resource; provide individualized training opportunities to stakeholders to ensure data collection is relevant, strategic, and efficient; collaborate with stakeholders to interpret data to develop useful and practical recommendations for program improvements; develop collaborative relationships with community stakeholders to ensure the department's evaluation efforts are culturally responsive; and support one or several program areas, if needed.

20% Program Database Coordinator

Develop database training protocols, train employees, and update training procedures for assigned programs as appropriate; trains all new employees in the use of CLPPP databases; provides updates to CLPPP database users and problem solving; develops and updates training protocols and procedures as appropriate; reviews and monitors input performance to assure quality data; establishes data input priorities and schedules; communicates with managers to maintain staffing levels for timely and accurate data input and processing; develops, monitors, and maintains CLPPP database quality control program; analyzes and solves problem occurring with CLPPP databases; coordinates problem solving with IT and state and federal CLPPP program as appropriate; coordinates all program data issues with state and federal CLPPP programs; coordinates with state and federal CLPPP programs to develop and implement changes and updates to CLPPP database programs and technology; and act as point of contact for CLPPP specific software and applications for initial troubleshooting.

10% Information Technology Management

Directs upgrades, expansion, and coordination of all CLPPP hardware and software; recommends software and program changes; supports update and maintenance of HEH and CLPPP web pages; and communicates with ITMD staff as necessary.

10% Peripheral Duties

Coordinates Land Management System (LMS) program implementation and integration, representing CLPPP for all LMS upgrades; support the development of the Department’s Annual Report for the Mayor and Common Council; support the development of the Department’s Community Health Assessment; serves on other MHD and IT-related committees or projects as they occur; and other duties as assigned, including responding to an emergency or broad impact event.

Minimum qualifications include a bachelor’s degree in information technology or a related field; and three years of experience in database applications, data collection, statistics, and/or personal computer hardware and software. Equivalent combinations of education and experience may be considered.

This position was last studied in 2001 when, it was reclassified from Health Project Assistant in Pay Range 530 to Lead Program Information Specialist in Pay Range 558. In 2012, as part of the restructuring of the Salary Ordinance, the pay range was changed from 558 to 2DN and there was no change in pay. The duties and responsibilities of this position have changed so that they are at the higher level of Pay Range 2GN (\$51,469 - \$72,063). Other IT positions at this level include GIS Analyst, IT Support Specialist – Senior and Programmer Analyst.

Changes in the position include an expansion of support to complex databases that support the Lead program and the rest of MHD. The department is expanding their digital footprint and this position is responsible for additional tracking and performance management. The department has indicated that this position is very independent, self-directed and requires independent judgement; monitors and directs the day-to-day operation of CLPPP databases and coordinates data entry, quality control (QC), and quality assurance (QA) procedures of program staff to ensure the data integrity of program databases; supports policy development related to program performance, evaluations that impact public health systems, and organizational strategic planning; assists to detect, analyze, and deter programmatic and administrative risks; and communicates findings to department leadership, elected officials, and community stakeholders.

We therefore recommend reallocating the position of Lead Program Information Specialist in Pay Range 2DN (\$42,500 - \$59,498) with a recruitment rate of \$47,779 to Pay Range 2GN (\$51,469 - \$72,063) and adding recruitment flexibility at any point in the range with DER approval.

| Current     | New Position                             |   | One Position |
|-------------|--|---|--------------|
| Recommended | Marketing and Communications Coordinator | PR 2FX (\$48,670 - \$67,616)<br>Recruitment at any point with approval of DER | One Position |

This position is supported with grant funding by the Centers for Disease Control and Prevention (CDC), which aims to expand access to COVID-19 preventative services through culturally competent communications, community-based testing and contact tracing, expand data infrastructure to capture social determinants of health and health disparities, build a more diverse and inclusive public health workforce, and facilitate cross-sectoral partnerships to address the fundamental causes of health inequities; be responsible for collaborating with the graphic designers to create culturally and linguistically appropriate media content that will help at-risk or underserved communities of color stay informed about the virus and promote equitable testing and vaccination efforts; and be responsible for coordinating the production and release of grant related content. Content will be disseminated through

public service announcements, print media, interviews, podcasts, and social media. Duties and responsibilities include:

60% Communication Production Coordination

Develop, draft, and produce communications materials including press releases, media advisories, correspondence and reports related to grant activities, strategies, and milestones; coordinate the dissemination of information related to addressing COVID-19 health disparities among populations at high-risk and underserved, and for future emergency responses to the media, the general public, community organizations, other public health organizations, and community partners; collaborate with the Marketing and Communications Officer to assist with writing speeches, developing presentations and campaigns for grant related activities, strategies, and milestones to address COVID-19 health disparities among populations at high-risk and underserved for the Commissioner, division directors, and other as assigned; identify and recommend opportunities to inform the general public, interest groups, administration, Common Council, state and federal agencies, and community partners of grant activities and accomplishments; maintain files and records for press releases, media advisories, correspondence and reports related to grant activities, strategies, and milestones; and collaborate with stakeholders to develop useful and practical communications/messaging to address COVID-19 health disparities among populations at high-risk and underserved and for future emergency responses.

30% Marketing Coordination

Work with the MHD's Marketing and Communications Officer to develop, edit, and submit grant related content to the MHD website; manage and work with senior-level management, community partners, and advertising/promotional agencies to effectively execute marketing strategies related to addressing COVID-19 health disparities among populations at high-risk and underserved and for future emergency responses; develop time and action plans and direct associated marketing campaigns throughout the department to promote awareness of grant activities and milestones; and support the development of a post-COVID Strategic Plan and After-Action Report to inform future emergency responses.

10% Media and Community Relations

Serve as the liaison to MHD staff and other department heads for announcements related to grant activities; and assist the Marketing and Communications Officer in representing the Milwaukee Health Department in public forums, at media events, committees, and workgroups related to grant activities.

Minimum qualifications include a bachelor's degree in journalism, public relations, or another communication-related field; and two years of progressively responsible journalism, communication, public or media relations experience. Equivalent combinations of education and experience may also be considered.

This is a new position. Market data was reviewed, and comparisons were made to other City positions. Based on this review, we recommend the title of Marketing and Communications Coordinator in Pay Range 2FX (\$48,670- \$67,616). Other related communications positions in this pay range include Certification and Communications Coordinator, Events and Outreach Coordinator, and Water Marketing Specialist. We also recommend providing recruitment at any point in the range with DER approval.

We therefore recommend classifying this new position as Marketing and Communications Coordinator in Pay Range 2FX (\$48,670 - \$67,616) with recruitment at any point in the range with DER approval.



|             |                            |  |              |
|-------------|----------------------------|--|--------------|
| Current     | Health Project Assistant   | PR 5FN (\$40,516 - \$48,248)<br>FN: Recruitment at \$42,539                            | One Position |
| Recommended | Health Project Coordinator | PR 2FN (\$48,294 - \$67,616)<br>Recruitment at \$52,805/any point with approval of DER | One Position |

This position assures efficient operation, maintenance, and quality assurance of the Fetal and Infant Mortality Review (FIMR) and Vital Statistics; abstracts medical and social service system data on Milwaukee fetal and infant deaths and conducts maternal interviews; and assists with both Vital Statistics and FIMR program reporting, data analysis and evaluation. Duties and responsibilities include:

40% Medical Record Abstraction and Report Writing  
Obtains and abstracts prenatal, postnatal, hospital, pediatric and additional records on all Milwaukee fetal and infant deaths; compiles case information; produces working case narratives and summaries on all fetal and infant death cases; and prepares materials and co-facilitates bimonthly FIMR Case Review meetings.

40% Vital Statistics  
Aid in the implementation of procedural changes, resulting from changes in the Wisconsin State Statutes; become proficient in use of the SVRIS State system; coordinate workflow and processing of information; monitor office proceedings and operations; assure smooth and complete processing of records; review legal documents including court orders, guardianship papers, and power of attorney documents for validity; provide information and guidance to staff and clients regarding burials, legitimations, statements or paternity, apostilles, and other documentation as necessary; and serve as Vital Statistics staff backup in case of an emergency.

20% Program Maternal Interview Component  
Establish a performance monitoring and reporting system and provide frequent progress reports including performance status, and quality improvement outcomes; collaboratively design an information technology infrastructure required to support a department-wide performance and quality improvement system and open data sharing with the community; research, develop, and implement performance management processes including a department-wide training to ensure compliance with program management system reporting and tool and materials to expand the department's capacity related to data; maintain systems for tracking key performance indicators of the department by continuously reviewing and analyzing the alignment of program performance and department goals and strategies; support the development of the Department's Annual Report for the Mayor and Common Council; and support the development of the department's Community Health Assessment.

5% Peripheral Duties  
Perform other duties as assigned, including responding to an emergency or broad impact event.

Minimum qualifications include a bachelor's degree in social work, public health, nursing, or a related field; and two years of lead worker or program coordination experience performing duties closely related to the essential functions listed above. Equivalent combinations of education and experience may also be considered.

The duties and responsibilities of this position have changed so that they are more comparable to those of the Healthcare Access Program Coordinator position in Pay Range 2FN (\$48,294 - \$67,616) with a

recruitment rate of \$52,805 and at any point in the range with DER approval. Changes include serving as a backup to the program supervisor, cross-training and helping with coordination of direct reports, and assisting with creating a workforce and continuity planning structure.

We therefore recommend reclassifying one position of Health Project Assistant in the Vital Records Section, in Pay Range 5FN (\$40,516 - \$48,248) with a recruitment rate of \$42,539, to Health Project Coordinator in Pay Range 2FN (\$48,294 - \$67,616) with a recruitment rate of \$2,030.95 (\$52,804.70) and recruitment at any point in the range with DER approval.

|             |                     |   |              |
|-------------|---------------------|---|--------------|
| Current     | New Position        |   | One Position |
| Recommended | Graphic Designer II | PR 2BN (\$37,425 - \$52,391)<br>Recruitment at \$43,733/any point with DER approval | One Position |

This position is supported with grant funding provided by the Centers for Disease Control and Prevention (CDC), which aims to expand access to COVID-19 preventative services through culturally competent communications, community-based testing and contact tracing, expand data infrastructure to capture social determinants of health and health disparities, build a more diverse and inclusive public health workforce, and facilitate cross-sectoral partnerships to address the fundamental causes of health inequities. This position is responsible for collaborating with the Marketing and Communications Coordinator to create culturally and linguistically appropriate media content that will help at-risk or underserved communities of color stay informed about COVID-19 and promote equitable testing and vaccination efforts within at-risk and underserved communities of color. This position will design materials related to grant activities and strategies for public distribution. Duties and responsibilities include:

- 60% Graphic Design Production  
Design and produce layouts, illustrations, and professional finished art and/or copy of COVID-19 health related printed materials; have a thorough understanding of lettering and typography, including proper kerning, spacing, layout and type manipulation necessary to produce professional printed work in a variety of formats and sizes from business cards to billboards; electronically prepare and revise COVID-19 health disparities charts, graphs, and maps for use in print production; prepare grant related graphics for TV/video and lecture use and perform digital photographic work as needed; maintain files and records for forms, artwork, and printed samples related to grant activities, strategies, and milestones; and collaborate with stakeholders to develop useful and practical graphics/messaging to address COVID-19 health disparities among populations at high-risk and underserved and for future emergency responses.
- 30% Graphic Production Coordination  
Assist in the coordination of work to outside vendors and printers, including working with MHD personnel to determine scope of grant activity, assisting in developing preliminary visual concepts as necessary for grant activity, communicating, and negotiating specifications, monitoring quality of work product, and troubleshooting; and support the development of post-COVID Strategic Plan and After-Action Report to inform future emergency responses.
- 10% Web Design and Maintenance  
Work with MHD’s Marketing and Communications Officer and Coordinator in the development, design, maintenance, and update of MHD’s website; participate in joint projects related to the COVID-19 health disparities grant with outside organizations which require graphic support as assigned; and develop graphic images and layouts consistent with the City of Milwaukee Web

Site Style Standards and recommend proper graphic design templates and interfaces.

Minimum qualifications include a bachelor's degree in graphic design or related field and two years of experience in graphic design including freehand and computer illustration, layout, composition, design, and typography experience with: QuarkXpress, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat, Macromedia Dreamweaver, HTML 4.0, Javascript, and Macromedia. Equivalent combinations of education and experience may also be considered.

This is a new position. Market data was reviewed, and comparisons were made to other City positions. Based on this review, we recommend the current City classification of Graphic Designer II in Pay Range 2BN (\$38,174 - \$53,439) (2022 Rates) with a recruitment rate of \$44,607 (2022 Rates). To assist with recruitment, we recommend adding recruitment at any point in the range with DER approval. It should be noted that there is also an underfill title of Graphic Designer I in Pay Range 2AN (\$35,844 - \$50,177) (2022 Rates) with a recruitment rate of \$38,587 (2022 Rates) that could also be utilized.

We therefore recommend classifying this new position as Graphic Designer II in Pay Range 2BN (\$37,425 - \$52,391) with a recruitment rate of \$1,682.03 (\$43,732.78) with recruitment at any point in the range with DER approval.

**Action Required – Effective Pay Period 12, 2021 (May 30, 2021)\***

\*Note changes in Salary Ordinance and Positions Ordinance will reflect after the PP 2, 2022 2% ATB.

In the Salary Ordinance:

Under Pay Range 1GX:

- Remove footnotes (9) and (24) from the title 'Health Data and Evaluation Director'
- Create footnotes (16) and (32) and renumber accordingly:

(16) Recruitment is at:

|          |           |
|----------|-----------|
| Biweekly | 3,032.65  |
| Annual   | 78,848.90 |

(32) Recruitment is at:

|          |           |
|----------|-----------|
| Biweekly | 3,123.63  |
| Annual   | 81,214.38 |

- Add footnotes (16) and (32) to the titles 'Health Data and Evaluation Director' and 'Health Strategy Director'.

Under Pay Range 1JX:

- Add footnotes (6) and (12) to the title 'Deputy Commissioner of Policy, Innovation, and Engagement'

Under Pay Range 2CN:

- Remove the title 'Health Information Specialist'

Under Pay Range 2DN:

- Remove the title 'Lead Program Information Specialist'

Under Pay Range 2FN:

- Add the title 'Health Project Coordinator' and apply footnotes (5) (11) (16) and (22)

Under Pay Range 2FX:

- Add the title 'Marketing and Communications Coordinator' and apply footnotes (4) and (9)

Under Pay Range 2GN:

- Add the title 'Lead Program Information Specialist' and apply footnotes (15) and (32)

Under Pay Range 2HX:

- Create footnotes (6) and (12) and renumber accordingly:

(6) Recruitment is at:

|          |           |
|----------|-----------|
| Biweekly | 2,259.12  |
| Annual   | 58,737.12 |

(12) Recruitment is at:

|          |           |
|----------|-----------|
| Biweekly | 2,326.89  |
| Annual   | 60,499.14 |

- Add footnotes (6) and (12) to the title 'Data and Evaluation Coordinator'

Under Pay Range 2IX:

- Create footnotes (9) and (18) and renumber accordingly:

(9) Recruitment is at:

|          |           |
|----------|-----------|
| Biweekly | 2,434.69  |
| Annual   | 63,301.94 |

(18) Recruitment is at:

|          |           |
|----------|-----------|
| Biweekly | 2,507.73  |
| Annual   | 65,200.98 |

- Add footnotes (9) and (18) to the title 'Public Health Strategist'

Under Pay Range 2JX:

- Create footnotes (8) and (16) and renumber accordingly:

(8) Recruitment is at:

|          |           |
|----------|-----------|
| Biweekly | 2,572.77  |
| Annual   | 66,892.02 |

(16) Recruitment is at:

|          |           |
|----------|-----------|
| Biweekly | 2,649.95  |
| Annual   | 68,898.70 |

- Add footnotes (4) (8) (12) and (16) to the title 'Epidemiologist'
- Add the title 'Health Marketing and Communications Officer' and apply footnotes (4) (5) (12) and (13).

In the Positions Ordinance:

Under Health Department, Policy, Innovation & Engagement Division:

- Delete 1 position of 'Graphic Designer (T)'
- Add 1 position of 'Graphic Designer II (T)'

Under Health Department, Policy, Innovation & Engagement Division, Community Health Planning and Coordination:

- Delete 1 position of 'Health Information Specialist (E) (X)'
- Add 1 position of 'Data and Evaluation Coordinator (E) (X)'

Under Health Department, Policy, Innovation & Engagement Division, Communications:

- Delete 1 position of 'Marketing and Communications Officer (X) (Y) (T)'
- Add 1 position of 'Health Marketing and Communications Officer (X) (Y) (T)'

Under Health Department, Policy, Innovation & Engagement Division, Vital Records:

- Delete 1 position of 'Health Project Assistant (X)'
- Add 1 position of 'Health Project Coordinator (X)'

Prepared by:     Sarah Trotter      
Sarah Trotter, Human Resources Representative

Reviewed by:     Andrea Knickerbocker      
Andrea Knickerbocker, Human Resources Manager



Reviewed by: \_\_\_\_\_  
Makda Fessahaye, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

|          |  |
|----------|--|
| <b>A</b> | <b>Date</b> <u>3/11/2022</u> <b>File Number</b> <u>211755</u> <input checked="" type="checkbox"/> <b>Original</b> <input type="checkbox"/> <b>Substitute</b>                       |
|          | <b>Subject</b> <u>Communication from the Department of Employee Relations relating to classification studies scheduled for the March 15, 2022 City Service Commission meeting.</u> |

|          |  |
|----------|--|
| <b>B</b> | <b>Submitted By (Name/Title/Dept./Ext.)</b> <u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u> |
|----------|--|

|          |  |
|----------|--|
| <b>C</b> | <p><b>This File</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.</li> <li><input type="checkbox"/> Suspends expenditure authority.</li> <li><input type="checkbox"/> Increases or decreases city services.</li> <li><input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.</li> <li><input type="checkbox"/> Increases or decreases revenue.</li> <li><input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.</li> <li><input type="checkbox"/> Authorizes borrowing and related debt service.</li> <li><input type="checkbox"/> Authorizes contingent borrowing (authority only).</li> <li><input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.</li> </ul> |
|----------|--|

|  |   |  |  |  |   |                                       |  |  |  |
|--|---|--|--|--|---|---------------------------------------|--|--|--|
| <b>D</b>   | <p><b>Charge To</b></p> <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Department Account</td> <td><input type="checkbox"/> Contingent Fund</td> </tr> <tr> <td><input type="checkbox"/> Capital Projects Fund</td> <td><input type="checkbox"/> Special Purpose Accounts</td> </tr> <tr> <td><input type="checkbox"/> Debt Service</td> <td><input checked="" type="checkbox"/> Grant &amp; Aid Accounts</td> </tr> <tr> <td><input type="checkbox"/> Other (Specify) _____</td> <td></td> </tr> </table> | <input checked="" type="checkbox"/> Department Account | <input type="checkbox"/> Contingent Fund | <input type="checkbox"/> Capital Projects Fund | <input type="checkbox"/> Special Purpose Accounts | <input type="checkbox"/> Debt Service | <input checked="" type="checkbox"/> Grant & Aid Accounts | <input type="checkbox"/> Other (Specify) _____ |  |
| <input checked="" type="checkbox"/> Department Account | <input type="checkbox"/> Contingent Fund  |  |  |  |   |                                       |  |  |  |
| <input type="checkbox"/> Capital Projects Fund         | <input type="checkbox"/> Special Purpose Accounts   |  |  |  |   |                                       |  |  |  |
| <input type="checkbox"/> Debt Service                  | <input checked="" type="checkbox"/> Grant & Aid Accounts  |  |  |  |   |                                       |  |  |  |
| <input type="checkbox"/> Other (Specify) _____         |   |  |  |  |   |                                       |  |  |  |

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

**F**

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet. \_\_\_\_\_

**G**

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

1-3 Years       3-5 Years

1-3 Years       3-5 Years

1-3 Years       3-5 Years

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H**

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

**I**

Additional information. \_\_\_\_\_

**J**

This Note     Was requested by committee chair.

**Department of Employee Relations  
Fiscal Note Spreadsheet**

City Service Commission Meeting of March 15, 2022  
Finance and Personnel Committee Meeting of March 16, 2022

**NEW COSTS FOR 2021**

| Pos. | Dept   | From                                | PR  | To                                  | PR  | Annual   | Annual   | Costs   | Rollup                  | Rollup+ Sal |
|------|--------|-------------------------------------|-----|-------------------------------------|-----|----------|----------|---------|-------------------------|-------------|
| 1    | Health | Dep Comm of Policy, Innov & Engage  | 1JX | Dep Comm of Policy, Innov & Engage  | 1JX | N/A      | N/A      | N/A     | Recruitment Change Only |             |
| 1    | Health | Health Data and Evaluation Dir      | 1GX | Health Data and Evaluation Dir      | 1GX | N/A      | N/A      | N/A     | Recruitment Change Only |             |
| 1    | Health | Health Strategy Director            | 1GX | Health Strategy Director            | 1GX | N/A      | N/A      | N/A     | Recruitment Change Only |             |
| 1    | Health | Marketing & Comm Officer            | 2JX | Health Marketing & Comm Officer*    | 2JX | \$64,209 | \$70,628 | \$3,148 | \$441                   | \$3,588     |
| 1    | Health | Public Health Strategist            | 2IX | Public Health Strategist**          | 2JX | \$58,462 | \$62,558 | \$827   | \$116                   | \$943       |
| 1    | Health | Health Information Specialist       | 2CN | Data and Evaluation Coordinator     | 2HX | \$57,500 | \$61,525 | \$2,322 | \$475                   | \$2,797     |
| 1    | Health | Lead Program Information Specialist | 2DN | Lead Program Information Specialist | 2GN | \$53,415 | \$57,154 | \$2,157 | \$441                   | \$2,598     |
| 7    |        |                                     |     |                                     |     |          |          | \$8,454 | \$1,472                 | \$9,927     |

Assume effective date is Pay Period 12, 2021 (May 30, 2021).

Note: Some positions are not listed for 2021 because they weren't filled or the employee is no longer in the position.

\*The Health Marketing and Communications Officer position is 15% grant funded.

\*\*This Public Health Strategist position is 65% grant funded.

**NEW COSTS FOR 2022**

| Pos. | Dept                  | From                                | PR  | To                                      | PR  | Annual   | Annual   | Costs    | Rollup                  | Rollup+ Sal |
|------|-----------------------|-------------------------------------|-----|---|-----|----------|----------|----------|-------------------------|-------------|
| 1    | Employees' Ret System | ERS Network Security Adm            | 2LX | ERS Network Security Adm*               | 2MX | \$72,244 | \$84,687 | \$10,050 | \$1,407                 | \$11,457    |
| 1    | Health                | Dep Comm of Policy, Innov & Engage  | 1JX | Dep Comm of Policy, Innov & Engage      | 1JX | N/A      | N/A      | N/A      | Recruitment Change Only |             |
| 1    | Health                | Health Data and Evaluation Dir      | 1GX | Health Data and Evaluation Dir          | 1GX | N/A      | N/A      | N/A      | Recruitment Change Only |             |
| 1    | Health                | Health Strategy Director            | 1GX | Health Strategy Director                | 1GX | N/A      | N/A      | N/A      | Recruitment Change Only |             |
| 1    | Health                | Marketing & Comm Officer            | 2JX | Health Marketing & Comm Officer         | 2JX | \$64,209 | \$70,628 | \$5,456  | \$764                   | \$6,220     |
| 2    | Health                | Epidemiologist                      | 2JX | Epidemiologist                          | 2JX | \$62,338 | \$65,580 | \$6,484  | \$908                   | \$7,392     |
| 1    | Health                | Epidemiologist                      | 2JX | Epidemiologist                          | 2JX | N/A      | N/A      | N/A      | Grant Funded            |             |
| 1    | Health                | Public Health Strategist            | 2IX | Public Health Strategist                | 2IX | \$58,462 | \$62,558 | \$1,434  | \$201                   | \$1,634     |
| 1    | Health                | Public Health Strategist            | 2IX | Public Health Strategist                | 2IX | N/A      | N/A      | N/A      | Recruitment Change Only |             |
| 1    | Health                | Public Health Strategist            | 2IX | Public Health Strategist**              | 2IX | \$61,421 | \$65,201 | \$174    | \$24                    | \$199       |
| 3    | Health                | Public Health Strategist            | 2IX | Public Health Strategist                | 2IX | N/A      | N/A      | N/A      | Grant Funded            |             |
| 2    | Health                | Public Health Strategist            | 2IX | Public Health Strategist                | 2IX | \$59,632 | \$63,302 | \$5,928  | \$830                   | \$6,758     |
| 1    | Health                | Data and Evaluation Coordinator     | 2HX | Data and Evaluation Coordinator         | 2HX | \$55,961 | \$58,737 | \$2,242  | \$314                   | \$2,556     |
| 2    | Health                | Data and Evaluation Coordinator     | 2HX | Data and Evaluation Coordinator         | 2HX | N/A      | N/A      | N/A      | Grant Funded            |             |
| 1    | Health                | Health Information Specialist       | 2CN | Data and Evaluation Coordinator         | 2HX | \$57,500 | \$61,525 | \$4,025  | \$823                   | \$4,848     |
| 1    | Health                | Lead Program Information Specialist | 2DN | Lead Program Information Specialist     | 2GN | \$53,415 | \$57,154 | \$3,739  | \$765                   | \$4,504     |
| 1    | Health                | New Position                        | N/A | Marketing and Communications Coordinato | 2FX | N/A      | N/A      | N/A      | Grant Funded            |             |
| 1    | Health                | Health Project Assistant            | 5EN | Health Project Coordinator              | 2FN | \$43,390 | \$53,861 | \$8,457  | \$1,730                 | \$10,187    |
| 1    | Health                | New Position                        | N/A | Graphic Designer II                     | 2BN | N/A      | N/A      | N/A      | Grant Funded            |             |
| 24   |                       |                                     |     |   |     |          |          | \$47,990 | \$7,765                 | \$55,755    |

\*Assume effective date is Pay Period 6, 2022 (March 6, 2022)

\*This Public Health Strategist position is 95% grant funded.

Assume vacant Health positions are filled Pay Period 6, 2022 (March 6, 2022)



**NEW COSTS FOR FULL YEAR**

| Pos. | Dept                 | From                                | PR  | To                                      | PR  | Annual   | Annual   | Costs    | Rollup                  | Rollup+ Sal |
|------|----------------------|-------------------------------------|-----|---|-----|----------|----------|----------|-------------------------|-------------|
| 1    | Employes' Ret System | ERS Network Security Adm            | 2LX | ERS Network Security Adm                | 2MX | \$72,244 | \$84,687 | \$12,443 | \$1,742                 | \$14,185    |
| 1    | Health               | Dep Comm of Policy, Innov & Engage  | 1JX | Dep Comm of Policy, Innov & Engage      | 1JX | N/A      | N/A      | N/A      | Recruitment Change Only |             |
| 1    | Health               | Health Data and Evaluation Dir      | 1GX | Health Data and Evaluation Dir          | 1GX | N/A      | N/A      | N/A      | Recruitment Change Only |             |
| 1    | Health               | Health Strategy Director            | 1GX | Health Strategy Director                | 1GX | N/A      | N/A      | N/A      | Recruitment Change Only |             |
| 1    | Health               | Marketing & Comm Officer            | 2JX | Health Marketing & Comm Officer         | 2JX | \$64,209 | \$70,628 | \$5,456  | \$764                   | \$6,220     |
| 2    | Health               | Epidemiologist                      | 2JX | Epidemiologist                          | 2JX | \$62,338 | \$65,580 | \$6,484  | \$908                   | \$7,392     |
| 1    | Health               | Epidemiologist                      | 2JX | Epidemiologist                          | 2JX | N/A      | N/A      | N/A      | Grant Funded            |             |
| 1    | Health               | Public Health Strategist            | 2IX | Public Health Strategist                | 2IX | \$58,462 | \$62,558 | \$1,434  | \$201                   | \$1,634     |
| 1    | Health               | Public Health Strategist            | 2IX | Public Health Strategist                | 2IX | N/A      | N/A      | N/A      | Recruitment Change Only |             |
| 1    | Health               | Public Health Strategist            | 2IX | Public Health Strategist*               | 2IX | \$61,421 | \$65,201 | \$189    | \$26                    | \$215       |
| 3    | Health               | Public Health Strategist            | 2IX | Public Health Strategist                | 2IX | N/A      | N/A      | N/A      | Grant Funded            |             |
| 2    | Health               | Public Health Strategist            | 2IX | Public Health Strategist                | 2IX | \$59,632 | \$63,302 | \$7,340  | \$1,028                 | \$8,368     |
| 1    | Health               | Data and Evaluation Coordinator     | 2HX | Data and Evaluation Coordinator         | 2HX | \$55,961 | \$58,737 | \$2,776  | \$389                   | \$3,165     |
| 2    | Health               | Data and Evaluation Coordinator     | 2HX | Data and Evaluation Coordinator         | 2HX | N/A      | N/A      | N/A      | Grant Funded            |             |
| 1    | Health               | Health Information Specialist       | 2CN | Data and Evaluation Coordinator         | 2HX | \$57,500 | \$61,525 | \$4,025  | \$823                   | \$4,848     |
| 1    | Health               | Lead Program Information Specialist | 2DN | Lead Program Information Specialist     | 2GN | \$53,415 | \$57,154 | \$3,739  | \$765                   | \$4,504     |
| 1    | Health               | New Position                        | N/A | Marketing and Communications Coordinato | 2FX | N/A      | N/A      | N/A      | Grant Funded            |             |
| 1    | Health               | Health Project Assistant            | 5EN | Health Project Coordinator              | 2FN | \$43,390 | \$53,861 | \$10,471 | \$2,141                 | \$12,612    |
| 1    | Health               | New Position                        | N/A | Graphic Designer II                     | 2BN | N/A      | N/A      | N/A      | Grant Funded            |             |
| 24   |                      |                                     |     |   |     |          |          | \$54,357 | \$8,786                 | \$63,143    |