



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Renee Joos
Employee Benefits Director

Nicole Fleck
Labor Negotiator

February 16, 2018
(Revised Feb. 19, 2018)

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

RE: Common Council File Number 171599

Dear Committee Members

The following classification and pay recommendations will be submitted for the City Service Commission meeting on February 20, 2018.

Department of City Development

Request	Recommend
Assistant Executive Director-Secretary, RACM PR 1LX (\$91,404 - \$127,962) One Position	Assistant Director – Redevelopment Authority PR 1LX (\$91,404 - \$127,962) One Position
Development Projects Manager PR 1IX (\$75,478 - \$105,669) One Position	Development Projects Manager PR 1IX (\$75,478 - \$105,669) One Position
Development Manager PR 1IX (\$75,478 - \$105,669) One Position	Development Projects Coordinator 2LX (\$70,827 - \$99,154) One Position
Communications and Media Manager PR 2JX (\$62,338 - \$87,270) One Position	Marketing and Communications Officer PR 2JX (\$62,338 - \$87,270) One Position
Senior Economic Development Specialist PR 2JX (\$62,338 - \$87,270) One Position	Economic Development Specialist – Lead PR 2JX (\$62,338 - \$87,270) One Position
Real Estate Specialist PR 2GX (\$51,469 - \$72,063) One Position	Real Estate Specialist PR 2GX (\$51,469 - \$72,063) One Position



Senior Environmental Project Engineer PR 2GX (\$51,469 - \$72,063) Two Positions	Environmental Project Coordinator – Senior PR 2GX (\$51,469 - \$72,063) Two Positions Environmental Project Coordinator PR 2EX (\$48,670 - \$63,426) Underfill Title
Graduate Intern PR 9PN (\$14.28 - \$17.96)(Hourly Rate) Four Positions	Graduate Intern PR 9PN (\$14.28 - \$17.96)(Hourly Rate) Four Positions

Employees' Retirement System

Current	Request	Recommendation
Pension Accounting Specialist PR 2GX (\$51,469 - \$72,063)	Pension Accounting Manager PR 1EX (\$58,462 - \$81,844)	Pension Accounting Manager PR 1EX (\$58,462 - \$81,844)

Health Department

Current	Recommendation
Communicable Disease and Immunizations Supervisor PR 1EX (\$58,462 - \$81,844) Recruitment at \$63,807 One Position	Public Health Nurse Supervisor PR 1EX (\$58,462 - \$81,844) Recruitment at \$68,021 One Position
Health Project Assistant-DAD PR 5BN (\$30,530 - \$37,456) Three Positions	Health Project Assistant PR 5FN (\$40,516 - \$48,248) Recruitment at \$42,539 Three Positions
Substance Abuse Program Manager PR 2MX (\$75,478 - \$105,669) One Position	Substance Abuse Prevention and Control Program Manager PR 2IX (\$58,462 - \$81,844) One Position

Health Department

Current	Recommendation
New Position	Environmental Health Services Manager PR 1EX (\$58,462 - \$81,844) Recruitment at \$63,807 One Position

Sincerely,



Maria Monteagudo
Employee Relations Director



Attachments: Job Evaluation Reports
Fiscal Note

C: Rocky Marcoux, Vanessa Armstrong, Nicholas Sinram, Martha Brown, David Misky, James Fleming, Kein Burton, Lori Lutzka, Kevin Kuschel, Kenneth Adams, Marion Ecks, Amanda Golemba, Benjamin Timm, Dan Casanova, Tory Kress, Mathew Reimer, Jerry Allen, Melody Johnson, Daniel Gopalan, Cynthia Simpson, Tanz Robertson, Lori Hoffman, Jill LeStarge, Jeremy Goodrum, Jessie Wray, Tiffinie Cobb, Dennis Yaccarino, Nicole Fleck, Molly King, Ken Wischer



JOB EVALUATION REPORT

City Service Commission Meeting: February 20, 2018

Department of City Development

Request	Recommend
Assistant Executive Director-Secretary, RACM PR 1LX (\$91,404 - \$127,962) One Position	Assistant Director – Redevelopment Authority PR 1LX (\$91,404 - \$127,962) One Position
Development Projects Manager PR 1IX (\$75,478 - \$105,669) One Position	Development Projects Manager PR 1IX (\$75,478 - \$105,669) One Position
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Real Estate Specialist PR 2GX (\$51,469 - \$72,063) One Position	Real Estate Specialist PR 2GX (\$51,469 - \$72,063) One Position
Senior Environmental Project Engineer PR 2GX (\$51,469 - \$72,063) Two Positions	Environmental Project Coordinator – Senior PR 2GX (\$51,469 - \$72,063) Two Positions Environmental Project Coordinator PR 2EX (\$48,670 - \$63,426) Underfill Title
Graduate Intern PR 9PN (\$14.28 - \$17.96)(Hourly Rate) Four Positions	Graduate Intern PR 9PN (\$14.28 - \$17.96)(Hourly Rate) Four Positions

Background

This report recommends appropriate classifications and compensation levels for twelve positions in the Department of City Development (DCD). These positions are part of the department’s long-term budget strategy to eliminate positions in RACM (Redevelopment Authority for the City of Milwaukee) and recreate them in DCD. The classification of these positions will complete this process that began in 2012. Recommended appointment rates that will maintain current rates of pay for the individuals moving over from RACM are included in the Salary Ordinance changes under “Action Required”.

In reviewing these positions, staff analyzed job descriptions and discussions were held with Vanessa Armstrong, Human Resources Officer. It should be noted that the requirements listed for each classification have not been assessed by the Staffing Division and that equivalent combinations of education and experience may be considered.

Request: Asst. Exec Dir.-Secretary, Redevelopment Authority PR 1LX (\$91,404 - \$127,962)
Recommend: Assistant Director – Redevelopment Authority PR 1LX (\$91,404 - \$127,962)

This position is responsible for the overall management and coordination of redevelopment, blight prevention, and elimination activity administered by RACM, DCD, and/or other city agencies for development projects which may be defined. Duties and responsibilities include the following:

- 40% Managing the planning and implementation of urban renewal, blight elimination, and prevention activities with staff assigned by the Commissioner. Administering departmental policies and procedures for workforce activities, contracting services and purchases, and assuring compliance with such activities. Overseeing the real estate development, acquisition and disposition responsibilities for RACM and DCD. These include the management and marketing of City-owned foreclosed residential and commercial property (improved and vacant lots); the acquisition, assembly and sale of property for development projects; relocation activities; and the provision of a variety of real estate development services to all City departments. Managing the Brownfield Program for the City of Milwaukee which involves complex environmental activities and compliance for technically complicated projects; and applying for and securing grant funds. Supporting the Office of Environmental Sustainability with two catalytic initiatives identified in the City's "Refresh Milwaukee" Plan: the Harbor District and HomeGrown.
- 30% Representing the Commissioner as the point of contact for elected officials, developers, private companies, community groups, etc. regarding development projects and enhancing partnerships with entities that support revitalization in the City.
- 10% Overseeing and leveraging financial tools such as RACM's bonding authority by working with DCD Finance Personnel and the City Attorney's Office, industrially-zoned Tax Incremental Districts within the city, and New Market Tax Credits for qualifying projects.
- 10% Managing monthly meetings and the day-to-day business of RACM in accordance with Wisconsin State Law; briefing RACM Commissioners, the Mayor and Common Council members regarding RACM activities; overseeing preparation of the annual RACM budget; and coordinating the provision of legal services to RACM with the City Attorney's Office.
- 10% Representing DCD and the City on state and national real estate and economic development boards; and making various presentations to local, regional, national, and international organizations.

Requirements include a bachelor's degree in public administration, business administration, urban affairs, planning or a related area plus five years of experience in city planning, urban renewal, construction or a related area, including the management of large-scale projects. A master's degree in a related field is preferred.

This position is the Assistant Executive Director of RACM and the Commissioner of DCD is the Executive Director of RACM. RACM is an independent corporation created by state statute in 1958 and has the mission to eliminate blighting conditions that inhibit neighborhood reinvestment; foster and promote business expansion and job creation; and facilitate new business and housing development. This position is responsible for the overall management and coordination of redevelopment, blight prevention, and elimination activity; and is directly or indirectly responsible for 23 positions.

In studying this position, comparisons were made to several other "Deputy" and "Division Head" positions in the City. The level of responsibility, impact and complexity of this position is consistent with other City positions in the requested Pay Range 1LX including Block Grant Director, Chief Assessor, City Purchasing Director, Deputy Library Director-Public Services, Employee Retirement System-Deputy Director, Neighborhood Services Operations Director, and Public Health Laboratories Director. For example, the Neighborhood Services Operations Director assists the Commissioner of Neighborhood Services with the overall administration of the department; oversees the operations of the Development Center, Construction Trades Inspection and Neighborhood Improvement Project (NIP) Divisions; and serves as a technical adviser to the Commissioner. This position also requires a bachelor's degree in a related area and five years of experience. A master's degree is desirable.

To be more consistent with other City titles we recommend the title "Assistant Director – Redevelopment Authority". We therefore recommend this position be classified as "Assistant Director – Redevelopment Authority" in Pay Range 1LX (\$91,404 - \$127,962).

Request:	Development Projects Manager	PR 1IX (\$75,479 - \$105,669)
Recommend:	Development Projects Manager	PR 1IX (\$75,479 - \$105,669)

This position manages the RACM Development Team in the DCD Commissioner's Office. The Development Team is responsible for the management of major catalytic projects involving City assistance including financing, land sale, and/or entitlement authorization. Duties and responsibilities include the following:

- 20% Managing, mentoring and motivating the Development Team professionals who are responsible for catalytic real estate projects involving financing, land sales, development agreements and entitlement authorization. Overseeing the management of Milwaukee's Riverwalk Program and ADA (Americans with Disabilities Act) - Department of Justice projects.
- 15% Underwriting major catalytic projects (real estate, business expansion, public infrastructure and transportation) in order to make recommendations to the Mayor, DCD Commissioner, RACM Board, Joint Review Board and Common Council concerning appropriate levels of public investment.
- 15% Preparing legislative files, Tax Incremental Financing (TIF) plans, feasibility studies and Department of Revenue submittals for the creation and amendment of Tax Incremental Districts (TID) in cooperation with the Comptroller's Office and the Budget office.
- 15% Assisting business owners, developers and institutions considering an investment, expansion or project in process with respect to public investment, land assembly, and entitlement issues.
- 15% Reviewing and monitoring TID budget status reports, assisting with the preparation of the Annual TID Status Report, and present reports to the Common Council; overseeing the management of TID and Developer Financed Loan portfolio; and monitoring development agreement terms and conditions for specific performance compliance.
- 20% Serving as a liaison for the City of Milwaukee with county, state and federal economic development agencies, including the Port of Milwaukee; serving as the Mayor's liaison to the Port of Milwaukee Board of Harbor Commissioners and other committees and boards, and serving as the DCD representative for economic development initiatives; serving as a representative to the TIF Finance Committee, and as a review panelist for various Requests for Proposals for professional contracts; attending the Mayor Accountability in Management meetings for DCD and the Port of Milwaukee; preparing briefing papers for Intergovernmental Relations Director and assisting with lobbying efforts for proposed legislation at the State and Federal level; and performing other duties as assigned.

Requirements include a bachelor's degree in business administration, public administration, economics, or closely related field, and five years of experience in industrial or commercial development and redevelopment including two years with supervisory duties.

This position reports directly to the Commissioner of DCD/Executive Director of RACM and works closely with the Deputy Commissioner of DCD and department senior staff on the management of major catalytic projects involving City assistance including financing, land sales, and/or entitlement authorization. In studying this position, comparisons were made to other senior/executive level staff positions in the City. The level of responsibility, impact and complexity of this position is consistent with other City positions in the requested Pay Range 1IX including City Planning Manager, Redevelopment and Special Projects Manager, Neighborhood Business Development Manager, Environmental Sustainability Director, and Family and Community Health Services Director.

As an example, the Neighborhood Business Development Manager in DCD guides development of the City's neighborhood commercial revitalization strategies, manages staff responsible for implementing neighborhood

commercial revitalization programs, and serves as project manager for selected major neighborhood commercial redevelopment projects. The City Planning Manager in DCD is responsible for managing staff and resources assigned to the Planning Division; overseeing the design and administration of the City's land use control system and the City's Geographic Information System; the development of the City-wide and Area Comprehensive Plan and the provision of staff support to the City Plan Commission; the Board of Zoning Appeals; and various committees of the Common Council. All of these positions have significant responsibility for managing staff and implementing programs that affect major areas of the Department. This requires extensive knowledge in their areas of expertise and an ability to provide oversight and direction.

The requested title of Development Projects Manager reflects well the duties and responsibilities of the position. We therefore recommend this new position be classified as Development Projects Manager in Pay Range 11X (\$75,479 - \$105,669).

Request:	Development Manager	PR 11X (\$75,479 - \$105,669)
Recommend:	Development Projects Coordinator	PR 2LX (\$70,827 - \$99,154)

This position is responsible for overseeing City of Milwaukee efforts to redevelop the 30th Street Industrial Corridor; managing and implementing the 30th Street Corridor Economic Development Plan efforts within the Corridor; coordinating and managing activities of staff responsible for implementing industrial, residential and commercial redevelopment activities; implementing economic development strategies to ensure catalytic impact of Century City redevelopment; and representing the City's efforts in a variety of public settings. Duties and responsibilities include the following:

- 70% Implementing 30th Street Corridor Economic Development Plan; developing and monitoring budgets for corridor redevelopment activities; coordinating an operating structure (Century City Redevelopment Corporation) to oversee the redevelopment activities with the 30th Street Corridor, convene board meetings, provide financial reports, and maintain corporate records; identifying inter-project synergies, work with staff in RACM, DCD, Milwaukee Economic Development Corporation (MEDC), Wisconsin Housing and Economic Development Authority (WHEDA), Milwaukee Metropolitan Sewage District (MMSD), 30th Street Industrial Corridor Corporation, and other agencies to ensure that activities are consistent with the City's strategic vision for the Corridor, and that activities have catalytic impact; developing and implementing funding strategies; representing Corridor projects to elected officials and other government bodies, and ensuring timely navigation of the legislative processes required to approve assigned projects including the processes of the City Plan Commission, RACM, Common Council, and Joint Review Board; identifying opportunities for communication regarding Corridor projects and serving as a public spokesperson; identifying workforce development opportunities linked to redevelopment activity and ensuring that they are aligned; maintaining ongoing dialogue with other City departments whose activities are key to redevelopment activities including the Department of Public Works (DPW), Department of Neighborhood Services (DNS), and the Milwaukee Police Department (MPD); nurturing partnerships with other entities that support revitalization initiatives including the Milwaukee 7, Southeastern Wisconsin Regional Planning Commission (SEWRPC), Corridor employers, 30th Street Industrial Corridor Corporation, Triangle Neighborhood Organization, and others; and implementing economic development strategies surrounding redevelopment of Century City Business Park.

- 20% Managing strategic planning efforts within the 30th Street Industrial Corridor; framing the City's long-term strategic vision for redevelopment of the 30th Street Industrial Corridor; ensuring coordination of a variety of ongoing planning efforts undertaken by the City including the development of area plans affecting the Corridor, relevant elements of the City's Comprehensive Plan, and redevelopment plans for specific geographies and properties; managing consultant contracts for new strategic planning efforts within the Corridor; ensuring that appropriate City of Milwaukee perspectives are represented in the planning efforts undertaken by SEWRPC and the 30th Street Corridor Corporation and in other regional or neighborhood

plans; and making recommendations to the Assistant Director of RACM regarding any revisions or new approaches.

- 10% Ensuring stakeholder involvement in the formulation of project plans through public meetings, hearings and other outreach activities; making public presentations; building support for assigned projects among policymakers; communicating program results to the DCD Commissioner, policymakers, funders and constituents; interacting with developers, brokers, retailers, and their organizations; and performing other duties as assigned.

Requirements include a bachelor's degree in urban planning, business administration, public administration, or a similar field and five years of related experience including experience with managing staff. A master's degree is preferred.

This position reports to the Assistant Executive Director of RACM and oversees the City's efforts to redevelop the 30th Street Industrial Corridor. The position is located in DCD's Real Estate and Economic Development Section and supervises one position of Real Estate Specialist. In studying this position, comparisons were made to other senior/executive level staff positions in the City. This position has a narrower scope of responsibility in comparison to the Development Projects Manager in Pay Range 11X (\$75,479 - \$105,669) that manages the RACM Development Team in the DCD Commissioner's Office which is responsible for the management of major catalytic projects involving City assistance including financing, land sale, and/or entitlement authorization.

The classifications of Real Estate Development Services Manager in Pay Range 1HX (\$70,827 - \$99,154) and Environmental Sustainability Program Manager in Pay Range 2LX (\$70,827 - \$99,154) are more comparable in level of responsibility, impact and complexity. For example, the Real Estate Development Services Manager is responsible for staff and programs related to the acquisition and disposition of property for redevelopment; and oversees the maintenance, marketing, and preservation of tax-foreclosed residential and commercial property and surplus municipal property. The Environmental Sustainability Program Manager assists the Environmental Sustainability Director with establishing strategic plans, initiatives, public outreach and performance monitoring for the Environmental Collaboration Office (ECO). The scope of ECO is substantial and includes energy policy, green jobs, storm water management, recycling and waste reduction issues, and urban agriculture. ECO also collaborates with the community, develops global partnerships, and is responsible for the City's "Refresh Milwaukee" sustainability plan.

As this position supervises just one person, we recommend that it be placed in Section 2 (Professionals) of the Salary Ordinance in Pay Range 2LX (\$70,827 - \$99,154). To distinguish this position from the Development Projects Manager position, we recommend the title Development Projects Coordinator. We therefore recommend that this position be classified as Development Projects Coordinator in Pay Range 2LX (\$70,827 - \$99,154).

Request:	Communications and Media Manager	PR 2JX (\$62,338 - \$87,270)
Recommend:	Marketing and Communications Officer	PR 2JX (\$62,338 - \$87,270)

This position is responsible for planning, implementing, and providing strategic direction for public and media relations for DCD, RACM, MEDC, and the Port of Milwaukee (PORT). Duties and Responsibilities include the following:

- 55% Initiating and responding to external contacts including the news media; serving as the primary spokesperson and media resource for DCD, RACM, MEDC and the PORT; coordinating and developing materials required for responding to external requests for information; and providing strategic advice regarding media inquiries.
- 10% Writing annual communications plans for DCD, RACM, and the PORT; and developing communications tools such as an annual report.

- 15% Writing speeches with associated visual support, such as a PowerPoint presentation, op-ed pieces, and statements for DCD, RACM, and the PORT; and on behalf of DCD, RACM and the PORT, coordinating a response to sensitive requests for information generated by media representatives through the Wisconsin Open Records Law.
- 10% Serving as a liaison with the Mayor's Office, other City departments and units of government, business owners, and business associations concerning communications issues regarding economic development activity.
- 10% Representing DCD and RACM in regular meetings with other City government communications managers; and performing other duties as assigned.

Requirements include a bachelor's degree in journalism, mass communication, public administration, political science or a closely related field and five years of experience in journalism, public relations, or corporate communications.

This position reports to the Executive Director of RACM/Commissioner of DCD, the Deputy Commissioner of DCD and the Port of Milwaukee Director. This position generally spends 75% of the time on work for DCD, RACM and MEDC; and 25% of the time on work for the PORT.

In studying this position, comparisons were made to other public information officer positions in the City. The level of responsibility, impact and complexity of work for this position is consistent with other City positions at the requested level of Pay Range 2JX (\$62,338 - \$87,270), such as Marketing and Communications Officer in the Department of Public Works (DPW); and Community Relations and Engagement Director in the Library and Public Information Manager in the Common Council/City Clerk's Office in Pay Range 1FX (\$62,338 - \$87,270).

For example, the Marketing and Communications Officer manages staff and functions associated with marketing and communications, media and community relations, and graphics/web services for DPW; serves as the public information officer and media liaison for DPW; represents DPW at community events and meetings of various committees and task force groups; and is responsible for drafting, executing, and overseeing a consistent, long-term public relations plan.

To be consistent with other City titles we recommend the title Marketing and Communications Officer. We therefore recommend this position be classified as Marketing and Communications Officer in Pay Range 2JX (\$62,338 - \$87,270).

Request:	Senior Economic Development Specialist	PR 2JX (\$62,338 - \$87,270)
Recommend:	Economic Development Specialist – Lead	PR 2JX (\$62,338 - \$87,270)

This position is primarily responsible for the management of major catalytic projects involving City assistance including financing, land sales, and entitlement authorization. Duties and responsibilities include the following:

- 20% Underwriting major catalytic projects (real estate, business expansion, public infrastructure and transportation) in order to make recommendations to the Mayor, DCD Commissioner, RACM Board, Joint Review Board and Common Council concerning appropriate levels of public investment.
- 15% Assisting business owners, developers, and associations considering an investment, expansion or project in Milwaukee, and helping them navigate legislative and regulatory approval processes with respect to public investment, land assembly, and entitlement issues.
- 15% Negotiating, composing, and monitoring development agreement terms and conditions for specific performance compliance.
- 15% Preparing legislative files, Tax Incremental Financing plans, feasibility studies and Department of Revenue submittals for the creation and amendment of Tax Incremental Districts.
- 10% Managing the Joint Review Board, including coordinating all Tax Incremental Financing projects that must go before them for approval, scheduling meetings, and preparing public notices and resolutions.

- 10% Coordinating internal financial, engineering, planning, real estate, environmental, legal and design review process; and negotiating and coordinating with other governmental agencies at Milwaukee County and the State of Wisconsin.
- 15% Leading planning and visioning exercises for major catalytic projects; serving on task forces and committees focused on implementing major catalytic projects; presenting major catalytic projects to business and neighborhood associations; and performing other duties as assigned.

Requirements include a bachelor's degree in real estate, planning, business or related field and five years of experience managing complex real estate and other economic development projects. A Real Estate License is highly desirable.

In studying this position, comparisons were made to other management level positions. While this position does not have supervisory responsibilities, it is involved with negotiating development agreements and managing relationships with business owners, developers, and other governmental entities. The level of responsibility, impact and complexity is consistent with the requested level of Pay Range 2JX (\$62,338 - \$87,270). Comparable positions include Strategic Development Manager in Pay Range 2JX and Business Operations Manager-Health, Business Operations Manager-Neighborhood Services, and Housing Programs Manager in Pay Range 1FX (\$62,338 - \$87,270).

For example, the Housing Program Manager in Pay Range 1FX (\$62,338 - \$87,270) works with a program that fosters housing and neighborhood redevelopment; and recommends and implements policies and programs that facilitate development, financing and City investments.

The City previously had the classification of Senior Economic Development Specialist in Pay Range 2HX. As the level of duties and responsibilities of this position are higher, we recommend the higher level classification of Economic Development Specialist – Lead. We therefore recommend this position be classified as Economic Development Specialist – Lead in Pay Range 2JX (\$62,338 - \$87,270).

Request:	Real Estate Specialist	PR 2GX (\$51,469 - \$72,063)
Recommend:	Real Estate Specialist	PR 2GX (\$51,469 - \$72,063)

This position assists DCD and RACM in coordinating real estate functions, and economic development activities in the 30th Street Industrial Corridor by working with the businesses, residents, government agencies, non-profit organizations and other City departments and agencies; and applies for and manages grants that promote redevelopment in the 30th Street Industrial Corridor. Duties and Responsibilities include the following:

- 30% Coordinating City activities in the 30th Street Corridor by working with the businesses, residents and non-profit organizations that serve the Corridor; facilitating real estate transactions; providing technical assistance to developers; and coordinating with various City departments and other agencies to promote economic development.
- 30% Coordinating and managing consultant and construction contracts for planning and development of 30th Street Corridor projects, including the planning and development of the Century City Business Park.
- 20% Coordinating and managing consultant and construction contracts for facilities management of the Century City properties, buildings and tenants.
- 20% Assisting with applying for and managing grant money for projects within the 30th Street Corridor; managing RACM and City personnel working on projects associated with the 30th Street Corridor; preparing communications and reports to officials, departments and agencies; and performing other duties as assigned.

Requirements include a bachelor's degree in project/construction management, environmental science, engineering or a closely related field and three years of related experience. Desirable qualifications include a master's degree in a related field, and/or certification as a Hazardous Material Manager or Environmental Hygienist.

The duties and responsibilities of this position are comparable to the position of Real Estate Specialist in Pay Range 2GX (\$51,469 - \$72,063) that already exists in the Department of City Development. That position is primarily responsible for the administration of all aspects of relocation work dictated by the City's condemnation (eminent domain) activity; and provides a variety of essential real estate support services to internal customers.

We therefore recommend this new position be classified as Real Estate Specialist in Pay Range 2GX (\$51,469 - \$72,063).

Request:	Senior Environmental Project Engineer (Two Positions)	PR 2GX (\$51,469 - \$72,063)
Recommend:	Environmental Project Coordinator – Senior (Two Positions)	PR 2GX (\$51,469 - \$72,063)
	Environmental Project Coordinator (Underfill Title)	PR 2EX (\$48,670 - \$63,426)

These two positions are responsible for managing the City's environmental liability associated with foreclosure properties; managing Phase I site assessments and Phase II and Phase III environmental activities; managing environmental consultant contracts; preparing grant applications; managing federal and state grants; and facilitating environmental planning and development activities for various city departments and agencies. They also provide technical expertise related to environmental policy development, technical guidance on a broad range of environmental issues to various departments, and represent RACM in assigned workgroups, task forces, committees or advisory groups at local, state and regional levels. Duties and responsibilities include the following:

- Managing complex environmental activities and compliance for technically complicated projects, including demolition of contaminated buildings, storm water planning, urban agriculture and large-scale infrastructure and redevelopment projects.
- Applying for and managing Brownfield grant money from various sources including the state and federal governments.
- Coordinating and managing consultant contracts for Phase II investigations and Phase III remediation activities.
- Managing tax foreclosure deferral process for environmentally impacted property.
- Coordinating environmental contract administration and cost and data management.
- Participating in assigned local, state and regional workgroups, committees, task forces, and advisory groups related to Brownfield development and environmental issues.
- Managing financial incentive program for Brownfield assessment and redevelopment and communicate opportunities for assistance with development and business groups; managing environmental compliance with Brownfield Revolving Loan Fund loans; and administering MEDC Site Assessment Grants.

Requirements include a bachelor's degree in environmental science, engineering or a closely related field and three years of related experience. Desirable qualifications include a master's degree in a related field, certification as a Hazardous Materials Manager or Environmental Hygienist, and/or a Professional Engineer's License.

In studying these two positions, comparisons were made to other journey level and senior level professional positions. The level of responsibility, impact and complexity of the position is consistent with other City positions in the requested level of Pay Range 2GX (\$51,469 - \$72,063) including Economic Development Specialist, Real Estate Specialist, and Environmental Policy Analyst. For example, one position of Economic Development Specialist coordinates economic development initiatives in the City's neighborhood commercial districts. The Environmental Policy Analyst provides project oversight and coordination for various programs in the Environmental Collaboration Office (ECO) in the Department of Administration; helps to implement and report on progress of various City programs that directly support ReFresh Milwaukee, the City's sustainability plan; manages the City's solar program, Milwaukee Shines; focuses on water and storm water related issues as they impact residents, businesses and City facilities and infrastructure; and seeks grant funding to support core office functions.

As these two positions do not require an engineering degree, we instead recommend the title of Environmental Project Coordinator – Senior in Pay Range 2GX (\$51,469 - \$72,063). We further recommend creating an underfill title of Environmental Project Coordinator in Pay Range 2EX (\$48,670 - \$63,426). This level includes other journey level management positions such as Senior Purchasing Agents, Safety Specialists and Business Analysts.

Request:	Graduate Intern (Four Positions)	PR 9PN (\$14.28 - \$17.96) (Hourly)
Recommend:	Graduate Intern (Four Positions)	PR 9PN (\$14.28 - \$17.96) (Hourly)

The department has four positions of Graduate Intern. One position is responsible for assisting planning staff with City Plan Commission meetings; processing land division, zoning and right-of-way vacation applications; conducting zoning and planning-related research; and maintaining the planning database. This position may also assist with urban design review of development proposals.

Two of the positions work with long-range planning and assist staff in developing neighborhood and subarea plans, and conducting public meetings and planning interviews; conduct research on planning and economic development related topics; prepare maps to illustrate planning concepts; engage in public relations; and prepare written reports, updates, and other correspondence. The fourth position researches historical property data; prepares reports for commercial and industrial real estate transactions; prepares Environmental Assessments to comply with federal regulations pertaining to the National Environmental Protection Act; and assists with grant writing and preparation of reports.

These duties are consistent with the City's current classification of Graduate Intern in Pay Range PR 9PN (\$14.28 - \$17.96) (Hourly). A Graduate Intern works on special projects and assignments in a variety of areas depending on the City department or division where they are hired. They often conduct research, and prepare reports and business correspondence. Graduate Interns normally work approximately 20 hours per week with a maximum of 1,040 hour per year. Requirements include current enrollment in or written acceptance for admission to a graduate-level program at a college or university in a related field.

We recommend these four positions be classified as Graduate Intern in Pay Range 9PN (\$14.28 - \$17.96) (Hourly).

Action Required – Effective Pay Period 1, 2018 (December 31, 2017)

In the Salary Ordinance

Under Pay Range 1LX:

Delete the title "Assistant Executive Director-Secretary RACM" and add the title "Assistant Director – Redevelopment Authority (1)" with the following footnote "(1)".

(1) David Misky is authorized at the rate of \$4,861.53 biweekly.

Under Pay Range 1IX:

Add the footnote designation "(7)" to the title "Development Projects Manager" with the following footnote "(7)".

(7) Lori Luzka is authorized at the rate of \$4,014.47 biweekly."

Under Pay Range 2LX:

Add the footnote designation "(4)" to the title "Development Projects Coordinator" with the following footnote "(4)".

(4) Kein Burton is authorized at the rate of \$3,830.68 biweekly.

Under Pay Range 2JX:

Add the footnote designation "(4)" to the title "Marketing and Communications Officer" with the following footnote "(4)".

(4) James Fleming is authorized at the rate of \$3,296.63 biweekly.

Add the title "Economic Development Specialist-Lead (5)" with the following footnote "(5)".

(5) Dan Casanova is authorized at the rate of \$3,379.34 biweekly.

Delete the title "Lead Economic Development Specialist".

Under Pay Range 2GX:

Add the footnote designation "(9)" to the title "Real Estate Specialist" with the following footnote "(9)".

(9) Benjamin Timm is authorized at the rate of \$2,792.23 biweekly.

Add the footnote designation "(10)" to the title "Environmental Project Coordinator-Senior" with the following footnote "(10)".

(10) Tory Kress is authorized at the rate of \$2,739.20 biweekly and Mathew Reimer is authorized at the rate of \$2,006.53 biweekly.

In the Positions Ordinance

Under the Department of City Development, Office of the Commissioner:

Add one position of "Development Projects Manager".

Add one position of "Economic Development Specialist-Lead".

Add one position of "Marketing and Communications Officer".

Under the Department of City Development, Real Estate and Development Section:

Add one position of "Assistant Director-Redevelopment Authority".

Add one position of "Development Projects Coordinator".

Add one position of "Real Estate Specialist".

Add two positions of "Environmental Project Coordinator-Senior".

Add one position of "Graduate Intern".

Under the Department of City Development, Planning Section:

Add three positions of "Graduate Intern".

Under the Department of City Development:

Delete the "RACM – Real Estate & Development Section" and all ten of its positions.

Delete the "RACM – Development Team Section" including its two positions.

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

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

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

JOB EVALUATION REPORT

City Service Commission Meeting: February 20, 2018

Employees' Retirement System

Current	Request	Recommendation
Pension Accounting Specialist PR 2GX (\$51,469 - \$72,063)	Pension Accounting Manager PR 1EX (\$58,462 - \$81,844)	Pension Accounting Manager PR 1EX (\$58,462 - \$81,844)

Background

The Director of the Employees' Retirement System (ERS) requested that a position of Pension Accounting Specialist be reviewed for proper title and pay level due to changes in its responsibilities that include the oversight for the work of three Management Accountant-Senior employees. In studying this request, a revised job description was reviewed and a job audit interview was held with the Pension Accounting Specialist at her worksite. Discussions were then held with Melody Johnson, Deputy Executive Director of ERS, who previously supervised the position. Reporting to the Chief Financial Officer, the major duties and responsibilities of this job are as to:

- Ensure that all benefits (pension, death, and disability) are calculated correctly and on time.
- Coach, supervise, and train a staff of three Management Accountant-Senior employees in learning and applying the extremely complex rules used by the department.
- Monitor and improve workflow and processes.
- Troubleshoot issues with benefits and records.
- Perform monthly "payroll" reconciliation.
- Work with "outside" agencies such as Milwaukee Public Schools and the Milwaukee Metropolitan Sewerage District to obtain information and data and troubleshoot issues related to records, benefits, and calculations.
- Personally perform sensitive, rush, and/or complex benefit calculations.

All calculations and benefits must be in compliance with Chapter 36 of the Milwaukee Code of Ordinances; adhere to provisions in union contracts; reflect legal opinions; and adhere to the directives of the Annuity and Pension Board. This position personally performs complex manual benefit calculations, reconciles data for specific accounts, troubleshoots issues with records and calculations, and approves payments for all new retirees, child allotments, deaths, and retroactive adjustments. The current incumbent of the position has also been performing the additional oversight responsibility of training, coaching, and supervising three Management Accountant-Seniors for the last four years.

The minimum requirements for the job, as stated in the description provided by the department, include a bachelor's degree in accounting, finance, business or related field and five years of work in government accounting, finance work, or other relevant area. The description further states that it is highly desirable for the candidate to have a master's degree in business administration or be a candidate for Certified Public Accountant. It should be noted that these requirements have not been assessed for purposes of staffing.

Analysis

The changes that have occurred in the responsibilities of this job, especially those related to overseeing and improving workflow and training, and supervising three professional employees, indicate that the position is now on par with two other Pension Accounting Managers in the Financial Services Division. Like the position under consideration, those positions are also responsible for workflow and the supervision of several employees in their respective areas. For that reason, reclassification to a higher level is justified.

It is therefore recommended that a position of Pension Accounting Specialist, Pay Range 2GX (\$51,469 - \$72,063) be reclassified to Pension Accounting Manager in Pay Range 1EX (\$58,462 - \$81,844).

Action Required – Effective Pay Period 1, 2018 (December 31, 2017)

In the Positions Ordinance

Under Employees' Retirement System, Fiscal Services:

Delete one position of "Pension Accounting Specialist".

Add one position of "Pension Accounting Manager".

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: February 20, 2018

Health Department

Current	Recommendation
Communicable Disease and Immunizations Supervisor PR 1EX (\$58,462 - \$81,844) Recruitment at \$63,807 One Position	Public Health Nurse Supervisor PR 1EX (\$58,462 - \$81,844) Recruitment at \$68,021 One Position
Health Project Assistant-DAD PR 5BN (\$30,530 - \$37,456) Three Positions	Health Project Assistant PR 5FN (\$40,516 - \$48,248) Recruitment at \$42,539 Three Positions
Substance Abuse Program Manager PR 2MX (\$75,478 - \$105,669) One Position	Substance Abuse Prevention and Control Program Manager PR 2IX (\$58,462 - \$81,844) One Position

Background

Consistent with past practice the Department of Employee Relations has prepared a report with classification recommendations for several new, changed and restructured positions. In reviewing these positions, staff analyzed job descriptions and held discussions with management representatives.

Current	Communicable Disease and Immunizations Supervisor	PR 1EX (\$58,462 - \$81,844) Recruitment at \$63,807	1 Position
Recommended	Public Health Nurse Supervisor	PR 1EX (\$58,462 - \$81,844) Recruitment at \$68,021	1 Position

With the merging of the Tuberculosis (TB) Control Clinic, the Communicable Disease Unit, and the Immunization Program, the Health department has requested the reclassification of a Communicable Disease and Immunization Supervisor to the title of Public Health Nurse Supervisor. With this change, the Public Health Nurse Supervisor will have responsibility for the TB Control Clinic as well as the Communicable Disease and Immunization Program.

This Public Health Nurse Supervisor will provide leadership, management, and primary supervisory oversight of the Milwaukee Health Department's reportable communicable and emerging infectious disease surveillance programs including adult and childhood immunizations activities. The position will be responsible for:

- Providing nursing support, training, supervision, consultation, and other duties delegated by the Director of Nursing to Public Health Nurses and Public Health Nurse Coordinators in the Communicable Disease and Immunization Programs.
- Collaborating with other division staff on the development of plans to enhance department preparedness and response to public health emergencies.
- Oversight of associated epidemiology and outbreak response activities; promotion or community outreach and prevention programs; integrity of data collection and summary reports; participation in department and community-based strategic planning and grant-related projects.
- Coordinating activities with other governmental and/or community organizations to achieve the goals and outcomes of the department.

With the change of duties and responsibilities, the position is now comparable to other Public Health Nurse Supervisors in the Health department with oversight in the Nurse Family Partnership Program and Parents Nurturing and Caring for their Children/Child Care Coordination/Newborn Screening programs.

We therefore recommend the reclassification of the Communicable Disease and Immunizations Supervisor in Pay Range 1EX (\$63,807 - \$81,844) to Public Health Nurse Supervisor in Pay Range 1EX (\$68,021 - \$81,844).

Current	Health Project Assistant-DAD	PR 5BN (\$30,530 - \$37,456)	3 Positions
Recommended	Health Project Assistant	PR 5FN (\$40,516 - \$48,248) Recruitment at \$42,539	3 Positions

The City of Milwaukee Health Department has requested the Health Project Assistant-DAD be studied for proper classification. The position is funded currently by the Maternal and Child Health 2006 Contract and was initially created in 2014. The DAD project is maintained as an intensive home-visiting program for fathers (or father figures) who are either expecting a child or have a child under the age of 12 months. The goals of the project are to improve birth outcomes, reduce infant mortality, and strengthen involvement in lives of partners and their children. The project services are intended to improve parenting skills, increase awareness of child development, and improve relationships with partners and children. The platform currently implements the "Parents as Teachers" evidence-based home-visiting model, and utilizes two curricula that focus on fatherhood and child development, both of which provide a participant-driven case management program that supports its participants in meeting their self-identified goals. This is done by ensuring data entry and documentation, assuring that team members are fulfilling their role, and re-evaluating family needs.

Within the Health Department, there are a number of Health Project Assistant (PR 5FN \$42,539 - \$48,248) positions included within the Community Healthcare Access, Fetal Infant Mortality Report (FIMR), Immunization, and STD programs. For example, within the immunization program, the Health Project Assistant audits school and childcare immunization records, analyzes immunization data to track facility and city-wide childhood immunization rates, and assists in the implementation of appropriate interventions to increase immunization.

Because the level of duties and responsibilities of the Health Project Assistant in the DAD project now align in level of responsibility with these other Health Project Assistants, the recommendation is to reclassify this position to Pay Range 5FN. We therefore recommend this position be reclassified as Health Project Assistant in Pay Range 5FN (\$42,539 - \$48,248).

Current	Substance Abuse Program Manager	PR 2MX (\$75,478 - \$105,669)	1 Position
Recommended	Substance Abuse Prevention and Control Program Manager	PR 2IX (\$58,462 - \$81,844) One Position	1 Position

The Health Department has requested that this position be reviewed for proper classification and has submitted a revised job description. This position was initially classified in April of 2017. The position now works under the direction of the Health Department's Public Health Planning and Policy Director.

The Substance Abuse Prevention and Control Program Manager provides public health program leadership and management expertise, consultation, and technical support for substance abuse and injury prevention and control efforts. This position will establish and carry out a centralized program to prevent and control the misuse and overdose of controlled substances, particularly heroin and opioids. The Substance Abuse Prevention and Control Program Manager will translate community input, along with public health evidence (data/findings), into prevention and control recommendations to ensure that the appropriate public health measures are adopted. The duties and responsibilities, and requirements of the position include the following.

Program Development and Coordination

- Develop, implement, and evaluate strategic and operational plans related to substance abuse (e.g., opioids, cocaine, alcohol, tobacco, methamphetamines) and injury prevention (e.g., suicide, motor vehicle accidents) within the City of Milwaukee.
- Deliver presentations related to the public health role, strategy, and impact associated with opioid prevention and control within the community.
- Develop options for policies, programs, services, ordinances, resolutions, and legislative positions related to substance abuse and injury prevention.
- Examine the feasibility and possible fiscal, social, political, legal, and geographic implications of policies, programs, and services.
- Describe how public health informatics, including integrated data systems, electronic reporting, knowledge management systems, and geographic information systems (GIS), is used to improve policies, programs, and services.
- Conduct health impact, community needs, and capacity assessments. Identify and champion grant opportunities within the organization, and play a lead role in writing grants, developing budgets, and building projects through the grants.
- Oversee management of awarded federal and state grants, contracts, and initiatives.

Community Engagement and Empowerment

- Liaise with other City departments, state and federal regulatory and funding agencies, medical providers, non-profit community and advocacy agencies, academic institutions, the Milwaukee Police Department, and other Milwaukee Health Department (MHD) programs to coordinate substance abuse and injury prevention efforts.
- Coordinate and participate in related taskforces, workgroups, coalitions, and committees within the City, county, region and state.
- Use facilitative group processes effectively to advance community involvement.
- Negotiate for the use of community assets and resources through formal and informal agreements.
- Integrate the role of governmental and non-governmental organizations in the delivery of public health services.
- Utilize community input when developing public health policies and programs, and evaluate the effectiveness of community engagement strategies on public health policies, programs, and resources.
- Disseminate results regularly and widely to support science-based decisions about health issues by policy-makers, programs leaders, and the general public.

Epidemiologic Analysis, Assessment, and Evaluation

- In accordance with nationally developed standards and data use agreements, lead the collection, analysis, interpretation, evaluation, and use of substance abuse, chronic disease, and injury surveillance data and statistics to support public health planning, priority setting, and policy making.
- Lead formative, process, outcome, effectiveness, and impact evaluation of public health programs.
- Evaluate, plan, and develop standards for program measurement using existing and new resources and methods.
- Develop summary reports and statistics related to substance abuse, injury, and chronic disease.
- Participate as a member of the MHD Operations Team in strategic planning, outcomes-based management, total quality improvement, accreditation, and team decision-making to ensure consistency with short and long term goals and objectives established by the department.
- Provide talking points, presentations, and ad-hoc reports as requested by senior management and elected officials.
- Ensure that outreach materials are culturally and linguistically appropriate for the intended target audiences.

Minimum requirement include a master's degree in biostatistics, epidemiology, public policy, or public health from an accredited college or university health science program and two years of progressively responsible experience in

program strategic planning, community-based education and outreach, or project management performing duties related to this position.

The issue of substance abuse in our communities, particularly the misuse of opioids, is a critical public health issue. Within the Health Department, the work performed by this classification in terms of managing the overall operation of such a program compares in level of responsibility to Communicable and Infectious Disease Program Coordinator, MCHVP Program Manager, Men's Health Manager, and Well Women's Program Manager in Pay Range 1EX (\$58,462 - \$81,844). However, as this position does not have supervisory responsibility for staff, we recommend that it be placed in Section 2 (Professionals) of the Salary Ordinance in Pay Range 2IX (\$58,462 - \$81,844).

Based upon this comparison in level of responsibility, this report recommends this position be classified as Substance Abuse Prevention and Control Program Manager in Pay Range 2IX (\$58,462 - \$81,844).

Actions Required – Effective Pay Period 1, 2018 (December 31, 2017)

In the Positions Ordinance

Under the Health Department, Family and Community Health Services Division, Men's Health Program:
Delete two positions of "Health Project Assistant-DAD (X)(E)".
Delete one position of "Health Project Assistant-DAD (X)(E)(EEE)".
Add two positions of "Health Project Assistant (X)(E)".
Add one position of "Health Project Assistant (X)(E)(EEE)".

In the Salary Ordinance

Under Pay Range 1EX:
Delete the title of "Communicable Disease and Immunization Supervisor" but retain footnote (10) as a footnote in Pay Range 1EX.

Under Pay Range 5BN:
Delete the title of "Health Project Assistant-DAD".

Actions Required – Effective Pay Period 2, 2018 (January 14, 2018)

In the Positions Ordinance

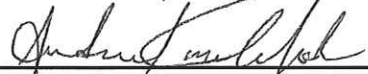
Under the Health Department, Disease Control and Environmental Health Services Division:
Delete one position of "Substance Abuse Program Manager (X)(Y)".
Add one position of "Substance Abuse Prevention and Control Program Manager (X)(Y)".

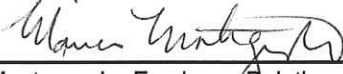
In the Salary Ordinance

Under Pay Range 2MX:
Delete the title of "Substance Abuse Program Manager" and footnote (4).

Under Pay Range 2IX:
Add the title of "Substance Abuse Prevention and Control Program Manager".

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: February 20, 2018

Health Department

Current	Recommendation
New Position	Environmental Health Services Manager PR 1EX (\$58,462 - \$81,844) Recruitment at \$63,807 One Position

The Health Department has requested the initial classification of a grant-funded Environmental Health Services Manager position in the Disease Control and Environmental Health Services Division. This position is funded through the 2018 Lead Detection Grant from the State of Wisconsin Department of Health Services. A job description was provided and discussions were held with Sandra Rotar, Health Operations Administrator.

The Environmental Health Services Manager will perform professional environmental health duties involving the planning, coordination, development, and implementation of environmental health programs in the division of Disease Control and Environmental Health. This position will provide operational oversight of programs related to investigation of elevated blood lead reports in children and adults, recreational water monitoring, drinking water quality, vector borne disease management, rabies prevention and toxic materials management. The position will provide day-to-day supervision, training and development of technical and administrative staff. This includes but is not limited to assignment of staff workload, evaluation of performance, and instituting quality control measures for all aspects of the various environmental program(s); participation in program policy development, implementation, program performance monitoring; data collection; and evaluation. Duties, responsibilities and requirements include:

30% Management, Direction, and Planning

- Participating in the hiring process, training, and supervision of nurses, health services assistants, lead risk assessors and administrative support staff.
- Developing and overseeing all work processes and functions to assure effective and efficient operation of environmental health programs. This includes quality control/quality assurance of investigations, assessments and enforcement orders; evaluating, refining, and implementing changes in field protocols to increase efficiency and effectiveness; and assuring compliance with state and federal program standards.
- Evaluating staff performance in both the quantity and quality of work, assess whether criteria related to achieving career ladder steps have been met.
- Formulating and recommending City policies, ordinances, resolutions, legislative position, etc. related to a variety of environmental issues that may impact economic development, citizen health and quality of life.
- Monitoring national and state regulatory practices; aligning programmatic activities with identified best practices; preparing appropriate program summaries, project updates, special reports, technical papers, grant applications, grant reports and other documents as needed or requested to support division; preparing annual reports and required assessments as delineated in municipal and state code.

30% Technical Expert

- Providing advanced technical support for staff.
- Reviewing the investigation and abatement activities of the division's staff to assure adherence to department policies and procedures as well as federal and state standards/guidelines in order to protect the public's health and assure the overall integrity of the department's environmental programs.

- Representing MHD in areas of technical expertise through interaction with other City departments, mayoral staff, Aldermanic offices, outside public agencies and officials, community groups as well as through participation on various committees and professional organizations.
- Developing and generating reports to monitor division and staff outcomes.
- Overseeing and refining data collection protocols to fulfill program evaluation and tracking needs. Preparing technical reports and comparative analysis to evaluate and monitor activities and outcomes.
- Providing guidance for environmental interventions that result in timely and effective services to mitigate hazards.

30% Special Projects

- Supervising environmental, administrative and nursing staff engaged in activities related to investigation of elevated blood lead reports in children and adults, recreational water monitoring, drinking water quality, vector-borne disease management, rabies prevention and toxic materials management.
- Developing and implementing intervention strategies that advance department goals related to elevated blood lead reported in children and adults, recreational water monitoring, drinking water quality, vector-borne disease management, and toxic materials management.

10% Health Promotion/Community Outreach/Partnerships

- Providing leadership to city and state agencies related to environmental health issues.
- Collaborating with the Wisconsin Department of Family Services on legislative issues, staff and contractor training and monitoring of lead safety.
- Collaborating with the Department of City Development and the Department of Neighborhood Services on policy development of mutual concern.
- Leading the development of health promotion and education materials used for programmatic activities.

Minimum requirements include a master's degree in administration, public health, human services, management, health education, nursing, social work, or a related field from an accredited college or university and three years of progressively responsible experience in public health, health education, nursing, social work, or a related field. Experience must include two years of program management or supervision in the areas of program planning, budget development and monitoring, contract development, staff development, team management or quality assurance. Registration as an Environmental Health Professional/Registered Sanitarian by the State of Wisconsin and/or the National Environmental Health Association must be obtained within 2 years of hire as a requirement of employment. These requirements have not yet been assessed by Staffing Services for purposes of recruiting.

This new grant funded Environmental Health Services Manager will serve as a program manager supervising staff focused on the investigation of elevated blood lead reports, recreational water monitoring, drinking water quality, vector-borne disease management, rabies prevention and toxic materials management. Other program manager responsibilities include the development and implementation of intervention strategies.

Within the Health Department, the work performed by this classification in terms of managing an overall operation compares in level of responsibility to Communicable and Infectious Disease Program Coordinator, MCHVP Program Manager, Men's Health Manager, and Well Women's Program Manager in Pay Range 1EX (\$58,462 - \$81,844 with recruitment at \$63,807).

Based upon this comparability in level of responsibility, this report therefore recommends this new position be classified as Environmental Health Services Manager in Pay Range 1EX (\$58,462 - \$81,844 with recruitment at \$63,807).

Action Required – Effective Pay Period 1, 2018 (December 31, 2017)


In the Salary Ordinance

Under Pay Range 1EX:

Add the title of "Environmental Health Services Manager" with footnote (10).

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A

Date 2/16/17 **File Number** 171599
Subject Classification and pay recommendations submitted to the City Service Commission for February 20, 2018 meeting.

B

Submitted By (Name/Title/Dept./Ext.) Sarah Trotter, Human Resources Representative
Dept. of Employee Relations/X2398.

C

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

D

- This Note** Was requested by committee chair.

E

- Charge To**
- Department Account
 - Capital Projects Fund
 - Debt Service
 - Other (Specify) _____
 - Contingent Fund
 - Special Purpose Accounts
 - Grant & Aid Accounts

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

H

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

I

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

J

Additional information.

**Department of Employee Relations
Fiscal Note Spreadsheet**

Finance and Personnel Committee Meeting of February 22, 2018
City Service Commission Meeting of February 20, 2017

NEW COSTS FOR 2018

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Development	New Position	N/A	Asst Director-Redevelopment Authority	1LX	N/A	N/A	N/A	Included in 2018 Budget	
1	City Development	New Position	N/A	Development Projects Manager	1IX	N/A	N/A	N/A	Included in 2018 Budget	
1	City Development	New Position	N/A	Development Projects Coordinator	2LX	N/A	N/A	N/A	Included in 2018 Budget	
1	City Development	New Position	N/A	Marketing & Communications Officer	2JX	N/A	N/A	N/A	Included in 2018 Budget	
1	City Development	New Position	N/A	Economic Development Specialist-Lead	2JX	N/A	N/A	N/A	Included in 2018 Budget	
1	City Development	New Position	N/A	Real Estate Specialist	2GX	N/A	N/A	N/A	Included in 2018 Budget	
2	City Development	New Positions	N/A	Environmental Project Coordinator-Senior	2GX	N/A	N/A	N/A	Included in 2018 Budget	
4	City Development	New Positions	N/A	Graduate Intern	9PN	N/A	N/A	N/A	Included in 2018 Budget	
1	Employee's Retirement System	Pension Accounting Specialist	2GX	Pension Accounting Manager	1EX	\$58,417	\$62,506	\$4,089	\$695	\$4,784
1	Health	Comm Disease & Immunizations Sup	1EX	Public Health Nursing Supervisor	1EX	N/A	N/A	N/A	Title & Min Rate Change Only	
1	Health	Health Project Assistant-DAD	5BN	Health Project Assistant*	5FN	N/A	N/A	N/A	Grant Funded Position	
1	Health	Health Project Assistant-DAD	5BN	Health Project Assistant**	5FN	\$30,530	\$42,539	\$3,002	\$614	\$3,616
1	Health	Health Project Assistant-DAD	5BN	Health Project Assistant**	5FN	\$31,142	\$42,539	\$2,849	\$583	\$3,432
1	Health	New Position	N/A	Environmental Health Services Manager	1EX	N/A	N/A	N/A	Grant Funded Position	
18								\$9,940	\$1,892	\$11,832

Assume effective date is Pay Period 1, 2018 (December 31, 2017).

*Position is 100% grant funded

**Positions are 75% grant funded.

SAVINGS FOR 2018

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Health	Substance Abuse Program Manager	2MX	Substance Abuse Prevention & Control Mg	2IX	N/A	N/A	N/A	Included in 2018 Budget	
1								\$0	\$0	\$0

Assume effective date is Pay Period 2, 2018 (January 14, 2018).

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Development	New Position	N/A	Asst Director-Redevelopment Authority	1LX	N/A	N/A	N/A	Included in 2018 Budget	
1	City Development	New Position	N/A	Development Projects Manager	1IX	N/A	N/A	N/A	Included in 2018 Budget	
1	City Development	New Position	N/A	Development Projects Coordinator	2LX	N/A	N/A	N/A	Included in 2018 Budget	
1	City Development	New Position	N/A	Marketing & Communications Officer	2JX	N/A	N/A	N/A	Included in 2018 Budget	
1	City Development	New Position	N/A	Economic Development Specialist-Lead	2JX	N/A	N/A	N/A	Included in 2018 Budget	
1	City Development	New Position	N/A	Real Estate Specialist	2GX	N/A	N/A	N/A	Included in 2018 Budget	
2	City Development	New Positions	N/A	Environmental Project Coordinator-Senior	2GX	N/A	N/A	N/A	Included in 2018 Budget	
4	City Development	New Positions	N/A	Graduate Intern	9PN	N/A	N/A	N/A	Included in 2018 Budget	

1	Employee's Retirement System	Pension Accounting Specialist	2GX	Pension Accounting Manager	1EX	\$58,417	\$62,506	\$4,089	\$695	\$4,784
1	Health	Comm Disease & Immunizations Sup	1EX	Public Health Nursing Supervisor	1EX	N/A	N/A	N/A Title & Min Rate Change Only		
1	Health	Health Project Assistant-DAD	5BN	Health Project Assistant*	5FN	N/A	N/A	N/A Grant Funded Position		
1	Health	Health Project Assistant-DAD	5BN	Health Project Assistant**	5FN	\$30,530	\$42,539	\$3,002	\$614	\$3,616
1	Health	Health Project Assistant-DAD	5BN	Health Project Assistant**	5FN	\$31,142	\$42,539	\$2,849	\$583	\$3,432
1	Health	New Position	N/A	Environmental Health Services Manager	1EX	N/A	N/A	N/A Grant Funded Position		
18								\$9,940	\$1,892	\$11,832

SAVINGS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Health	Substance Abuse Program Manager	2MX	Substance Abuse Prevention & Control Mg	2IX	N/A	N/A	N/A	Included in 2018 Budget	
1								\$0	\$0	\$0

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