



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

October 1, 2009

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

Dear Committee Members: Re: Common Council File Number 090438

The following classification and pay recommendations were approved by the City Service Commission on September 22, 2009.

In the Health Department:

One new position is recommended for classification as Health Project Coordinator - Pandemic Flu Response, SG 005.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
 Fiscal Note

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Bevan Baker, Ray Weitz, Raquel Filmanowics, Paul Biedrzycki and Anupama Gandhi

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 22, 2009
 Department: Health

Current	Requested	Recommended
New Position	Pandemic Flu Response Coordinator SG 07 (\$53,519 - \$74,922)	Health Project Coordinator – Pandemic Flu Response SG 05 (\$47,109 - \$65,957)

Action Required

In the Salary Ordinance, under Salary Grade 05, add the title "Health Project Coordinator – Pandemic Flu Response".

In the Positions Ordinance, under the Health Department, Disease Control and Environmental Health Services Division, add one position of "Health Project Coordinator – Pandemic Flu Response".

Background

The Milwaukee Health Department (MHD) has requested the classification of a new grant-funded position to be assigned to the Emergency Preparedness and Response Program in the Disease Control and Environmental Health Services Division. This new position will be funded by the Center for Disease Control (CDC) Public Health Emergency Response funding which is designed to assist local health departments with planning for pandemic influenza or flu. The department submitted a new job description and discussions were held with Ray Weitz, Health Personnel Officer.

Duties, Responsibilities and Requirements

The basic function of this new position is to have primary responsibility for the development of situational awareness tools, collection of public health intelligence related to pandemic flu or other disease outbreaks, creation of written emergency plans and protocols, internal and external resource identification, and coordination of assets that may be deployed or managed by MHD during a pandemic flu or other community emergencies. The specific duties and responsibilities include the following:

- 60% Develop situational awareness tools and gather public health intelligence as it relates to a pandemic flu and responses to other emergencies in the City, County, and region; oversee development, review, and evaluation of public health emergency preparedness and response plans as they relate to a pandemic flu response in the City, County, and region; develop protocols for MHD staff when responding to emergencies requiring public health intervention; recommend specific training for MHD staff to ensure an effective emergency response; and design, evaluate, or participate in MHD and outside agency emergency response exercises and identify gaps in public health preparedness and planning.

- 30% Review and prepare summaries, as requested by the Public Health Emergency Response and Planning Coordinator, of technical and scientific reports, literature, papers, and statistical analyses summaries and tables related to pandemic flu, public health emergency preparedness and response, and other relevant environmental and communicable disease topics.
- 5% Participate, attend, and represent MHD on various workgroups, committees, subcommittees, task forces, coalitions, and consortia that work with funding for emergency preparedness.
- 5% Perform other duties as assigned.

Requirements include a Bachelor's Degree in Chemistry, Biology, Physical or Natural Sciences, Public/Environmental Health Science, or related field; and three years of progressively responsible experience in health field, including at least two years of experience in project management, administrative leadership, or team building. Equivalent combinations of education and experience may also be considered. Requirements have not been validated for the purposes of staffing.

Review of Related Positions

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

Health Project Coordinator-Emergency Preparedness in SG 04 (\$44,194 - \$61,871)

There are two positions with this title. Both positions ensure that the five county area is prepared to initiate the dispensing of the strategic national stockpile of immunizations. This includes planning for receipt, storage, and dispensing of the strategic national stockpile with the other four counties; coordinating awareness and planning activities with local health, police, and fire departments, emergency management staff, and volunteer groups; developing written response plans and protocols; developing, conducting and evaluating exercises to assess public health preparedness; and creating and/or coordinating training for mass clinics. Requirements include a Bachelor's Degree in Health, Science, or related field and two years of experience and/or training in public health preparedness planning, health education, collecting and analyzing data, and preparing reports.

Ecocultural Family Interview Program Coordinator in Salary Grade 05 (\$47,109 - \$65,957)

The basic function of this position is to provide overall leadership, oversight, coordination, and implementation of the Ecocultural Family Interview Project. This includes providing oversight for achievement of all grant goals and objectives, overseeing the interviews with project families, collecting and analyzing data, writing regular reports on project goals and objectives, providing oversight and consultation to the project team, managing the budget, developing contracts, identifying training needs, and ensuring the assessment tool does not duplicate existing home visiting data collection activities and that protocols are coordinated, effective, and standardized. Supervises one position of Office Assistant II and oversees the work of two Health Social Worker positions.

Mayors Against Illegal Guns (MAIG) Regional Coordinator in SG 06 (\$50,206 - \$70,295)

Responsible for planning and coordinating gun violence prevention and illegal gun-related initiatives and events throughout the City of Milwaukee; focuses on work related to illegal guns, crime reduction, violence prevention, and public safety including the dissemination of related public information; and serves as a liaison to intergovernmental affairs and/or public safety staff of the Mayor's Office to build new and sustain established collaborations with organizations affiliated with this initiative. Requirements include a Bachelor's Degree in Social Work, Criminal Justice, Political Science, Communications, Health Education, or related field and two years of related experience in a leadership position that includes violence prevention, coalition building, and/or work with the legislative process.

Public Health Emergency Response Planning Coordinator in SG 07 (\$53,519 - \$74,922)

Supervise and coordinate environmental and communicable disease planning, preparedness and response activities and epidemiological investigations by the Milwaukee Health Department associated with public health emergencies such as bioterrorism, emerging infectious disease outbreaks, hazardous materials spills, and natural catastrophes. This includes supervision of two management positions of Health Project Coordinator – Emergency Preparedness and three positions of Environmental and Disease Control Specialists. Requirements include a related Bachelor's Degree; three years of progressively responsible experience in the environmental health field, including two years of project management, administrative leadership or team building; and state registration as an Environmental Health Professional within two years.

Analysis

This position will be assigned to the Emergency Preparedness and Response Program in the Disease Control and Environmental Health Services Division and will report to the Public Health Emergency Response Planning Coordinator in Salary Grade 07. Two other management positions of Health Project Coordinator – Emergency Preparedness in Salary Grade 04 are also assigned to this program. They both have similar duties to the position under study in the area of dispensing immunizations from the strategic national stockpile. This includes working and coordinating with others in the five county area; developing written response plans and protocols; developing, conducting, and evaluating exercises to assess public health preparedness; and creating and/or coordinating training. The position under study, however, will be working primarily with a specific high profile program for responding to pandemic flu. Timing is critical and it will be necessary for the individual in this position to be able to proceed quickly.

The Ecocultural Family Interview Program Coordinator in Salary Grade 05 also has leadership, oversight, and coordinating responsibilities for a specific high profile project. This includes collecting and analyzing data, writing reports, identifying training needs and collaborating with outside organizations to ensure completion of goals, objectives and outcomes. The level of oversight and program responsibility is comparable to the position under study.

The Mayors Against Illegal Guns (MAIG) Regional Coordinator in Salary Grade 06 also has some similar responsibilities to the position under study such as coordination and administration responsibilities for a specific program that is high profile. The MAIG Regional Coordinator position is stronger, though, since it also has regional and federal responsibilities and serves as one of four regional coordinators in the country for this program. The position also requires an expertise of a complex and sensitive topic.


The Public Health Emergency Response Planning Coordinator in Salary Grade 07 is also stronger than the position under study. It has significant supervisory responsibility that, with this new position, includes three management positions and three positions of Environmental and Disease Control Specialists. The position also has much broader oversight responsibility for many different types of public health emergencies such as bioterrorism, hazardous materials spills, and natural catastrophes in addition to pandemic flu or other infectious disease outbreaks.

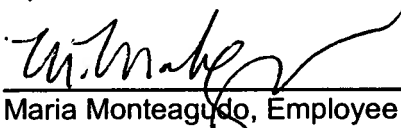
The Health Department has several Health Project Coordinators in Salary Grades 04 and 05. These positions are responsible for program management, coordination and administration for a specific program and serve as a liaison with community and government organizations. Positions in Salary Grade 05 usually serve as the point person for a specific project with broad responsibilities and sometimes have supervisory duties. The position under study will serve as a point person for the pandemic flu response and will be responsible for coordinating and administrating this response with others in the region.

Recommendation

Based on the analysis above we recommend that this new grant-funded position be classified as Health Project Coordinator – Pandemic Flu Response in Salary Grade 05.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

CITY OF MILWAUKEE FISCAL NOTE

A) Date: 10/1/09

File Number: 090438
Orig Fiscal Note Substitute

Subject: Classification and pay recommendations approved by the City Service Commission on September 22, 2009

B) Submitted By (name/title/dept/ext.): Sarah Trotter, Human Resources Representative/Dept. of Employee Relations/X2398

C) Check One: Adoption of this file authorizes expenditures
 Adoption of this file does not authorize expenditures; further Common Council action needed. List anticipated costs in Section G below.
 Not applicable / no fiscal impact.

D) Charge to: Departmental Account (DA) Contingent Fund (CF)
 Capital Projects Fund (CPF) Special Purpose Accounts (SPA)
 Perm. Improvement Funds (PIF) Grant & Aid Accounts (G & AA)
 Other (Specify)

E) Purpose	Specify Type/Use	Account	Expenditure	Revenue	Savings
Salaries/Wages:	Classification and pay recommendations for a new position in the 2009 budget in the Health Department. <i>(See attached spreadsheet for details)</i>		<i>(See attached spreadsheet)</i>		
Supplies:					
Materials:					
New Equip:					
Equip Repair:					
Rollups (.2045):					
Totals					

F) 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**.

<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	

G) List any anticipated future costs this project will require for completion:

H) Computations used in arriving at fiscal estimate:
(See attached spreadsheet for details)

Please list any comments on reverse side or attachment and check here *(See attached)*

**Department of Employee Relations
Fiscal Note Spreadsheet**

Finance & Personnel Committee Meeting of October 7, 2009
City Service Commission Meeting of September 22, 2009

NEW COST FOR 2009											
No.	Dept	From	PR/SG	To	PR/SG	Present	New	New Cost	Rollup	Total	
Pos.	Health	New Position	N/A	Hlth Proj Coord - Pandemic Flu Response	5	Annual	Annual	N/A	N/A	Grant	Funded Position
1											
1											

Assume changes are effective Pay Period 23 (November 1, 2009)

PROJECTED NEW COST FOR FULL YEAR

No.	Dept	From	PR/SG	To	PR/SG	Present	New	New Cost	Rollup	Total	
Pos.	Health	New Position	N/A	Hlth Proj Coord - Pandemic Flu Response	5	Annual	Annual	N/A	N/A	Grant	Funded Position
1											
1											