



CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS

Maria Monteagudo
 Department of Employee Relations
 City of Milwaukee
 200 E Wells St, Room 706

January 10, 2020

The Honorable
 Finance and Personnel Committee
 Common Council
 City of Milwaukee

Common Council File No. 191300 – Communication from the Department of Employee Relations relating to classification studies approved at the December 17, 2019 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the City Service Commission meeting on December 17, 2019.

Fire and Police Commission

Current	Requested
New Position Authority	Community Outreach Coordinator PR 2HX (\$54,865 - \$76,806)

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

Health Department - Community Health Branch

Current	Requested
Public Health Nurse Supervisor PR 1EX (\$58,462 - \$81,844) Recruitment Rate of \$68,021 (One Position)	Strong Babies Program Manager PR 1EX (\$58,462 - \$81,844) Recruitment Rate of \$68,021 (One Position)

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

Respectfully submitted,

Maria Monteagudo
 Employee Relations Director

Attachments: Job Evaluation Reports
 Fiscal Impact Statement

Job Evaluation Report

City Service Commission Meeting: December 17, 2019

Fire and Police Commission

Current	Requested
New Position Authority	Community Outreach Coordinator PR 2HX (\$54,865 - \$76,806)

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

Background

Fire and Police Commission Executive Director Griselda Aldrete has requested classification of a new position authorized in the 2020 Fire and Police Commission (FPC) budget. The position, originally created as a Recruiter, will be used to establish and maintain community relations aimed at enhancing recruitment and retention initiatives within the public safety departments as well as work with community stakeholders to address and resolve critical issues related to the Commission's work including the quality and effectiveness of the citizen complaint process, opportunities for positive and collaborative interaction between the community and the public safety departments, and matters related to the Department of Justice Collaborative Reform Report.

This new Community Outreach Coordinator is expected to assist the Fire and Police Commission by performing professional public relation duties and coordinating the timely development, administration and execution of programs and services. These programs and services will be designed to foster and improve education, public involvement, media and community relations throughout the City of Milwaukee about the Fire and Police Commission and public safety departments. This position will also evaluate and develop community partnerships with public and private entities which would include but not be limited to educational institutions including Milwaukee Public Schools and other key educational partners. The goals of these partnerships is to increase communication, public involvement and to aid current recruitment efforts in positions in protective services. Responsibilities and requirements of the position include:

- 40% Raise awareness about issues that impact the city as a whole through public education and information by working in collaboration with community stakeholders.
- 20% Mobilize diverse community stakeholders to achieve desired outcomes in addressing citywide problems based on a phased approach.
- 10% Provide assistance and support to recruitment efforts for positions in protective services and the retention efforts between MFD, MPD, FPC and the City of Milwaukee.
- 10% Examine and evaluate existing policies and programs relevant to the specific problem being addressed; make formal recommendations for improvements for consideration to the Common Council; and advocate for change working in concert with community stakeholders.
- 10% Identify and develop educational methods and materials appropriate for the specific problem, target population, and citywide footprint.
- 10% Performs other duties, general office functions, and special projects as assigned by the Executive Director.

Minimum requirements include a related Bachelor's degree and two or more years of experience in the areas of government, history, criminal justice, education, public relations, community organizing, or a closely related field.

The focus of this position will be to work to improve the quality of life of Milwaukee residents by improving safety and awareness while addressing citywide problems through effective, targeted public education and public information efforts.

Other positions within the City of Milwaukee with the same nature of work and level of responsibility include those listed in the chart below.

Dept.	Title	PR	Min	Max
Health	Health Project Coordinator - DADS	1DX	\$54,865	\$76,806
Health	Health Project Coordinator - Empowering Families of Milwaukee	1DX	\$54,865	\$76,806
Health	Healthcare Access Program Manager	1DX	\$54,865	\$76,806
DOA	Community Outreach Coordinator	2HX	\$54,865	\$76,806

A current position in City government with the most similar responsibilities and requirements includes the Community Outreach Coordinator in Pay Range 2HX in the Department of Administration, Office of the Director. This Community Outreach Coordinator works on developing and implementing targeted public education and public information efforts addressing community problems in the areas of drug use, educational gaps, litter reduction, and other issues that affect the health of our community.

Based upon this comparison, this report recommends classifying this new position as Community Outreach Coordinator in Pay Range 2HX (\$54,865-\$76,806).

Action Required – Effective Pay Period 1, 2020 (December 29, 2019)

In the Positions Ordinance

Under Fire and Police Commission:

Delete one position of "Recruiter"

Add one position of "Community Outreach Coordinator (X)"

Prepared By: Andrea Knickerbocker st
Andrea Knickerbocker, Employee Relations Manager

Approved By: [Signature]
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: December 17, 2019

Health Department

Community Health Branch

Current	Requested
Public Health Nurse Supervisor PR 1EX (\$58,462 - \$81,844) Recruitment Rate of \$68,021 (One Position)	Strong Babies Program Manager PR 1EX (\$58,462 - \$81,844) Recruitment Rate of \$68,021 (One Position)

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

The Milwaukee Health Department (MHD) requested a study of one position of Public Health Nurse Supervisor due to changes in the duties and responsibilities of the position. A new job description was provided and discussions were held with Nicole Mutzenbauer, Health Personnel Officer; and Lori Hoffman, Human Resources Analyst-Senior.

This vacant position provides overall leadership and coordination of Title V Maternal Child Health Programming including oversight of achievement for all program goals and objectives which involves outreach and education to community groups, data collection, quality improvement, and analysis; the provision of regular reports on project goals and objectives; supervision of program staff; managing the budget and any subcontracts with professional and community-based providers; ensuring grant protocols are effectively implemented and standardized and that the program is adequately resourced for sustainability; working closely with other Maternal Child Health program managers, epidemiologists, and community-based health programs; forging partnerships within the Milwaukee community; and representing the MHD in area coalitions and networks. Duties and responsibilities include the following:

60% Program Management, Development and Administration

Develop, integrate and monitor program goals, objectives, outcomes and impact; provide direction to ensure that the program achieves its objectives and outcomes; coordinate the services of program staff to meet the identified needs of the population and implement appropriate evaluation processes related to the maternal child health program and services; coordinate the development of standardized outreach, presentation and data collection; provide leadership and recommendations to develop a seamless service delivery system; analyze evaluation data to ensure achievement of outcomes with assistance from the Maternal Child Health epidemiologist, director and other MHD leadership; monitor and prepare budgets, contracts and program reports; conduct standard and routine quality assurance of program data collection and input and establish plans to improve program data quality over time; plan, execute, and monitor subcontracts and other formal and informal relationships with community partners; develop and maintain community referral sources for the project; facilitate the collection of data and analyze the data to enhance program development and strategy; provide professional expertise to related MHD projects, proposals, and undertakings as needed; seek out supportive grant funding opportunities; write proposals using program data and data from other sources to obtain new funding; and develop program protocols and continually evaluate and review those protocols based on emerging research, data, and program evaluations.

20% Supervision

Direct and supervise four positions of Community Outreach Specialist ; facilitate monthly meetings to promote excellent service and program accountability; monitor and implement staff professional development with support from appropriate partners and resources; monitor and implement staff supervision that ensures the development of realistic and effective plans to grow the program and reach more community members; assess and develop strategies to enhance knowledge and skills of all program staff;

work with MHD leadership regarding Human Resources issues; and conduct staff hiring, interviewing and evaluation according to MHD protocols.

20% Community Collaboration

Collaborate with MHD programs, community-based organizations, the State of Wisconsin, the Department of Health Services, managed care organizations, physician networks and other non-traditional partners to integrate Strong Babies services in the Milwaukee community; serve as the primary spokesperson for the Strong Babies Program on behalf of MHD; identify, recruit, develop, support and maintain primary partners around healthy pregnancies and birth outcomes, infant mortality reduction, developmental screening, breastfeeding, adolescent suicide and health equity.; participate on the Fetal Infant Mortality Review, Child Death Review, Young Child Wellness Council and other communities of practice relevant to the work; and perform other duties as assigned including responding to an emergency or broad impact event.

Minimum requirements include a bachelor's degree in public health, social work, nursing, community health or related field and four years of experience in public health community outreach, program development, and/or community organizing with two years of supervisory experience. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The department indicated that this position focuses on the Strong Babies Program that offers training and education to community groups on maternal health objectives including safe sleep, breastfeeding, development screening and health equity. The work of this position has changed from an individual home visiting model to a systems approach involving more community outreach and education. Instead of supervising nurses this position will supervise four positions of Community Outreach Specialist in Pay Range 2EN (\$45,306 - \$63,426) with a recruitment rate of \$53,044. These professional positions are similar in level to the Public Health Nurse 2 classification in Pay Range 2EN (\$55,695 - \$63,426).

The position's current pay range of 1EX (\$58,462 - \$81,844) with a recruitment rate of \$68,021 is appropriate for this new classification as it will be supervising positions at a similar level. This recruitment rate will help to provide an incentive for public health nurses and employees in other professional positions to consider a promotion to this supervisory position and will help to prevent pay compression. Other Health Department Program Managers in Pay Range 1EX include Doula Program Manager, Men's Health Manager and WIC Program Manager.

The department has also requested a title that reflects the position's focus on the Strong Babies Program. The requested title of "Strong Babies Program Manager" will accomplish this.

We therefore recommend a title change for one position of Public Health Nurse Supervisor in Pay Range 1EX (\$58,462 - \$81,844) with a recruitment rate of \$68,021 to "Strong Babies Program Manager" in Pay Range 1EX (\$58,462 - \$81,844) with a recruitment rate of \$68,021.

Action Required – Effective Pay Period 14, 2019 (June 30, 2019)

In the Salary Ordinance

Under Pay Range 1EX, add the title "Strong Babies Program Manager (8) (22)".

In the Positions Ordinance

Under Family and Community Health Services Division, Nurse Family Partnership Program, delete one position of "Public Health Nurse Supervisor (X)(Y)(J)" and add one position of "Strong Babies Program Manager (X)(Y)(J)".

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

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

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



City of Milwaukee Fiscal Impact Statement

A **Date** 1/10/2020 **File Number** 191300 **Original** **Substitute**
Subject Communication from the Department of Employee Relations relating to the classification studies approved at the December 17, 2019 City Service Commission Meeting.

B **Submitted By (Name/Title/Dept./Ext.)** Arielle Ewing/ Administrative Specialist Senior/ Employee Relations / x3143

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 **Charge To**

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

	Purpose	Specify Type/Use	Expenditure	Revenue
E	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
	TOTALS		\$ 0.00	\$ 0.00

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.

- | | | |
|------------------------------------|------------------------------------|-------|
| <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 | _____ |

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 December 17, 2019
Finance and Personnel Committee Meeting of January 15, 2020

NEW COSTS FOR 2020

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Fire and Police Commission	New Position	N/A	Community Outreach Coordinator*	2HX	N/A	N/A	N/A	Included in 2020 Budget	
1	Health	Public Health Nurse Supervisor	1EX	Strong Babies Program Manager**	1EX	N/A	N/A	N/A	Title Change Only	
2								\$0	\$0	\$0

*Assume effective date is Pay Period 1, 2020 (December 29, 2019).

**Assume effective date is Pay Period 14, 2019 (June 30, 2019).

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Fire and Police Commission	New Position	N/A	Community Outreach Coordinator	2HX	N/A	N/A	N/A	Included in 2020 Budget	
1	Health	Public Health Nurse Supervisor	1EX	Strong Babies Program Manager	1EX	N/A	N/A	N/A	Title Change Only	
2								\$0	\$0	\$0