



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

December 3, 2007

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

Dear Committee Members:

Re: Common Council File Number 070807

The following classification and pay recommendations were approved by the City Service Commission on December 4, 2007:

In the DPW-Infrastructure Services/Oerations Division, six current titles were reorganized into two new titles with recommended reclassification and pay recommendations.

In the DPW-Water Works, one new position of Water Plant Maintenance Supervisor, SG 006 and six positions of Water System Operator In Charge, PR 282 was recommended for reclassification of Water System Operator, PR 288.

In the Department of Neighborhood Services, one position of Building Codes Enforcement Manager, SG 010, incumbent, Ron Roberts was recommended for reclassification to Building Codes Enforcement Manager-Commercial, SG 011.

In the Department of Administration, one position of Homeland Security Coordinator, SG 010, incumbent, Dan Alexander was recommended for reclassification to Homeland Security Director, SG 012.


In Municipal Court, one new position of Programmer I, PR 515.

In the Health Department, one new position of Family and Community Health Operations Manager, SG 009.

In the Department of City Development, one new position of Associate Planner, PR 558.

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

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 2 Job Evaluation Reports
1 Fiscal Notes

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Betty Schraith, Joe Alvarado James Purko, Jeffrey Polenske, Dale Mejaki, Dan Thomas, Carrie Lewis, Laura Daniels, Jeffrey Crouse, Ron Roberts, Thomas Mishefske, Sharon Robinson, Dan Alexander, Kristine Hinrichs, Clarice Hall Moore, Bevan Baker, Victoria Robertson, Vivian Chen, Martha Brown, Judy Allen, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer and James Fields (DC 48).

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JOB EVALUATION REPORT

City Service Commission Meeting: December 4, 2007

This report recommends appropriate classifications and compensation levels for 86 positions created or changed in conjunction with the implementation of the 2008 City of Milwaukee budget. This report contains recommendations for positions in the Department of Public Works, Neighborhood Services, Department of Administration, Municipal Court, Health Department, and City Development.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

DEPARTMENT OF PUBLIC WORKS-INFRASTRUCTURE SERVICES/OPERATIONS DIVISION

Current	Request	Recommendation
Asphalt Repair Crew Leader 10 positions PR 252 (\$38,323 - \$42,796) Street Repair Crew Leader 11 positions PR 245 (\$36,908 - \$40,804) Bridge Laborer Crew Leader 3 positions PR 245 (\$36,908 - \$40,804)	Infrastructure Repair Crew Leader PR 252 (\$38,323 - \$42,796)	Infrastructure Repair Crew Leader 24 positions PR 252 (\$38,323 - \$42,796)
Asphalt Worker* 23 positions PR 235 (\$35,245 - \$38,921) Labor Crew Leader I 23 positions PR 235 (\$35,245 - \$38,921) Special Street Repair Laborer 10 positions PR 225 (\$34,193 - \$37,584)	Infrastructure Repair Worker PR 235 (\$35,245 - \$38,921)	Infrastructure Repair Worker* 56 positions PR 235 (\$35,245 - \$38,921)

*Employees in this classification shall not advance beyond step three without a Commercial Drivers License. The following employees to be paid at the biweekly rate of \$1,432.18 for 2006: Mark Smith and Samuel Watkins. These employees will continue to receive general increases."

DEPARTMENT OF PUBLIC WORKS-WATER WORKS

Current	Request	Recommendation
New Position	Water Maintenance Supervisor SG 06 (\$50,206 - \$70,295)**	Water Plant Maintenance Supervisor SG 06 (\$50,206 - \$70,295)**

NEIGHBORHOOD SERVICES

Current	Request	Recommendation
Building Codes Enforcement Manager SG 10 (\$64,805 - \$90,728)** Rate: \$85,337 Incumbent: Ron Roberts	Study of Position	Building Codes Enforcement Manager-Commercial SG 11 (\$69,090 - \$96,722)* New Rate: \$87,897

DEPARTMENT OF ADMINISTRATION

Current	Request	Recommendation
Homeland Security Coordinator SG 10 (\$64,805 - \$90,728)** Rate: \$75,512 Incumbent: Dan Alexander	Homeland Security Director SG 13 (\$78,469 - \$109,864)**	Homeland Security Director SG 12 (\$73,627 - \$103,077)** New Rate: \$79,288

MUNICIPAL COURT

Current	Request	Recommendation
New Position	Programmer I PR 515 (\$34,120 - \$41,715)	Programmer I PR 515 (\$34,120 - \$41,715)

HEALTH DEPARTMENT

Current	Request	Recommendation
New Position	Family and Community Health Operations Manager SG 009 (\$60,809 - \$85,129)**	Family and Community Health Operations Manager SG 009 (\$60,809 - \$85,129)**

DEPARTMENT OF CITY DEVELOPMENT

Current	Request	Recommendation
New Position	Associate Planner PR 558 (\$43,910 - \$53,941)	Associate Planner PR 558 (\$43,910 - \$53,941)

**2008 Management Pay Plan Rates of Pay

Action Required

Effective December 31, 2006, Pay Period 1, 2007

In the Salary Ordinance, under Salary Grade 006, add the title "Water Plant Maintenance Supervisor".

Effective December 30, 2007, Pay Period 1, 2008

In the Salary Ordinance:

Under Salary Grade 012, add the title "Homeland Security Director".

Under Salary Grade 011, add the title "Building Codes Enforcement Manager-Commercial".

Under Salary Grade 010, delete the title "Homeland Security Coordinator".

Under Salary Grade 009, add the title "Family and Community Health Operations Manager".

Under Pay Range 252, delete the title "Asphalt Repair Crew Leader", and add the title "Infrastructure Repair Crew Leader".

Under Pay Range 245, delete the titles "Street Repair Crew Leader" and "Bridge Laborer Crew Leader".

Under Pay Range 235, delete the titles "Asphalt Worker 1/", "Labor Crew Leader I" and add the title "Infrastructure Repair Worker 1/".

Under Pay Range 225, delete the title "Special Street Repair Laborer".

Effective December 31, 2006, Pay Period 1, 2007

In the Positions Ordinance, Department of Public Works-Water Works, Plants-North Organization, Linnwood and North Production, add one position of "Water Plant Maintenance Supervisor".

Effective December 30, 2007, Pay Period 1, 2008

In the Position Ordinance:

Under the Department of Administration, Community Development Grants Administration Division, delete one position of "Homeland Security Coordinator (B)(Y)" and add one position of "Homeland Security Director (B)(Y)".

Under the Department of City Development, Community Planning & Development Services Decision Unit, Long Range Planning Section, add one position of "Associate Planner".

Under the Health Department, Family and Community Health Services, add one position of "Family and Community Health Operations Manager".

Under Municipal Court, Management and Administration, add one position of "Programmer I".

Under Department of Neighborhood Services, Commercial Inspection Division, delete one position of "Building Codes Enforcement Manager (X)(Y)" and add one position of "Building Codes Enforcement Manager-Commercial (X)(Y)".

Under the Department of Public Works, Infrastructure Services Division, Field Operations – Street & Bridges Decision Unit, Street Maintenance, delete eight positions of "Asphalt Repair Crew Leader", ten positions of "Street Repair Crew Leader", 17 positions of "Labor Crew Leader I", 18 positions of "Asphalt Worker", six positions of "Special Street Repair Laborer", add 18 positions of "Infrastructure Repair Crew Leader" and 41 positions of "Infrastructure Repair Worker"; under Auxiliary Positions, delete two positions of "Asphalt Repair Crew Leader", one position of "Street Repair Crew Leader", five positions of "Labor Crew Leader I", five positions of "Asphalt Worker", two positions of "Special Street Repair Laborer", add three positions of "Infrastructure Repair Crew Leader" and 12 positions of "Infrastructure Repair Worker"; under Plant and Equipment, delete one position of Labor Crew Leader I, two positions of "Special Street Repair Laborer" and add three positions of "Infrastructure Repair Worker"; under Bridge Operations/Maintenance, delete two positions of "Bridge Labor Crew Leader", one position of "Labor Crew Leader I" add three positions of "Infrastructure Repair Crew Leader"; under Auxiliary Positions, delete one position of "Bridge Laborer Crew Leader" and add one position of "Infrastructure Repair Crew Leader".

DEPARTMENT OF PUBLIC WORKS-INFRASTRUCTURE SERVICES/OPERATIONS DIVISION

Current:	Asphalt Repair Crew Leader	PR 252
	Street Repair Crew Leader	PR 245
	Bridge Laborer Crew Leader	PR 245
Request:	Infrastructure Repair Crew Leader	PR 252
Recommendation:	Infrastructure Repair Crew Leader	PR 252

Current:	Asphalt Worker	PR 235
	Labor Crew Leader I	PR 235
	Special Street Repair Laborer	PR 225
Request:	Infrastructure Repair Worker	PR 235
Recommendation:	Infrastructure Repair Worker	PR 235

The 2008 budget incorporates a request in the Department of Public Works-Infrastructure Services Division to reorganize six current titles into two new titles in order to provide the Division with increased efficiency and flexibility in assigning duties.

Under this request the current titles of Asphalt Repair Crew Leader (PR 252), Street Repair Crew Leader (PR 245), and Bridge Laborer Crew Leader (PR 245) would be consolidated into the new title

of Infrastructure Repair Crew Leader in Pay Range 252. The basic function of this new position will be to supervise a Street & Bridge Maintenance crew involved in pavement repairs, alley repairs, crack filling pavements, concrete sawing operations, minor concrete repairs or bridge maintenance projects.

In addition the current titles of Asphalt Worker (PR 235), Labor Crew Leader I (PR 235), and Special Street Repair Laborer (PR 225) would be consolidated into the new title of Infrastructure Repair Worker in Pay Range 235. The basic function of this position will be to, as a part of an asphalt crew, complete the tasks of site preparation, applying a tack coat, luting, shoveling, raking, and/or compacting bituminous material. This position may also operate compaction equipment. The position may supervise a Street Maintenance crew of one or two City Laborers that perform relatively simple operations such as patching pavement, pothole patching, and placement of signs and barricades for a repair crew or direct the operations of a gradall crew. This position may also be assigned to a patch truck.

This report recommends the reclassification of these six positions into the new titles of Infrastructure Repair Crew Leader in Pay Range 252 and Infrastructure Repair Worker in Pay Range 235. A Memorandum of Understanding related to this consolidation and related issues has also been agreed to between the City of Milwaukee and Milwaukee District Council 48, AFSCME; AFL-CIO (Locals 33 and 47).

DEPARTMENT OF PUBLIC WORKS-WATER WORKS

Current:	New Position	
Request:	Water Maintenance Supervisor	SG 06
Recommendation:	Water Plant Maintenance Supervisor	SG 06

The basic function of this position is to serve as a member of the water plant management team. This position reports to a Water Maintenance Manager and is responsible for the procurement of equipment, materials, and services required to maintain the water treatment plants; compilation and records, data, and specifications related to plant maintenance; and supervision of maintenance employees. Duties, responsibilities and requirements include:

Procurement of Equipment, Materials, and Supplies

Using proper City of Milwaukee purchasing procedures, this position will locate and purchase specialized equipment, parts, supplies, and tools required by the Water Works to repair, modify, and maintain its water treatment plants. The types of items procured may include: multi-million gallon pumps, large valves, complex control systems, piping, and heating and ventilation systems. To successfully carry out this work, the employee filling this position will be required to identify and research products and suppliers. This position will also be required to dispose of equipment and materials no longer needed.

Procurement of Services

Working with other managers, the employee filling this position will solicit quotes from contractors, evaluate quotes received, and recommend contractors for projects.

Training, Coaching, and Supervision of Maintenance Personnel

This position will train, coach, and supervise 12 to 15 maintenance and construction employees, such as when substituting for the Water Maintenance Manager.

Maintenance of Records, Documentation, and Specifications

This area of responsibility requires working with Water Engineering to maintain all documentation related to plant facilities, including maintenance records and engineering specifications. The employee filling the position will also be required to evaluate the performance of equipment and recommend replacement needs. It also includes maintaining electronic records regarding preventive maintenance schedules and standards, replacement schedules for equipment, and materials and tools purchased for specific jobs.

Minimum qualifications for this position include 4 years of successful work experience in maintaining and repairing large industrial facilities, preferably water treatment facilities. One year of this experience must have been in a leadership position with responsibility for scheduling projects and employees in multiple projects. An associate's degree in a related technical or mechanical field or a journeyman's certificate in one or more mechanical or electrical trades is highly desirable. The employee filling the position is also required to maintain a valid Wisconsin Driver's License and must obtain a license to operate a boiler and Surface Water Certification from the Wisconsin Department of Natural Resources within 1 year of appointment.

The scope of responsibility associated with this position extends to both water treatment plants and facilities and includes the procurement of specialized equipment and materials; soliciting and evaluating quotes from contractors; working closely with Water Engineering to maintain proper records and documentation and evaluate when equipment should be replaced; and supervising skilled and unskilled employees in the absence of the Water Maintenance Manager.

The knowledge and skills required for successful job performance include:

- Exceptional ability troubleshooting mechanical and electronic problems
- Exceptional knowledge of mechanical systems
- Knowledge of high pressure water pumping
- Knowledge of electrical systems and components
- Knowledge of water treatment processes
- Knowledge of city, county, state, and federal regulations relating to the safe operation and repair of plant machinery and equipment, and use of materials and tools.
- Knowledge of preventive maintenance programs and standards for plant equipment and systems
- Ability to prepare reports, analyze data, and make recommendations for improving plant operations or solving maintenance-related problems
- Ability to read and interpret blueprints, plans, and specifications.
- Ability to use an electronic maintenance management system
- Ability to plan, direct, and supervise the work of others
- Ability to use standard office hardware and software

In terms of environmental, physical, and other demands, the employee filling this position must be on-call during a set schedule and is subject to emergency callouts. He or she will also be exposed to confined spaces and areas with hazardous air quality and extreme hot or cold and wet conditions.

Considering this position's scope of responsibility, which extends to locating and purchasing all replacement parts, equipment, and supplies for two water treatment plants, the technical knowledge required to successfully perform the position, responsibility for training and supervising employees, and the position's placement in the organization, it appears appropriate to allocate this position to Salary Grade 06 as requested by the Water Works. The only change recommended is to more clearly identify the position's placement in the Water Works by titling it Water Plant Maintenance Supervisor.

It is therefore recommended that this position be classified as Water Plant Maintenance Supervisor, Salary Grade 06.

NEIGHBORHOOD SERVICES

Current:	Building Codes Enforcement Manager	SG 10
Request:	Study of Position	
Recommendation:	Building Codes Enforcement Manager-Commercial	SG 11

Earlier in 2007 a report was submitted and approved that recommended job title and salary grade changes for some 22 management position in the Department of Neighborhood Services. One of the most important issues that led to the study of these positions and the recommendations subsequently submitted was significant pay compression between some first-line supervisors and their immediate subordinates and in some cases between first and second-level managers. The extent of pay compression between some of these positions had a detrimental effect on the Department's ability to attract employees to fill managerial positions and damaged managers' morale.

At the time the report was approved, the Department of Neighborhood Services requested that the position of Building Codes Enforcement Manager, SG 10, held by Mr. Ronald Roberts, be restudied and noted that an immediate subordinate of this position had been raised to Salary Grade 09 as the result of the aforementioned study. In response, the Department of Employee Relations has reexamined the duties and responsibilities of this position; assessed the knowledge, skills, abilities and competencies required to successfully perform the work; and noted the changes that had taken place in the job.

The Building Codes Enforcement Manager is responsible for all of the work processes, budget, equipment, and staff of the Commercial Building Code Enforcement Division consisting of some 32 employees. The Commercial Building Code Enforcement Division enforces all building codes pertaining to commercial businesses and conducts annual fire inspections for all commercial businesses in the City. In addition, this position manages the City's condemnation program, zoning enforcement, signage enforcement, historic preservation code enforcement, and other related areas. Three managers report to this position: one Building Construction Inspection Supervisor, SG 09, and two Building Codes Enforcement Supervisors, SG 07.

In restudying this position, the factor most considered was the extent of pay compression between this position and that of its immediate highest paid subordinate position, that of Building Construction Inspection Supervisor, Salary Grade 09, who has responsibility for the department's condemnation program and zoning enforcement efforts. Considering the fact that the position under examination has responsibility for all of the work associated with commercial building construction for the Department, whereas the Supervisor's responsibility is limited to one section, it appears that there should be a larger differential between the Manager of the commercial inspection division and the supervisor position in Salary Grade 09.

We therefore recommend that the position of Building Codes Enforcement Manager, SG 10, be reallocated to Salary Grade 11, with no change in title.

DEPARTMENT OF ADMINISTRATION

Current:	Homeland Security Coordinator	SG 10
Request:	Homeland Security Director	SG 13
Recommendation:	Homeland Security Director	SG 12

The basic function of this position is to be responsible for directing the activities of the City of Milwaukee's Office of Homeland Security. This includes managing homeland security and emergency management functions throughout southeastern Wisconsin, and directing emergency preparedness initiatives that impact all City Departments but especially Police, Fire, Health and Public Works. Duties and responsibilities include the following:

- 50% Direct the allocation and management of approximately \$20 million dollars in homeland security and emergency preparedness funding from the following grant programs: Urban Area Security Initiative, Port Security Grant Program, Buffer Zone Protection Program, and Critical Infrastructure Grant Program. Direct the development of regional strategic plans, analyse gaps in response and prevention capabilities, make funding decisions based on analysis, and measure initiative effectiveness. Be responsible for collaborating with the US Department of Homeland Security and Wisconsin's Office of Justice to ensure compliance with grant requirements and reporting.
- 10% Direct the development of the City's emergency response planning activities, including the City's Emergency Operations Plan, Department Continuity of Operations Plans, Information Technology Disaster Recovery Plans, Special Event Plans, and Hazard Mitigation Plans. Assign various responsibilities to individual Departments to mitigate, respond to, and recover from natural or human caused emergencies. Manage the City's compliance with the Department of Homeland Security's mandated National Incident Management System.
- 10% Direct the management and operation of the City's Emergency Operations Center (EOC) and assign roles and responsibilities to Department Heads during EOC operations. Create training operations standards, provide training to City Departments, direct the work activities of the EOC staff, and facilitate mayoral policy making decisions in the EOC environment.
- 10% Direct both the city wide and regional emergency preparedness and response exercise program, set exercise priorities, facilitate the design of multijurisdictional and multidiscipline exercise events, allocate grant funding to regional agencies to conduct exercises, evaluate exercise events, and recommend policy modifications based on evaluation results.
- 10% Direct the work activity of City personnel (Battalion Chief from the Fire Department, Administrative Lieutenant from the Police Department, and Public Health Emergency Coordinator from the Health Department) to achieve Urban Area Security Initiative objectives and conduct homeland security and emergency management activities within the City of Milwaukee. Monitor work progress, provide direction of overall goals, and provide employee evaluation and feedback.
- 5% Provide subject matter expertise to various national boards, working groups, and associations; provide legislative recommendations to the Wisconsin Legislative Special Committee on Disaster Preparedness, participate on national Federal Emergency Management Administration (FEMA) working groups to revise national emergency operation plan standards and the continuity of government requirement during emergency situations, serve as an evaluator for the Department of Homeland Security's Tactical Interoperable Communications Plan Exercise Program, and serve as a peer reviewer to the Department of Homeland Security's National Grant Peer Review Program.
- 5% Serve as a member of the Board of Directors of the Southeast Wisconsin Hospital Emergency Preparedness Program, as the Vice Chair of the Milwaukee Intelligence Fusion Center Governance Committee, and as a member of the State of Wisconsin's Homeland Security Grant Planning Committee.

The requirements of this position include a Bachelor's Degree in Public Administration, Communications, or related area and progressive levels of supervisory experience in a public safety organization. Other requirements include knowledge of police, fire, health and other public safety related operations, and grant application and compliance procedures; and an ability to communicate effectively to upper levels of public and private sector management, direct and manage large scale, multi-faceted projects, involve participants with differing backgrounds and perspectives to reach consensus when necessary, and manage and supervise subordinates from different disciplines to create a cohesive team. Equivalent combinations of education and experience may also be considered.

The Emergency Government Coordinator position was created in the 2006 City Budget to manage the Urban Area Security Initiative Grant, covering the City of Milwaukee and the Counties of Milwaukee, Waukesha, Racine, Ozaukee, and Washington. Since the creation of the position in 2006, its scope has expanded to include primary homeland security and emergency management planning, funding, and program activity for this entire region. Planning, implementation, and management of other grant programs have now come under the authority of the Homeland Security Coordinator, including the Port Security Grant Program, the Transit Security Grant Program, the Buffer Zone Protection Grant Program, and the Critical Infrastructure Grant Program. These initiatives require the Coordinator to work directly with policy makers, chief executives, and Department heads within the City of Milwaukee and the five county region to identify regional needs and direct funding to address those needs, thus relieving the burden of these security needs upon the City's tax levy. This requires the Coordinator to maintain relationships with state and federal justice and homeland security officials to continue development of a security and preparedness strategy that aligns with state and federal priorities.

The position's significant involvement in emergency management policy and activities over the last year have included managing all emergency management initiatives in the City, directing the emergency preparedness and disaster mitigation activities across all City Departments, developing the City's emergency preparedness and response plans, developing and managing the City-wide Continuity of Operations Plan, and directing a city wide preparedness and response exercise program. The Coordinator also now directs the operational, planning, and logistic components of the City's Emergency Operations Center, which entails directing the assignment and activities of other cabinet level positions and executive level management from other City departments during its activation. These activities require the Coordinator to harness resources from across the region to effectively respond and manage large scale incidents. These responsibilities evolved as a result of major incidents, such as the Falk Explosion, plane crash, and evacuations following gas leaks.

Another significant change associated with this position is the full time assignment and transfer of three professional level positions: a Fire Battalion Chief, an Administrative Lieutenant of Police, and a Public Health Nurse. These positions are now part of the newly formed Office of Homeland Security.

The significant changes in scope of responsibility associated with this position, the expanded span of control and the significant involvement with emergency policy initiatives warrant a reclassification of this position. We therefore recommend the position of Homeland Security Coordinator in Salary Grade 010 be reclassified to Homeland Security Director in Salary Grade 012.

MUNICIPAL COURT

Current:	New Position	
Request:	Programmer I	PR 515
Recommendation:	Programmer I	PR 515

The basic function of this position is to serve as the Municipal Court programmer and be responsible for programming changes in the Municipal Court Case Automated Tracking System (CATS), a proprietary case management information system, using the Magic programming language. Duties and responsibilities include the following:

70% System Programming

Create detailed graphical and non-graphical program-user interfaces; develop, program, test, implement, and document software modules that are written in the Magic programming language and consistent with existing application and departmental standards; and participate in all stages of the software development lifecycle.

15% Design and Functional and Technical Specification Development

Present software solutions to technical and non-technical audiences; participate in application design and programming code reviews; and interact with targeted application users to develop design and functional specifications.

10% Miscellaneous

Communicate thoroughly, verbally and in writing, with managers and coworkers on the status of projects; assist in the development of end user documentation and manuals; troubleshoot technical problems with software and applications; and remain knowledgeable of Magic technical development via online communities, mailing lists, and news groups; submit accurate weekly reports on the status of assigned application development projects; and perform other job-related responsibilities as assigned.

5% Network Environment Support

Provide backup assistance with network management, user support, and other IT-related tasks.

The requirements of this position include an Associate's Degree in Information Technology, Computer Science, or closely related field or two years of professional programming experience. Other requirements include knowledge of one or more programming languages, web technologies, database technologies and office automation tools.

The Municipal Court currently has a contracted programmer to work with and support the Court Automated Tracking System (CATS) and a new project to integrate document imaging and eliminate paper case jackets. This new position will work with the contracted programmer in a training and mentoring role for the project and then transition to ongoing system support and enhancements. The duties, responsibilities, and requirements of this new position are consistent with the current classification of Programmer I.

We therefore recommend this new position be classified as Programmer I in Pay Range 515.

HEALTH DEPARTMENT

Current:	New Position	
Request:	Family and Community Health Operations Manager	SG 009
Recommendation:	Family and Community Health Operations Manager	SG 009

The basic function of this new position is to help develop, implement, manage, and evaluate evidence-based programs for the three Health Department Divisions of Home Environmental Health (HEH), Maternal and Child Health (MDH), and Men's Health (MH); support the Family and Community

Health (FCH) Director in providing programmatic and administrative support for the leadership in the Divisions; work to streamline and improve internal processes; and forge partnerships within the Milwaukee community. Duties and responsibilities include the following:

50% Operations Management and Administration

Assist the FCH Director in program management; ensure that FCH programs are in compliance with internal and external deliverables and expectations; conduct QA/AI on FCH programs; work to improve and streamline internal FCH processes and administration; work with FCH managers and graphics team to ensure that FCH web pages are accurate and up to date; write, edit, and proofread internal reports and reports to foundation and government funding sources; ensure grant deliverables are finalized and submitted in a timely manner; develop and oversee contracts/subcontracts including negotiating terms, drafting documents, authorizing payments, and monitoring overall performance; participate in internal committees; oversee collection and review of monthly data; and contribute to the overall strategy in terms of objectives and goals, budgeting, intra-divisional synergies and cooperation, and work with external divisions.

30% Staff Supervision and Administration

Assist with hiring, training, supporting, supervising, and evaluating staff as assigned; monitor and approve time off for staff; approve and monitor student/intern program placements; conduct performance evaluations as assigned; oversee performance improvement plan development and disciplinary procedures as assigned; and contribute to efforts to build morale, enforce accountability and discipline, and improve performance.

10% Grant Writing/Program Development

Identify and research corporate, foundation, and government sources of funding; and contribute to the planning and preparation of proposals for grants or contracts.

5% Community Leadership

Represent the Department in other community groups; and participate in community planning concerning health and social welfare.

5% Other Duties

Respond to requests for information from other Divisions or external parties; prepare talking points, presentations, and ad-hoc reports as needed by the Commissioner of Health, Health Operations Director, Mayor, and Common Council; and perform other duties as assigned.

Requirements include a Master's Degree in Nursing, Public Health, Healthcare Management, Administration, Social Work, Community Health, or related field and three years of experience in public health care program planning, policy development, community health assessment or health administration. Equivalent combinations of education and experience may also be considered. Other requirements include experience in the areas of program planning, budget development and monitoring, contract/grant development, staff development, outcome measurement/performance evaluations, team management and quality improvement.

The Health Department has combined the three Divisions of Home Environmental Health, Maternal and Child Health, and Men's Health, into the larger Division of Family and Community Health (FCH). This new position will assist the Director of FCH in managing this Division that has 140 staff and several multi-million dollar grants for programs such as lead-abatement, home visiting services, and Women, Infants, and Children (WIC) nutrition program. Responsibilities will include providing programmatic and administrative support to leadership positions and working to streamline and improve internal processes. This new position is similar to other management positions in the Health

Department in Salary Grade 009 who have extensive responsibility for managing programs and staff such as the Maternal and Child Health Manager and the Home Environmental Health Manager.

We therefore recommend that this new position be classified as Family and Community Health Operations Manager in Salary Grade 009.

DEPARTMENT OF CITY DEVELOPMENT

Current:	New Position	
Request:	Associate Planner	PR 558
Recommendation:	Associate Planner	PR 558


The basic function of this position is to be responsible for the collection, analysis, and reporting of demographic, economic and land use data in connection with the preparation of citywide and area comprehensive master plans, redevelopment plans, and studies for the development and redevelopment of districts and project areas within the City. Duties and responsibilities include the following:

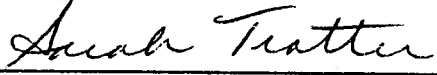
- Collect, analyze, and convey demographic, economic, and land use data used in a variety of planning and department-wide efforts; develop methodology to collect data; develop methods to store, maintain, update, and retrieve data and research materials so they are readily accessible; advise staff about characteristics of available data and suggest ways of adapting presentations to specific projects; develop necessary reports and analysis of demographic data required for planning purposes; and publish relevant data summaries for public use.
- Develop, interpret, and disseminate economic, social and demographic statistics into reports of findings, illustrating data geographically and translating complex findings into written text and illustrations; assist with preparation of citywide and area comprehensive master plans, which include writing work scopes, hiring and supervising consultants, leading advisory committees and public meetings, editing reports, and organizing internal support and coordination efforts; research and recommend changes to public policy and regulations to achieve economic and land use goals; write and edit reports on staff findings and recommendations; disseminate planning information for use in decision-making; analyze comprehensive plan changes; and other duties as assigned.

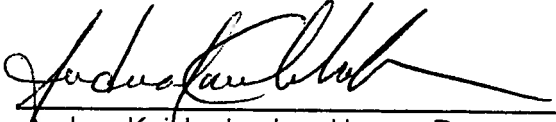
The requirements of this position include a Master's Degree in Urban Planning, or related field; or a Master's Degree in Economics, Statistics, Geographic Information Systems with coursework in Urban Planning or closely related field; or a Bachelor's Degree in a related field and two years of related professional experience. Other requirements include experience in research, knowledge of database queries, and demonstrated knowledge and skills in GIS software, PowerPoint, Work, Excel, and Outlook, Novell, and Windows NT operating systems.

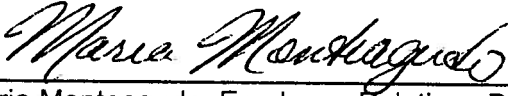
This position is similar to other Associate Planner positions in the Department of City Development. In addition to having duties that are typical of this classification, however, there will also be an emphasis on the collection, analysis, and reporting of demographic, economic, and land use data for the preparation of comprehensive master plans, redevelopment plans, and studies for the development and redevelopment of districts and project areas. The Department plans to use the working title of Associate Planner (Data Specialist) to reflect these specific duties and responsibilities.

We therefore recommend this new position be classified as Associate Planner in Pay Range 558.

Prepared by: 
Laura Sutherland, Human Resources Representative

Prepared by: 
Sarah Trotter, Human Resources Representative

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director