



Department of Employee Relations

Cavalier Johnson
Mayor

Makda Fessahaye
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

July 1, 2022

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 220321– Communication from the Department of Employee Relations relating to classification studies approved at the June 28, 2022 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the City Service Commission meeting on June 28, 2022.

Health Department

Current	Recommended
New Position	Public Health Clinic Operations Director PR 1LX (\$93,232 - \$130,521) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)
Clinic Operations Director PR 1IX (\$76,988 - \$107,782) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)	Public Health Nursing Director PR 1IX (\$76,988 - \$107,782) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)
Vital Statistics and FIMR Manager PR 1DX (\$55,962 - \$78,342) (One Position)	Health Customer Service Manager PR 1DX (\$55,962 - \$78,342) FN: Recruitment at \$63,240/any point in the range with DER approval. (One Position)
Health Project Coordinator PR 2FN (\$49,260 - \$68,968) Recruitment at \$53,861/any point with DER approval. (One Position)	Public Health Strategist PR 2IX (\$59,632 - \$83,481) FN: Recruitment at \$63,302/any point in the range with DER approval. (One Position)

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

Health Department

Current	Recommended
Environmental Health Services Manager PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,083 (Four Positions)	Home Environmental Health Manager PR 1GX (\$67,763 - \$94,870) FN: Recruitment at \$74,691 FN: Recruitment at any point w/DER approval. (Seven Positions)
Home Environmental Health Manager PR 1FX \$63,585 - \$89,016 FN: Recruitment at any point w/DER and F&P Chair approval. (Three Positions)	
Environmental Health Coordinator PR 2FN (\$49,260 - \$68,968) FN: Recruitment is at \$60,639 (Eight Positions – <i>Home Environmental Health</i>)	Home Environmental Health Coordinator PR 2FN (\$49,260 - \$68,968) FN: Recruitment is at \$64,740 FN: Recruitment at any point w/DER approval. (Eight Positions – <i>Home Environmental Health</i>)
<i>New Position</i> (Four New ARPA Funded Positions)	Home Environmental Health Inspector 4 PR 3RN (\$54,669 - \$71,010) FN: Recruitment is at \$61,657 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (27 Positions)
Lead Risk Assessor II PR 3MN (\$49,136 - \$62,244) FN: Recruitment is at \$53,854 (23 Positions)	Home Environmental Health Inspector 3 PR 3RN (\$54,669 - \$71,010) FN: Recruitment is at \$57,623 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (Underfill Title)
Lead Risk Assessor I PR 3LN (\$43,390 - \$60,277) FN: Recruitment is at 50,331 (Underfill Title)	Home Environmental Health Inspector 2 PR 3MN (\$49,136 - \$62,244) FN: Recruitment is at \$53,854 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (Underfill Title)
<i>New Underfill Title</i>	Home Environmental Health Inspector 1 PR 3LN (\$43,390 - \$60,277) FN: Recruitment is at \$50,331 (Underfill Title)
Environmental and Disease Control Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$48,535 FN: Recruitment at any point w/DER approval. (One Position)	Environmental and Disease Control Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$50,331 FN: Recruitment at any point w/DER approval. (One Position)

Lead Project Assistant PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390 (One Position)	Lead Project Assistant PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$44,192 (One Position)
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Respectfully Submitted,



Renee Joos
Interim Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



Department of Employee Relations

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Mayor

Vacant
Director

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Director
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Nicole Fleck
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REVISED 7/1/2022

Job Evaluation Report

City Service Commission Meeting: June 28, 2022

Health Department

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The Milwaukee Health Department (MHD) has requested a study of one new position and three current positions. Job descriptions were provided, and discussions were held with Sarah Wangerin, Human Resources Representative.

Position Descriptions and Recommendations

Current	New Position		One Position
Recommended	Public Health Clinic Operations Director	PR 1LX (\$93,232 - \$130,521) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel.	One Position

This position serves as the principal staff advisor to the Commissioner of Health regarding MHD operations and administrative services; and provides ongoing leadership and day-to-day guidance to senior management personnel who serve as Deputy Commissioners and Branch Directors as part of the MHD Leadership Team. Duties and responsibilities include:

- 30% Provide direction and counsel to program managers and directors in Clinical Services in the areas of program planning, funding opportunities, implementation of initiatives, integration of services, and program evaluation.
- 20% Provide oversight of clinical functions within the MHD, including financial activities, human resources, technical support, media relations, building services, and internal operations.
- 20% Provide leadership and coordination of clinical activities and resources of public health programs within the MHD and make recommendations to the Commissioner of Health regarding new initiatives and operational changes.
- 10% Assist in establishing and maintaining collaborative relationships within MHD, city, state, and the community to achieve desired public health objectives and outcomes.
- 10% Establish and maintain collaborative relationships with members of the administration and the Common Council in promoting and obtaining support for public health initiatives.
- 10% Perform other duties as assigned, including responding to an emergency or broad impact event.

Minimum qualifications include a bachelor's degree in business administration, public administration, or a closely related field; and seven years of full-time, progressively responsible experience in public health operations management, health policy development, or health care delivery systems management, performing duties related to the essential functions of this position. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

This new position will serve as a high-level advisor to the Commissioner of Health regarding MHD operations and administrative services, particularly in the area of Clinic Operations. It will also supervise the Public Health Nursing Director, Infectious Disease Program Manager, Sexual and Reproductive Health Program Manager, and the Well Woman Program Manager, and provide guidance to senior management personnel who serve as Deputy Commissioners in Pay Range 1JX (\$82,051 - \$114,879) and Branch Directors which are primarily in Pay Range 1IX (\$76,988 - \$107,782).

The requested level of Pay Range 1LX (\$93,232 - \$130,521) is appropriate based on the high-level advisory and supervisory functions of the position. Another position in the department at this same level is the Public Health Laboratory Director. The requested title of Public Health Clinic Operations Director reflects well the focus of the position. We therefore recommend this new position be classified as Public Health Clinic Operations Director in Pay Range 1LX (\$93,232 - \$130,521). Similar to other positions at this level, we also recommend a footnote that provides appointment at any rate in the pay range with the approval of the Department of Employee Relations (DER) and the Chair of the Committee on Finance and Personnel.

Current	Clinic Operations Director	PR 1IX (\$76,988 - \$107,782) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel.	One Position
Recommended	Public Health Nursing Director	PR 1IX (\$76,988 - \$107,782) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel.	One Position

This position is responsible for providing leadership and oversight for MHD nursing practices and assuring that Public Health Nurses (PHNs) demonstrate quality nursing practices; facilitating the documentation and review of written policies and procedures to accurately reflect current nursing practices; assuring that MHD nurses are practicing in accordance with state statutes and other laws governing public health nursing practices; maintaining core clinical competencies necessary to practice public health nursing at MHD, quality assurance and quality improvement activities relative to PHN practices, and ensuring safe provision of services; and providing guidance and consultation, at the request of MHD senior leadership, for MHD research opportunities, strategic planning, clinical placement opportunities, and community health improvement initiatives. Duties and responsibilities include:

- 20% Plan, direct, and provide leadership to assure safe and competent public health nursing practices in all divisions; keep abreast of current Public Health Nursing Practice standards, clinical components, state statute requirements and license standards; and assure MHD is in compliance with all applicable standards.
- 20% Maintain up-to-date policies and procedures, development and documentation of staff trainings and competencies, and safety protocols pertaining to the practice of public health nursing; be an active member of committees within MHD and maintain department-wide communication to all PHNs; and provide PHN professional development and program specific trainings to ensure safety, compliance, and maintenance with emerging trends in public health nursing.
- 15% Provide overall clinical direction for public health nursing, and other clinical services within MHD; provide consultation, direction, and support to all areas of MHD, in collaboration with program managers and directors; and act as a liaison with medical consultants to ensure up-to-date medical orders and compliance.
- 15% Initiate and participate in problem-solving, quality assurance, and quality improvement activities pertaining to the practice of public health nursing, including leadership and oversight pertaining to the electronic health record; and maintains close coordination with all department programs to ensure continuity and collaboration of services.
- 15% Develop and maintain an onboarding plan for new PHN hires; provide leadership in the recruitment, retention, and professional development of PHNs employed with MHD; facilitate the placement of PHN student learners within MHD and educate the next generation of public health nurses and related professions.
- 10% Participate in clinical planning and carry out department strategy in conjunction with deputy commissioners and MHD leadership; and maintain community partnerships as pertinent to MHD strategy and to achieve desired public health outcomes.

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

Minimum qualifications include a bachelor's degree in Nursing (BSN); a current license to practice professional nursing in Wisconsin at time of appointment and maintained throughout employment; and five years of program management or supervision in the areas of program planning, policy and procedure development and implementation, staff development, and/or team management and quality assurance. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The Department has requested a title change for this vacant position to reflect a change in the focus of the duties and responsibilities. Some of the duties and responsibilities related to clinic operations have been given to the new position of Public Health Clinic Operations Director. New expanded duties and responsibilities related to the oversight and leadership of all nursing staff have been added. This position will still provide overall clinical direction for public health nurses and other clinical services within MHD but will now focus more on standardizing the onboarding, training, and engagement of the nursing staff throughout the department.

The requested title reflects well the new focus of the position. We therefore recommend the title of Clinic Operations Director in Pay Range 1IX (\$76,988 - \$107,782) be changed to Public Health Nursing Director in Pay Range 1IX (\$76,988 - \$107,782). We also recommend that this position continue to have the footnote that provides the ability to appoint at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.

Current	Vital Statistics and FIMR Manager	PR 1DX (\$55,962 - \$78,342)	One Position
Recommended	Health Customer Service Manager	PR 1DX (\$55,962 - \$78,342) FN: Recruitment at \$63,240/any point in the range with DER approval.	One Position

This position functions as Deputy Registrar on behalf of the Commissioner of Health and provides coordination and management of Vital Records driven projects and programs for the City and the MHD; acts as the authorized representative of the State of Wisconsin as the Deputy Registrar for the MHD; is responsible to administer, coordinate, and evaluate all activities of the MHD Vital Statistics Office including proper registration and issuance of birth and death certificates in compliance with Wisconsin State Statute Chapter 69; and supervises the Vitals and Lead Program customer service staff who work with walk-in clients, ensures efficient operations, and troubleshoots any customer service issues that may arise during hours of operations. Duties and responsibilities include:

35% Vitals Program Oversight and Reporting

Serve as contract agency for national certificate processing company to increase MHD revenues; oversee, report, and make revenue estimates from the sale of birth and death certificates; implement changes in procedures resulting from changes in the Wisconsin State Statutes; coordinate workflow and processing of information; monitor office proceedings and operations; assure smooth and complete processing of records; develop, implement, and monitor processes and procedures to assure integrity of records; serve as liaison between MHD, state and federal agencies, and the public on matters related to vital records; provide information and collaborate with businesses and other agencies, such as funeral directors, other registrars, Wisconsin State Division of Health, medical examiners, hospitals, Center for Disease Control (CDC), fraud investigation units, the FBI, and the Department of Homeland Security; provide training for funeral directors in the proper methods of completing death certificates; and serve as Notary

Public, reviewing lead documents including court orders, guardianship papers, and power of attorney documents for validity.

30% Customer Service

Maintain a climate of good public service; ensure that responses to customers are professional, courteous, and provide accurate information; provide and prepare staff with updated information, current events and changes that may affect customers and workload so that they are equipped with all the necessary information available to respond appropriately; review work process flow and recommend and implement improvements; document improvements by maintaining up to date procedure manuals; manage staff workload and the work environment to reduce burnout and encourage teamwork and collaboration; respond to customers who require more attention; provide guidance, coaching, and assistance to staff and clients regarding burials, legitimations, statements of paternity, apostilles, and other documentation as necessary; and supervise and facilitate all activities of the MHD Vital Statistics Office and other public facing front desk staff.

30% Vitals Data Management

Work in cooperation with other MHD personnel in accomplishing objectives of their programs, including Public Health Nurses, Epidemiologists, and City of Milwaukee records personnel; maintain familiarity with web-based birth data system and interface with MHD and City ITMD (Information Technology Management Division) staff regarding information system corrections and enhancements; and create and maintain database and spreadsheet applications for vital statistics documentation such as funeral director billings, death indices and birth data.

5% Peripheral Duties

Perform other related duties as assigned.

Minimum qualifications include a bachelor's degree in business administration, management, customer service, communications, or related field; four years of experience in either a call center environment or involving high-intensity customer contact, including two years of experience at a supervisory level; and certification as a Wisconsin Notary Public within three months of appointment and throughout employment. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The Department has requested a title change for this vacant position to reflect a change in the focus of the duties and responsibilities. Due to the volume and complexity of the work of the Vital Statistics and FIMR (Fetal Infant Mortality Review) Manager position, the Department wishes to give the FIMR responsibilities to the recommended Public Health Strategist position listed below and have this position focus on vital statistics and expanded customer service responsibilities. Although this position will no longer have the FIMR responsibilities, the expanded customer service responsibilities will require a more extensive knowledge of lead and HUD (Housing and Urban Development) programming requirements to be able to respond to inquiries and coach staff.

It is noted that another City position in Pay Range 1DX (\$55,962 - \$78,342) that oversees the customer service function is the Customer Services Manager in the City Treasurer's Office and that three Health Department positions in 1DX (\$55,962 - \$78,342) have a recruitment rate of \$63,240 and recruitment flexibility at any point in the range with the approval of DER. With the changes listed above, we recommend the new title of Health Customer Services Manager. To assist with recruitment and retention we also recommend adding a new recruitment rate of \$63,240 and recruitment flexibility at any point in the range with DER approval.

We therefore recommend the title of Vital Statistics and FIMR Manager in Pay Range 1DX (\$55,962 - \$78,342) be changed to Health Customer Service Manager in Pay Range 1DX (\$55,962 - \$78,342) with a

recruitment rate of \$63,240 and recruitment flexibility at any point in the range with the approval of the Department of Employee Relations.

Current	Health Project Coordinator	PR 2FN (\$49,260 - \$68,968) Recruitment at \$53,861/any point in the range with DER approval.	One Position
Recommended	Public Health Strategist	PR 2IX (\$59,632 - \$83,481) Recruitment at \$63,302/any point in the range with DER approval.	One Position

This position will provide public health program leadership and management expertise, consultation, and technical support to strengthen policies, systems, and community environments that influence health and equity among City of Milwaukee residents; have a portfolio of projects related to maternal and child health, which will include executing the Fetal Infant Mortality Review (FIMR) which provides infant death analysis towards the reduction of infant mortality and the elimination of racial and ethnic disparity in infant mortality and birth outcomes for Milwaukee, southeastern Wisconsin, north central Wisconsin, and Rock County; participate in the Strong Baby Title V Program; support the Maternal and Child Health Division's programs by informing their practice, metrics, and strategies to increase healthy birth outcomes; translate community input along with public health evidence (data/findings) into prevention and control recommendations to ensure the appropriate public health measures are adopted; and serves as a liaison to the public health system including nonprofit agencies, schools, health care systems, and other MHD programs. Duties and responsibilities include:

- 30% Fetal Infant Mortality Review (FIMR) Health Data Reporting, Analysis, and Education
Perform all birth and data analysis including birth outcomes analysis for legislative and aldermanic reports; liaison with ITMD for birth data warehouse information and implementation; educate staff, policy makers, and the general public pertaining to data interpretation and programmatic integration; administer and expand FIMR throughout Wisconsin working in conjunction with local health departments, the Children's Health Alliance, the National Center for Fatality Review and Prevention, and the State of Wisconsin; refine data gathering and analysis on infant mortality to complete disparate contracts; administer and manage staff and activities of the FIMR project in Milwaukee and throughout Wisconsin; work in cooperation with agencies and key personnel in accomplishing goals and objectives of current funding streams; serve as a liaison between the MHD, community partners, and state and federal agencies engaged in infant mortality reduction efforts; facilitate interdisciplinary Case Review Team meetings and process conclusions; process, analyze, and report on birth certificate and FIMR data for all infant deaths and stillbirths reported to the program; recruit and select community agencies for FIMR project; present infant mortality information and FIMR data to city, state, and national public health and community partners; develop and write infant mortality papers and reports incorporating the data and institutional/agency/community recommendation process; provide leadership in the development of infant mortality reduction funding streams; participate as a public health voting member of the State of Wisconsin Newborn Screening umbrella committee; and participate in the Homicide Review Commission Child Death and Domestic Violence reviews as a public health members and Child Death Review meetings sponsored by the Milwaukee County Medical Examiner.
- 20% Fetal Infant Mortality Review (FIMR) Data Abstraction and Interviews
Obtain and abstract prenatal, postnatal, hospital, pediatric, and additional records on all Milwaukee fetal and infant deaths; compile case information, including conducting maternal interviews; assess support and bereavement resources to share with women who have had a fetal or infant loss; conduct outreach by mail and by phone to share resources and request interviews with women who have had a fetal or infant loss; use information from interviews to inform case

review summaries and identify service gaps; produce working case narratives and summaries on all fetal and infant death cases; and prepare materials for Case Review Team meetings.

20% Public Health Strategy and Policy

Develop, implement, and evaluate strategic and operational plans related to public health issues, including Maternal and Child Health within the City of Milwaukee; prepare and provide public presentations related to the public health role, strategy and impact associated with public health issues; develop options for policies, programs, services, ordinances, resolutions, and legislative position related to public health issues; examine the feasibility and implications, including fiscal, social, political, legal, and geographic, of policies, programs, and services; explain the importance of evaluations for improving policies, programs, and services; conduct health impact, community needs, and capacity-assessments; identify and champion grant opportunities within the organization, and plays a lead role in writing the grants, developing the budgets, and building new or existing projects through the grants; oversee management of awarded federal and state grants, contracts, and initiatives; assist in the development of media campaigns to address public health issues; and provide analysis of public health policy with particular emphasis on the social determinants of health and achieving greater health equity.

20% Community Engagement and Partnership Development

Assist in implementing the department's community engagement strategy; develop and maintain collaborative relationships with other city departments, state and federal regulatory and funding agencies, medical providers, community-based organizations, advocacy agencies, and academic institutions to coordinate and consult on comprehensive city-wide efforts; participate in relevant workgroups, committees, and meetings with the city, county, region, and state; negotiate for the use of community assets and resources through MOUs and other formal and informal agreements; arrange the department's presence at community events and ensure that the representatives have appropriate outreach materials; use facilitative group processes effectively to advance community involvement; 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; evaluate the effectiveness of community engagement strategies on public health policies, programs, and resources; and engage in evaluation and quality improvement practices to ensure that community engagement activities are effective.

10% Peripheral Duties

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

Minimum qualifications include a bachelor's degree in public health, public policy, population health, public administration services or a related field and three years of experience in assessment, planning, or evaluation, preferably in a public health setting. A master's degree is desirable. Equivalent combinations of education and experience may be considered.

This position was recently classified as a Health Project Coordinator in Pay Range 2FN (\$49,260 - \$68,968) with a recruitment rate of \$53,861 that would assure efficient operation, maintenance and quality assurance of FIMR and vital statistics; abstract medical and social service system data of Milwaukee fetal and infant deaths; conduct maternal interviews; and assist with both vital statistics and FIMR program reporting, data analysis and evaluation. The Department has changed this position so that it will no longer be working with vital statistics but will have more extensive responsibilities related to FIMR.

As indicated earlier in this report, the higher-level FIMR responsibilities of the Vital Statistics and FIMR Manager will be given to this position. These duties and responsibilities include significant birth and

death epidemiologic analysis; strategic and community planning; data and programmatic presentations to community, public health, city and state stakeholders; policy analysis and planning on birth outcome improvement and the education of all stakeholders; providing newborn genetic screening, genetic testing and outcomes in order to change, adapt, and forward public health and healthcare policy; and interface with other city departments towards the establishment of real-time birth and death data analysis. This position may also work on the social determinants of health, the Community Health Assessment, the Community Health Improvement Plan, and other public health issues.

With these changes the requested classification of Public Health Strategist in Pay Range 2IX (\$59,632 - \$83,481) is appropriate. MHD currently has nine Public Health Strategists positions, eight in the Policy, Innovation, and Engagement Division and one in the Environmental Health Division. These positions provide technical expertise, project management, and leadership related to the development, implementation, facilitation, and oversight of particular programs and/or initiatives. The duties and responsibilities vary based on the projects they are working on, but all these positions translate community input along with public health evidence (data/findings) into prevention and control recommendations to ensure the appropriate public health measures are adopted; and serve as a liaison to the public health system including other nonprofit agencies, schools, health care systems, and other MHD programs.

We therefore recommend that one position of Health Project Coordinator in Pay Range 2FN (\$49,260 - \$68,968) with recruitment at \$53,861 and at any point in the range with DER approval be reclassified to Public Health Strategist in Pay Range 2IX (\$59,632 - \$83,481) with recruitment at \$63,302 and recruitment flexibility at any point in the range with the DER approval.

Action Required – Effective Pay Period 16, 2022 (July 24, 2022)*

***Effective date for Public Health Clinic Operations Director to be Pay Period 1, 2022 (December 26, 2021).**

In the Salary Ordinance:

Effective PP 1, 2022:

Under Pay Range 1LX:

- Add the title ‘Public Health Clinic Operations Director’ and apply footnotes (3) and (6).

Effective PP 16, 2022:

Under Pay Range 1IX:

- Delete the title ‘Clinic Operations Director’.

Under Pay Range 1DX:

- Delete the title ‘Vital Statistics and FIMR Manager’.
- Add the title ‘Health Customer Service Manager’ and apply footnotes (1) (4) (9) and (12).

Under Pay Range 2FN:

- Delete the title Health Project Coordinator’.

In the Positions Ordinance:

Effective PP 1, 2022:

Under Health Department, Office of the Commissioner of Health Administration, Commissioners Office:

- Delete one position 'Director of Administration and Operations'

Under Health Department, Clinical Services Division:

- Add one position 'Public Health Clinic Operations Director (Y)'

Effective PP 16, 2022:

Under Health Department, Clinical Services Division:


- Delete one position 'Clinic Operations Director (Y)'
- Add one position 'Public Health Nursing Director (Y)'

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

- Delete one position 'Vital Statistics and FIMR Manager (J)(X)(Y)'
- Add one position 'Health Customer Service Manager (J)(X)(Y)'
- Delete one position 'Health Project Coordinator (X)'
- Add one position 'Public Health Strategist (X)'

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Renee Joos, Interim Employee Relations Director



Department of Employee Relations

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REVISED 7/1/2022

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<i>New Position</i> (<i>Four New ARPA Funded Positions</i>)	Home Environmental Health Inspector 4 PR 3RN (\$54,669 - \$71,010) FN: Recruitment is at \$61,657 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (27 Positions)
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<i>New Underfill Title</i>	Home Environmental Health Inspector 1 PR 3LN (\$43,390 - \$60,277) FN: Recruitment is at \$50,331 (Underfill Title)
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Lead Project Assistant PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390 (One Position)	Lead Project Assistant PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$44,192 (One Position)
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Background

The Milwaukee Health Department (MHD) has requested a study of various positions in the Home Environmental Health division (HEH). Job descriptions were provided and discussions were held with Sarah Wangerin – Human Resources Representative, Michael Mannan – Home Environmental Health Director, Tyler Weber - Deputy Commissioner of Environmental Health, Andre Mitchell – Environmental Health Services Manager, and Sonia Allana – (former) Human Resources Officer. The Department has requested to classify new positions to be funded through the American Rescue Plan Act (ARPA), and reclassify other existing classifications in the Home Environmental Health division of the Health Department. They indicated that recruitment and retention efforts in this division have become increasingly difficult, citing factors such as market rates of pay for comparable positions across Southeastern WI, and work environments in the field, as contributing factors to turnover and recruitment difficulties for various positions.

Home Environmental Health Inspector Series

The Health Department has requested to reclassify existing positions of ‘Lead Risk Assessor’ (I & II), to ‘Home Environmental Health Inspector’ (1, 2, 3, and 4) to create career-advancement opportunities for staff. This classification series is designed with the intention of reducing turnover and improving retention amongst Lead Risk Assessors. Additionally, the intention of this structure is to assist the Department with recruitment efforts by creating an entry-level classification of ‘Home Environmental Health Inspector 1’. This will allow the department to recruit candidates with less experience who can learn and develop skills through work experience, and on the job training and development. This will also reduce employment barriers for those who have not yet met minimum requirements for the higher level titles in this series by allowing new employees to develop as Home Environmental Health Inspectors.

Duties and Responsibilities

Home Environmental Health Inspector (HEHI) assigned to the Home Environmental Health division of the Health Department (MHD) is responsible for conducting citywide inspections and risk assessments of residential properties for lead exposure in children. The HEHI is also responsible for facilitating lead hazard reduction and conducting enforcement activities as needed.

85% Lead Inspection & Abatement Responsibilities:

- Communicate lead poisoning hazard and prevention information to parents and guardians of lead poisoned children.
- Research all possible sources of lead exposure for lead poisoned children.
- Proactively collaborate with nursing staff regarding elevated blood lead cases.
- Inspect homes for defective lead-based painted surfaces using x-ray fluorescence equipment, visual and dust wipe tests.
- Generate and issue work orders to correct lead-based paint hazards.
- Prepare reports and summaries of investigations, maintain record of work performed.
- Inform property owners of hazard correction and order compliance requirements; work with property owners to achieve compliance.
- Issue citations and appear in court as witness for prosecution of cases as necessary.
- Conduct ongoing lead paint abatement project monitoring to ensure code compliance.
- Conduct all necessary enforcement actions related to lead abatement project completion.

- Communicate with contractors regarding proper lead abatement and code compliance.
- Report findings of lead abatement project investigation as needed.

15% Administrative/Other Duties:

- Document inspections in the program database and create detailed reports according to protocols and program requirements.
- Conduct research related responsibilities and assist in special projects as assigned.
- Provide observational field opportunities as necessary and demonstrate lead hazard reduction field activities to public health staff, interns, and community leaders.
- Participate in community meetings, landlord associations, and conferences as requested.
- Provide information regarding lead hazard reduction activities and primary prevention activities
- Perform other related and special projects duties as assigned.

Home Environmental Health Coordinator 4	
<i>New Classification</i>	Home Environmental Health Coordinator 4 PR 3RN (\$54,669 - \$74,010) FN: Recruitment is at \$61,657 FN: Additional \$80 dollars biweekly while assigned Lead Inspector. (27 Positions)
Education/Experience: <ul style="list-style-type: none"> • Must meet minimum qualifications for Home Environmental Health Inspector 3 AND • Registered as a LRA with the State of Wisconsin; Promotional Criteria for Home Environmental Health Inspector 4 level: <ul style="list-style-type: none"> • Two years of continuous experience at the HEHI 3 level or equivalent; • Demonstrated initiative and active participation (at least 6 months) in research studies or special lead hazard reduction project as assigned; • Successful completion of Building Code or Home Inspection Courses as determined by the supervisor. <p style="text-align: center;"><i>(Minimum requirements have not been assessed yet by the DER Staffing Division)</i></p>	
Home Environmental Health Coordinator 3	
Lead Risk Assessor II PR 3MN (\$49,136 - \$62,244) FN: Recruitment is at \$53,854 (23 Positions)	Home Environmental Health Coordinator 3 PR 3RN (\$54,669 - \$ 74,010) FN: Recruitment is at \$57,623 FN: Additional \$80 dollars biweekly while assigned Lead Inspector. (Underfill Title)
Education/Experience: <ul style="list-style-type: none"> • Must meet minimum qualifications for Home Environmental Health Inspector 2 AND • Registered as a LRA with the State of Wisconsin; Promotional Criteria for Home Environmental Health Inspector 3 level: <ul style="list-style-type: none"> • Registered as a LRA with the State of Wisconsin; • One year of continuous experience at the HEHI 2 level or equivalent; 	

- Demonstrated initiative and active participation (at least 6 months) in research studies or special lead hazard reduction project as assigned;
- Successful completion of Building Code or Home Inspection Courses as determined by the supervisor.

(Minimum requirements have not yet been assessed by the DER Staffing Division)

Home Environmental Health Inspector 2

Lead Risk Assessor I
PR 3LN (\$43,390 - \$60,277)
FN: Recruitment is at \$50,331
(Underfill Title)

Home Environmental Health Inspector 2
PR 3LN (\$43,390 - \$60,277)
FN: Recruitment is at \$53,854
FN: Additional \$80 dollars biweekly while assigned
Lead Inspector.
(Underfill Title)

Education/Experience:

Bachelor’s degree from an accredited college or university with a major in environmental health, public health or a closely related field and **one** year of experience with lead, asbestos, environmental remediation work, code enforcement and property maintenance, or construction;

OR - Associate’s degree from an accredited college or university with a major in environmental health, public health or a closely related field and **two** years of experience with lead, asbestos, environmental remediation work or construction;

OR - High School diploma or equivalent and **three** years of experience with lead, asbestos, environmental remediation work or construction;

OR - Hold a valid professional certification as an industrial hygienist, professional engineer or registered architect or in a related professional engineering, health or environmental field, such as safety, professional or environmental scientist;

OR - Hold a valid registered nurse or registered sanitarian certification;

AND

Certification as a Lead Risk Assessor with the State of Wisconsin within **three months of appointment** and throughout employment. (Training for certification will be provided by the City).

Promotional Criteria for Home Environmental Health Inspector 2 level:

- Registered as a LRA with the State of Wisconsin;
- **Six months** of continuous experience at the HEHI 1 level or equivalent
- Successfully complete probationary period
- Successful completion of Building Code or Home Inspection Courses as determined by the supervisor.

(Minimum requirements have not yet been assessed by the DER Staffing Division)

Home Environmental Health Inspector 1

New Underfill Title

Home Environmental Health Inspector I
PR 3MN (\$49,136 - \$62,244)
FN: Recruitment is at \$50,331
(Underfill Title)

Education/Experience:

Two years of experience conducting inspections, or previous experience in property maintenance, renovation or demolition, or working in a compliance capacity with codes, ordinances, regulations or statutes;

OR - **One** year full-time experience performing City of Milwaukee Environmental Health position tasks or an equivalent position performing duties related to education and contact with the public relative to hazardous or infectious exposures and independently managing a workload involving case logs and data entry;

OR - Associate’s degree from an accredited college or university with a major in environmental health, public health or a closely related field;

AND

Certification as a Lead Risk Assessor with the State of Wisconsin **within three months of appointment** and throughout employment. (Training for certification will be provided by the City).

(Minimum requirements have not yet been assessed by the DER Staffing Division)

Market Data Comparison

Staff reviewed labor market data for Southeastern, WI from the Economic Research Institute (ERI), a salary survey to which DER subscribes. The breadth of data shown below represents competitive rates of pay for a title comparable to the classification of Home Environmental Health Inspector.

Environmental Health and Safety Specialist

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$56,683	\$61,867	\$68,741	\$75,507	\$82,339
9	\$55,250	\$60,295	\$66,994	\$73,580	\$80,239
8	\$53,685	\$58,574	\$65,081	\$71,468	\$77,938
7	\$51,988	\$56,707	\$63,002	\$69,172	\$75,434
6	\$50,176	\$54,708	\$60,776	\$66,711	\$72,748
5	\$48,269	\$52,599	\$58,422	\$64,106	\$69,903
4	\$46,292	\$50,404	\$55,964	\$61,384	\$66,928
3	\$44,263	\$48,151	\$53,433	\$58,576	\$63,855
2	\$42,190	\$45,873	\$50,860	\$55,715	\$60,721
1	\$40,077	\$43,588	\$48,284	\$52,838	\$57,563

Source: ERI, Data as of April 01, 2022

The Environmental Health and Safety Specialist conducts inspections and audits and recognizes hazards, prepares solutions to environmental or safety concerns, keeps records of programs as required by law and internal procedures, and coordinates training for safety and health matters and accident prevention.

External Comparisons

In addition to market data comparisons, DER staff made comparisons to comparable positions in the City of Racine:

Current Rate Comparisons			
City of Racine		City of Milwaukee	
Title	Pay Range	Title	Pay Range
Sanitarian II	\$59,446 - \$76,398	Lead Risk Assessor II	\$49,136 - \$62,244
Sanitarian I	\$54,142 - \$57,200	Lead Risk Assessor I	\$43,390 - \$60,277

The City of Racine describes ‘Sanitarian I/II’ as a position that conducts investigations and risk assessments in response to lead poisoned children; Conducts housing inspections and issue written orders as necessary to mandate compliance with the minimum housing standards established by local ordinance, including plumbing, electrical, heating, and lead bearing paint violations; Coordinate one or more environmental health specialty programs, including but not limited to pre-inspection, lead poisoning prevention, swimming pool inspection, environmental sampling, rabies and animal control vending machine inspection, tattoo parlors, schools, radiation response, preparedness, temporary restaurants and foodborne illness investigations.

Lead Project Assistant

Current	Lead Project Assistant	PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390	One Position
Recommended	Lead Project Assistant	PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$44,192	One Position

The Lead Project Assistant assigned to the Childhood Lead Poisoning Prevention Program (CLPP) functions as an ambassador for the lead abatement program by providing support to clients with application completion and submission, verifying client income, processing insurance payment requests and performing data management functions to ensure program compliance. This position will contact leads or client interest into the program (Elevated Blood Level List) to get the families to apply and complete income verification timely, operate as the ambassador of the grant program, ensuring payment requests and unit files are updated regularly and compliant to date.

40% Application Assistance and Outreach:

- Pursuant to Housing and Urban Development (HUD) guidelines, review client inquiries for program eligibility requirements for the Childhood Lead Poisoning Prevention Program (CLPP).
- Provide program application materials to qualified clients; assist clients with application completion and submission questions; conduct application follow-up with prospective clients.
- Use multiple databases in order to provide application review and verification of program eligibility; process applications for approval by Program Management; verify with Program Management and staff to ensure complete and accurate documentation.
- Enter application requests into the application database for distribution to program staff.
- Track open and pending cases for disqualification following inspections; update data bases accordingly; send correspondence regarding disqualification according to program guidelines.
- Perform community/client outreach in order to recruit new applicants into the CLPP; provide enrollment assistance at various locations.
- Encourage application to other MHD and social services programs that may serve clients’ needs.

30% Customer Advocacy and Troubleshooting

- Receive and process referrals from other programs for individuals who may have a need for CLPP services.
- Ensure that each client receives the best quality service available; use contacts within local and state government to press for quality client care.
- Advocate on behalf of all health department populations who have an insurance coverage deficit.
- Engage in cross-programming, training, and referral to ensure continuity of care for clients coming to the MHD.

- Remain abreast of administrative changes in Home and Environmental Health or other MHD initiatives and other related programs to ensure accuracy of information provided to clients.

20% Reporting and Administrative Duties

- Provide program data management by entering client information, including application, management approvals and caseload notes into the database daily.
- Complete all required internal MHD documentation and reports in a timely fashion.
- Participate in evaluation of the program to ensure compliance and quality.
- Participate in program and agency training.

10% Peripheral Duties:

- Distribute water filters to in-office pickups.
- Manage files that are disqualified after inspection and update database.
- Send disqualification letters.
- Miscellaneous office duties.

Minimum requirements include two years of progressively responsible office support experience, performing customer service and data management duties related to the essential functions listed above.

Market Data Comparison

Staff reviewed labor market data for Southeastern, WI from the Economic Research Institute (ERI), a salary survey to which DER subscribes. The breadth of data shown below represents competitive rates of pay for a title comparable to the classification of Lead Project Assistant.

Client Liaison, ERI

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$56,853	\$60,948	\$66,602	\$71,812	\$77,266
9	\$55,417	\$59,385	\$64,887	\$69,952	\$75,267
8	\$53,929	\$57,761	\$63,100	\$68,011	\$73,180
7	\$52,361	\$56,046	\$61,207	\$65,953	\$70,963
6	\$50,677	\$54,206	\$59,165	\$63,729	\$68,565
5	\$48,485	\$51,827	\$56,525	\$60,850	\$65,456
4	\$46,161	\$49,324	\$53,744	\$57,804	\$62,161
3	\$43,717	\$46,721	\$50,870	\$54,641	\$58,727
2	\$41,176	\$44,044	\$47,953	\$51,433	\$55,224
1	\$38,581	\$41,322	\$45,038	\$48,255	\$51,744

Source: ERI, Data as of April 01, 2022

ERI describes Client Liaison as a position that serves as a focal point for customer problems, questions, or concerns; Liaises between the client and with the appropriate company personnel to provide timely and accurate answers for the customers; Assists clients with paperwork, submits required information and documents to them, and explains company processes; Creates a rapport with clients, makes them feel comfortable, and updates them on issues pertinent to them; Initiates measures to research and resolve client issues, monitors client satisfaction through follow up on solving their issues and problems, and submits client meeting reports and provides feedback to management; Provides support and assistance to the management team. May help the customer service team with answering phones.

Environmental and Disease Control Specialist

Current	Environmental and Disease Control Specialist	PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$48,535 FN: Recruitment at any point w/DER approval.	One Position
Recommended	Environmental and Disease Control Specialist	PR 2DN 43,350.06 60,687.90 FN: Recruitment is at \$50,331 FN: Recruitment at any point w/DER approval.	One Position

The Environmental and Disease Control Specialist assigned to the Environmental Unit of the Disease Control & Environmental Health Services Division will primarily focus on performing activities related to testing lead in drinking water. This position is responsible for the collection, analysis and reporting of field and laboratory data related to lead water testing. This position is also responsible for conducting community outreach and developing presentations for community groups related to lead in water and public health risk. In addition, this position will provide consultation related to environmental health issues such as hazardous and toxic materials, indoor and outdoor air quality, surface and drinking water quality assurance, vector-borne diseases and mosquito control.

70% Technical:

- Conduct investigations, research, and provide consultation related to complaints or concerns of adverse environmental exposure associated with the areas of Occupational Health; Hazardous and Toxic Materials Control; Indoor and Outdoor Air Quality; Environmental Audits and Assessments, Surface and Drinking Water Quality Assurance and; Vector-borne, Waterborne or Enteric Illnesses.
- Perform data collection, research, analysis and interpretation related to environmental and communicable disease epidemiology and adverse exposures within the community.
- Develop statistical analysis summaries; tables and reports as requested.
- Prepare scientific and technical reports, summaries, and correspondence that are complete, clear, and understandable to general public and other private and public agencies.

25% Collaboration and Training:

- Develop, implement and evaluate lead water testing field protocols.
- Facilitate the collection, analysis and reporting of field and laboratory data related to lead water testing.
- Implement lead water testing with existing lead risk assessment protocols within the Home Environmental Health Program.
- Develop presentations for community groups related to lead in water and public health risk.

5% Peripheral Duties:

- Other duties as assigned, including responding to a broad impact event.

Minimum qualifications include a bachelor’s degree in chemistry, biology, physical or natural sciences, public/environmental health or related field from an accredited college or university; one year of professional experience in disease control, environmental consultation, spill mitigation, or industrial hygiene performing duties that closely relate to the essential functions listed above.

Market Data Comparison

Staff reviewed labor market data for Southeastern, WI from the Economic Research Institute (ERI), a salary survey to which DER subscribes. The breadth of data shown below represents competitive rates of pay for a title comparable to the classification of Environmental and Disease Control Specialist.

Environmental Health and Safety Specialist

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$56,683	\$61,867	\$68,741	\$75,507	\$82,339
9	\$55,250	\$60,295	\$66,994	\$73,580	\$80,239
8	\$53,685	\$58,574	\$65,081	\$71,468	\$77,938
7	\$51,988	\$56,707	\$63,002	\$69,172	\$75,434
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3	\$44,263	\$48,151	\$53,433	\$58,576	\$63,855
2	\$42,190	\$45,873	\$50,860	\$55,715	\$60,721
1	\$40,077	\$43,588	\$48,284	\$52,838	\$57,563

Source: ERI, Data as of April 01, 2022

The Environmental Health and Safety Specialist conducts inspections and audits and recognizes hazards, prepares solutions to environmental or safety concerns, keeps records of programs as required by law and internal procedures, and coordinates training for safety and health matters and accident prevention.

Home Environmental Health Coordinator

Current	Environmental Health Coordinator	PR 2FN (\$49,260 - \$68,968) FN: Recruitment is at \$60,639	Eight Positions (HEH)
Recommended	Home Environmental Health Coordinator	PR 2FN (\$49,260 - \$68,968) FN: Recruitment is at \$64,740 FN: Recruitment at any point w/DER approval.	Eight Positions (HEH)

The Home Environmental Health (HEH) Coordinator of the City of Milwaukee Health Department (MHD) provides a bridge between supervisors and field staff. The HEH Coordinator has four areas of emphasis: 1.) Lead inspection and risk assessment / orientation and training, 2.) Education and outreach, 3.) Preconstruction / relocation and 4.) Code enforcement. As part of the environmental health management team, the HEH Coordinator provides leadership and direction to environmental health staff and assists in the evaluation of staff performance. The HEH Coordinator reviews work performed by inspectors and administrative staff to assure it meets department, state and national standards. The HEH Coordinator assists in preparing reports and serves as the back up to the Environmental Health Supervisor.

60% Each coordinator would be assigned one or more of the following primary special projects:

Enforcement / Court Liaison:

- Oversees enforcement actions and assists Lead Risk Assessor in navigating enforcement process, including direct abatement.
- Reviews all orders written by Lead Risk Assessors to assure compliance with division practices.
- Reviews all requests for inspection orders to assure division practices were complied with prior to being forwarded to City Attorney’s office.
- Reviews all citations to property owners and contractors prior to issuance to assure alignment with MHD policies and procedures.
- Assures that enforcement is carried out in a consistent and timely manner across all environmental health staff.
- Serves as the Divisions primary liaison to the Municipal Court system and City Attorney’s Office on enforcement matters.

Inspection, Orientation and Training:

- Develops and implement division training program including both classroom and field experiences for new hires.
- Evaluate inspector performance related to achievement of performance appraisal elements of the lead risk assessor career ladder.
- Reviews lead inspection risk assessment reports to assure that all required elements are completed prior to the project being submitted to production.
- Assist in the development of divisional policies and procedures.
- Maintains equipment, supplies and administrative processes needed for lead risk assessment activities, including; X-ray Fluorescence (XRF) lead analyzers, radiation dosimeters, HEPA Vacuums and dust sampling kits.

Education and Outreach:

- Develops and maintains all divisional education and outreach materials.
- Develops and maintains division website.
- Coordinates staffing of community outreach events.
- Takes the lead in answering information requests and questions from parents.
- Serves as the point of contact for open records and medical records requests.
- Develops relationships with community based organizations and healthcare providers to increase public health system response to lead poisoning and healthy homes issues.
- Assists in the development of lead strategic plan and support of the lead taskforce.
- Manages relationships with community outreach subcontractors.

Relocation /Unit Coordinator:

- Manage the owner and occupant agreement meetings and ensure both are fully aware of their roles and responsibilities.
- Serves as the point of contact for the occupants during the construction process to ensure their needs or concerns are being addressed.
- Coordinate the required relocation based on the approved occupant protection plans submitted by the contractor.
- Reviews clearance reports to assure compliance with division policies and procedures.
- Assures lead risk assessors are monitoring projects in compliance with division policies and procedures.
- Communicate with the occupants on how and when to have each unit ready for work, develop a relocation plan, inspect the unit to ensure the unit has met all the required pre-containment activities.
- Monitor rental units to ensure the units are made available to low income families with children.
- Assist in unit file review to assure file completion.

25% Staff Management/Oversight

- Participates in the training and supervision of staff.
- Develops and oversees 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.
- Evaluates, refines, and implements changes in field protocols to increase efficiency and effectiveness; and assures compliance with state and federal program standards.
- Evaluates staff performance in both the quantity and quality of work, assess whether criteria related to achieving career ladder steps have been met.
- Formulates and recommends 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.
- Monitors national and state regulatory practices; align programmatic activities with identified best practices.

- Prepares appropriate program summaries, project updates, special reports, technical papers, grant applications, grant reports and other documents as needed or requested to support division; prepare annual reports and required assessments as delineated in municipal and state code.

10% Environmental Investigation, Monitoring and Complaint Investigations:

- Conduct lead risk assessments of houses, child care centers, and other dwellings to determine lead content of painted surfaces including the collection of soil and dust wipe samples and sampling using an XRF lead analyzer according to Housing and Urban Development procedures.
- Document results of each inspection.
- Conduct water sampling for lead in schools and child care centers.
- Complete a standard informational questionnaire with residents (parents, guardians, and day care owner/operator) to assist in determining lead source.
- Monitor lead abatement projects when abatement work is ongoing to assure contractor work is being performed in a lead safe manner. Enforce code compliance on abatement projects.
- Conduct clearance dust wipe samples of dwellings after abatement has been completed. Prepare clearance reports.
- Prepare orders to abate lead hazards and when property owners fail to comply issues citations.
- Appear in court as witness for prosecution of cases as necessary.
- Performs recreational and drinking water sampling / surveillance.
- Conducts routine/required inspections and/or audits to ensure compliance of existing local and state public health and environmental codes, regulations and policies.
- Conduct investigations, research, and provide consultation related to complaints or concerns of adverse environmental exposure associated with the areas of Occupational Health; Hazardous and Toxic Materials Control; Indoor and Outdoor Air Quality; Environmental Audits and Assessments, Surface and Drinking Water Quality Assurance and; Vector-borne, Waterborne or Enteric Illnesses.
- Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
- Collaborates in the development and delivery of programs and activities that promote health and prevent disease, in settings including, but not limited to the Health Department, homes, community organizations and businesses, schools, and the community in general.
- Collects water samples for laboratory analysis to ensure compliance of existing local and state public health and environmental codes, regulations and policies.
- Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Responds to public complaints and inquiries on environmental or public health matters.

5% Data Reporting and Analysis:

- Perform data collection, research, analysis and interpretation related to environmental and communicable disease epidemiology and adverse exposures within the community; develop statistical analysis summaries; tables and reports as requested.
- Prepare scientific and technical reports, summaries, and correspondence that are complete, clear, and understandable to general public and other private and public agencies.
- Prepare and maintain various records, reports, correspondence and other departmental documents, including mileage reports, time sheets, inspection reports, and documentation.
- Prepare drafts of notices, hearing and court letters and forward to secretary for typing and mailing.

Minimum qualifications include a bachelor's degree in environmental health, public health, community health, chemistry, biology, physical science or related field from an accredited college or university; one year of experience performing environmental health remediation or equivalent duties closely related to the essential functions of this position.; certification as a Lead Risk Assessor with the State of Wisconsin within three months of appointment and throughout employment. (Training for certification will be provided by the

City); and certification as a Lead Abatement Supervisor with the State of Wisconsin within three months of appointment and throughout employment. (Training for certification will be provided by the City).

Market Data Comparison

Staff reviewed labor market data for Southeastern, WI from the Economic Research Institute (ERI), a salary survey to which DER subscribes. The breadth of data shown below represents competitive rates of pay for a title comparable to the classification of Home Environmental Health Coordinator.

Environmental Health and Safety Coordinator, ERI

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$65,605	\$71,195	\$78,611	\$85,831	\$93,131
9	\$63,834	\$69,269	\$76,491	\$83,513	\$90,623
8	\$61,976	\$67,249	\$74,266	\$81,077	\$87,988
7	\$60,006	\$65,105	\$71,902	\$78,490	\$85,185
6	\$57,893	\$62,803	\$69,363	\$75,708	\$82,170
5	\$55,649	\$60,356	\$66,661	\$72,746	\$78,958
4	\$53,294	\$57,784	\$63,818	\$69,627	\$75,573
3	\$50,857	\$55,117	\$60,866	\$66,385	\$72,051
2	\$48,375	\$52,392	\$57,842	\$63,061	\$68,437
1	\$45,891	\$49,652	\$54,793	\$59,705	\$64,783

Source: ERI, Data as of April 01, 2022

ERI describes an Environmental Health and Safety Coordinator as a position that performs risk assessments for processes and new equipment. Submits corrective solutions to risks while also making fiscal and operational considerations. Assists in safety and quality activities and improvement projects as directed by manager. Informs managers and supervisors of regulatory changes with which the company must comply. Leads programs and policies to ensure compliance with environmental health and safety regulations. Collects, tracks, reports and analyzes the site's key environmental health and safety performance data and metrics. Reviews all injury/illness and non-injury incident investigation reports and follows-up as necessary. Assists in the development of specialized education and training materials. Develops controls for identified hazards. Assists more experienced professionals in developing solutions.

Home Environmental Health Manager

Current	Environmental Health Services Manager	PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,083	Four Positions
Recommended	Home Environmental Health Manager	PR 1GX (\$67,763 - \$94,870) FN: Recruitment is at \$74,691 FN: Recruitment at any point w/DER approval.	Seven Positions

Under the direction of the Home Environmental Health Director and guidance from the Deputy Commissioner of Environmental Health, the Home Environmental Health Manager provides leadership for all activities to build and maintain a highly collaborative, city-wide and cross-sector, lead hazard abatement system.

30% Leadership / Coordination / Planning / Outreach:

- Develops and oversees all activities of the Home Environmental Health Program as it pertains to building and maintaining a city-wide and cross-sector lead abatement system, which extends beyond MHD and local government. This includes working with community organizations, neighborhood associations, local coalitions, philanthropy, private contractors, national partners, and many more to align goals, strategies, implantation, evaluation, and reporting. This position will largely focus on hazards in the built environment

which contribute to lead poisoning, while supporting the integration of this work with lead abatement and energy efficiency, weatherization, community wealth building, and more.

- Provides leadership for multi-disciplinary planning which results in development, implementation, and evaluation of programmatic strategies on a city-wide scale for surveillance and investigation, grant opportunities and investments, targeted enforcement and adjudication, and quality control.
- Oversees the performance management system for the program and makes policy and programmatic recommendations based on performance measures.
- Works collaboratively with managers, staff, other city departments, community partners, and various work teams to achieve program goals and objectives in a timely manner.
- Hires, trains, supports, supervises and evaluates staff responsible for new and innovative community interventions and housing strategies.
- Develops, prepares, monitors and coordinates budgets from external resources, including overseeing major federal and state grants.
- Provides technical assistance to grantor (DHS) Department of Health Services, CDBG (Community Block Grant Office), and CDC (Centers for Disease Control) with Inspection/clearance reports, audits, special projects, joint trainings.

25% Evaluation and Reporting:

- Evaluates interventions to determine their effectiveness and cost-effectiveness in addressing home environmental health hazards and improving children's health.
- Engage in a variety of needs assessment activities including evaluating program capacity, optimum enforcement strategy, community needs, the geographic burden of childhood lead poisoning, and the success of previous/current activities and projects.
- Direct program evaluation and research activities including an analysis of service impact on target populations, data collection, comparative analysis of various housing interventions, and surveillance of key performance indicators.
- Ensure programmatic compliance with internal and external deliverables and expectations, including state statutory requirements, local ordinance, federal requirement, community coalition expectations, and CDC recommendations.
- Assess programs and work activities, including administering staff performance management tools, in order to improve and streamline internal processes, ensure compliance standards are met and provide effective program administration.
- Utilize opportunities to contribute to local, state and federal policy and program formation.
- Develop and maintain program policies, standard operating processes and procedures in compliance with state and federal requirements and national best practices.
- Develop and maintain a dashboard of key performance metrics to assure program process, impact and outcome objectives are met.
- Evaluate and prepare candidates interviews for potential MHD employees.
- Create, monitor, and evaluate employee Job Improvement Plans for employees in Performance Improvement Plans.
- Continually evaluate LMS, QuickBase, and other MHD software for programmatic efficiencies.

35% Technical Management and Projects Environmental Health Manager – Surveillance and Investigation Management:

- Manage the daily functions of MHD's Wisconsin Child Lead Poisoning Prevention Program (WCLPPP)
- Manage 300+ residential units, incoming and backlog with lead abatement orders.
- Manage and assigns all incoming projects and historical projects for inspections.
- Manage residential lead inspections are conducted within the (CDC) Center for Disease Control recommended guidelines.
- Manage the case and work load of 14-18 Lead Risk Assessor's caseloads ranging from 20-40 cases each.
- Manage the issuance of lead orders on residential units where lead hazards are identified, per City of Milwaukee ordinance.

- Manage and approves the enforcement of citations to owners/contractors on residential homes and work sites.
- Manage health related lead hazard nuisance complaints within the City of Milwaukee.
- Provide leadership to city and state agencies related to environmental health issues.
- Supervise two Home Environmental Health Coordinators (Relocation with 1 ARPA funded).
- Oversees reimbursement of Medicaid funds for Environmental inspections & clearances.
- Reporting on monthly and yearly Environmental lead abatement program deliverables.
- Provide technical assistance to outside community groups working collaboratively with MHD's ARPA allocations (SDC, 16th street community center, Revitalize).
- Supervises Environmental, Administrative and Nursing staff engaged in activities related to investigation of elevated blood lead reports in children and adults.
- Develop and implement intervention strategies that advance department goals related to elevated blood lead reported in children and adults.

Environmental Health Manager – Lead Hazard Reduction Grant Management

- Manage the day to day operation of the HUD Lead Hazard Reduction Grant-\$1.7 million annually.
- Manage the day to day operation of the CDBG Abatement Grant-\$1.5 million annually.
- Manage the day to day operation of the CDBG Prevention Grant-\$690K annually.
- Manage and assign contractors to grant funded lead hazard reduction projects. Funding sources for these projects include: HUD lead hazard reduction and CDBG Abatement as well as Capital funds projects.
- Negotiate and approve bids with contractors.
- Oversee the issuance of lead abatement permits for all type of lead hazard reduction projects.
- Manage the relocation of unit occupants while interior lead hazard reduction is being performed by the contractor.
- Provide oversight for the re-occupancy of lead-safe housing units.
- Oversee monitoring of projects by LRA's while all lead hazard renovation and clearance occurs.
- Supervise 10 direct staff members.
- Conduct and review files of completed Primary Prevention (HUD) and CDBG Prevention projects.
- Manage the onboarding and training of all new contractors (6 current contractors which account for 12 crews).
- Manage and Supervise the Lead in Water/CDBG EHSM.
- Supervise 1 Public Health Strategist (Community building, grants, and lead in water ARPA funded)
- Supervise 1 Environmental and Disease Control Specialist Healthy Homes.
- Provide management and oversight of all programmatic invoices including lead hazard reduction invoices, relocation invoices, background checks, and interpreter services totaling \$2.2 million in 2021.

Reporting:

- Conduct HUD Lead Hazard Reduction Grant-reporting annually and quarterly using the HHGMS system.
- Conduct CDBG Abatement-Reporting and CDBG Prevention-Reporting monthly and annually.
- Provide technical assistance and knowledge to HUD regarding Lead Inspection and Risk Assessment reports, scopes of work and Section 3 requirements.
- Provide lead safe work practices assistance to Department of Neighborhood Services on Deconstruction Projects and assistance to CDGA office and several community organizations such as MCC, SPCA, Gibraltar, WestCare.

Environmental Health Manager – Quality Control Management

- Analyze internal processes for the creation of Standard Operating Procedure (SOP) that are concise, step by step, and easy to follow all internal HEH processes.
- Manage all SOP's are to help employees perform their respective tasks and functions in a consistent manner for quality improvement in inspection, enforcement, field activity, and office functions.

- Create, Administer, and Monitor staff performance management tools for LRA's for field and office work functions to include case referral, inspection, lead inspection report creation, order creation, and order enforcement.
- Conduct semi-annual quality control reviews of all HEH Office staff, all LRA staff, and all HEH coordinator positions.
- Create and monitor quality control metrics and accountability measures for Primary Prevention grants and other lead grants for program application referral to grant award completion.
- Manage, create, and monitor the HEH Quality Control Plan to be presented annually to HEH management to improve and streamline internal processes
- Maintain compliance to the HEH Quality Control plan and evaluate programs to reduce the time in all the steps from lead poisoning referral to enforcement to a lead abated unit.
- Create accountability measures, monitor, and audit external community partner and contractor deliverables related to ARPA funding
- Supervise 2 HEH Coordinators (Training and QuickBase/onboarding— 1 ARPA funded)
- Manage and perform an internal audit of HEH functions annually to ensure compliance to the HEH Quality Control Plan and HEH SOPs and HEH Policies and ARPA funding measurables.
- Develop, implement, and maintain a formal public complaint mechanism to monitor and assure quality customer service.
- Continue and improve process improvements to paper records transitioning to digital records.
- Document and recordkeeping of all quality control measures.

Environmental Health Manager – Court Enforcement Management

- Manage the administrative functions of written lead hazard orders adjudicated to court for further enforcement.
- Review all written lead hazard orders sent to adjudication for proper documentation, enforceability, re-inspection fees, and timeliness for increased guilty verdicts.
- Review all citation, warrants, and placard orders for documentation, enforceability, fees, and timeliness for increased guilty verdicts.
- Represent and serve as the court liaison for HEH and the City Attorney's office in court proceedings against large rental property owners.
- Consult with judges and develop written policies and procedures for community initiatives and changes in court operations.
- Represent and serve as the liaison for lead enforcement activities with external community partners including community groups, MPD, County Sheriff's office and other public agencies.
- Consult and coordinate with DHS for mutual enforcement of property owners and contractors.
- Prepare any written orders and files that may be appealed.
- Prepare reports of rental properties adjudicated with penalties.
- Supervise 1 HEH Coordinators (Enforcement) and 1 Lead Project Specialist.
- Monitor court ordered compliance plans for timeliness and completion.
- Meet with contractors and owners for compliance plans for written lead hazard orders.
- Mediate grievances and resolve conflicts among LRA's, property owners and/or contractor related to written orders and citation enforcement.
- Mediate and leverage Primary Prevention and other dollars for increased buy in from rental property owners with lead orders and court enforcement
- Advise and recommend future city ordinance language to assist in lead hazard enforcement.

10% Policy Development:

- Develop, refine and update policies pertaining to environmental health, specifically lead hazard reduction, relocation and lead safe clearance of properties
- Develop and update internal policies pertaining to Environmental lead abatement orders and workflows.
- Utilize opportunities to contribute to state and federal policy formation.

- Provides vision and direction to the Director of Home Environmental Health to advise on initiatives, policy and programmatic efforts.

Minimum requirements include a bachelor’s degree in environmental health, nursing, public health, healthcare management, social work, community health, human services or a related field from an accredited college or university; three years of progressively responsible experience in program management, healthcare program planning, policy development, community health assessment or health administration, including two years of full-time experience in program management and staff supervision; and certification as a Lead Risk Assessor with the State of Wisconsin within six months of appointment and throughout employment. (Training for certification will be provided by the City).

Internal Comparisons

DER Compensation staff made comparisons to internal city positions and determined that the following positions perform work of similar level and complexity to the position of Home Environmental Health Manager:

Classification	Function
<p>Title: Sexual and Reproductive Health Program Manager Pay Range: 1GX (\$67,763 - \$94,870)* Department: MHD – Sexual & Reproductive Health</p>	<p>Provides leadership, management, and supervisory oversight of the MHD comprehensive STD clinic, HIV program and STD/HIV field operations, as well as associated epidemiology and surveillance activities.</p>
<p>Title: Infectious Disease Program Manager Pay Range: 1GX (\$67,763 - \$94,870)* Department: MHD – Disease Control & Prevention</p>	<p>Provides oversight for the Communicable Disease Control and Immunization area of the health department including supervisors and staff members.</p>
<p>Title: Building Codes Enforcement Manager (Residential) Pay Range: 1GX (\$67,763 - \$94,870)* Department: DNS – Residential Inspection Division</p>	<p>Responsible for management and staff development related to Residential Building Code Enforcement and environmental inspections of residential dwellings.</p>
<p>Title: Building Construction Inspection Supervisor Pay Range: 1GX (\$67,763 - \$94,870)* Department: DNS - Condemnation Inspection Section</p>	<p>Oversees building construction inspection, boiler inspection, heating ventilation and air-conditioning inspection, mechanical refrigeration inspection, anhydrous ammonia inspection as well as hazardous chemical and liquid storage tank inspection within the City of Milwaukee.</p>

*Note: Positions have footnote recruitment rates and/or recruitment flexibility.

Analysis and Recommendation

The Health Department indicated that it has become increasingly difficult to recruit and retain staff in the Home Environmental Health division, as rates of pay are below rates of pay for comparable positions in Southeastern, WI. Currently, there are multiple vacancies in the department in the Lead Risk Assessor classification series. As of now, the department has authority for 24 positions of Lead Risk Assessor, of which 8 are currently filled. Since 2020, the department has had 8 resignations including one incumbent that transferred to another city department.

Additionally, the position of Lead Project Assistant has been vacant since 2020. This position was classified in July of 2018. The previous incumbent stayed in this position for approximately 1.5 years, resigning in 2020. The position has since been vacant despite recruitment efforts which resulted in two offers to qualified candidates that declined.

Other titles in the Home Environmental Health Division are included in this report for labor market comparisons and to prevent pay compression.

Based upon the above analysis and to assist the department with recruitment and retention efforts DER recommends the following:

Current Title	Recommended Title	Current Pay Range	Recommended Pay Range
Environmental Health Services Manager	Home Environmental Health Manager	1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,083 <i>(Four Positions)</i>	1GX (\$67,763 - \$94,870) FN: Recruitment at \$74,691 FN: Recruitment at any point w/DER approval. <i>(Seven Positions)</i>
Home Environmental Health Manager	<i>No Change</i>	IFX (\$63,585 - 89,016) FN: Recruitment at any point w/DER and F&P Chair approval. <i>(Three Positions)</i>	
Environmental Health Coordinator	Home Environmental Health Coordinator	2FN (\$49,260 - \$68,968) FN: Recruitment is at 60,639 <i>(Eight Positions)</i>	2FN (\$49,260 - \$68,968) FN: Recruitment is at \$64,740 FN: Recruitment at any point w/DER approval. <i>(Eight Positions)</i>
<i>New Position</i> <i>(Four New ARPA Funded Positions)</i>	Home Environmental Health Inspector 4	<i>New Position</i> <i>(Four New ARPA Funded Positions)</i>	3RN (\$54,669 - \$71,010) FN: Recruitment is at \$61,657 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. <i>(27 Positions)</i>
Lead Risk Assessor II	Home Environmental Health Inspector 3	3MN (\$49,136 - \$62,244) FN: Recruitment is at 53,854 <i>(23 Positions)</i>	3RN (\$54,669 - \$71,010) FN: Recruitment is at \$57,623 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. <i>(Underfill Title)</i>
Lead Risk Assessor I	Home Environmental Health Inspector 2	3LN (\$43,390 - \$60,277) FN: Recruitment is at 50,331 <i>(Underfill Title)</i>	3MN (\$49,136 - \$62,244) FN: Recruitment is at \$53,854 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. <i>(Underfill Title)</i>
<i>New Underfill Title</i>	Home Environmental Health Inspector 1	<i>New Underfill Title</i>	3LN (\$43,390 - \$60,277) FN: Recruitment is at \$50,331 <i>(Underfill Title)</i>
Environmental and Disease Control Specialist	<i>No Change</i>	2DN (\$43,350 - \$60,688) FN: Recruitment is at \$48,535 FN: Recruitment at any point w/DER approval. <i>(One Position)</i>	2DN (\$43,350 - \$60,688) FN: Recruitment is at \$50,331 FN: Recruitment at any point w/DER approval. <i>(One Position)</i>

Lead Project Assistant	<i>No Change</i>	5FN (\$41,326 - \$49,213) FN: Recruitment at \$43,390 (One Position)	Lead Project Assistant 5FN (\$41,326 - \$49,213) FN: Recruitment at \$44,192 (One Position)
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Action Required – Effective Pay Period 11, 2022 (May 15, 2022)

In the Salary Ordinance

Under Pay Range 1GX

- Add the title of ‘Home Environmental Health Manager’
- Create the following footnotes (18) and (36) and renumber accordingly

(18) Recruitment is at:

Biweekly	2,872.73
Annually	74,690.98

(36) Recruitment is at:

Biweekly	2,958.91
Annually	76,931.66

- Add footnotes (18) and (36) to the title of ‘Home Environmental Health Manager’
- Add footnotes (8) and (26) to the title of ‘Home Environmental Health Manager’

Under Pay Range 1FX:

- Delete the title of ‘Home Environmental Health Manager’

Under Pay Range 1EX:

- Delete the title of ‘Environmental Health Services Manager’

Under Pay Range 2FN:

- Add the title of ‘Home Environmental Health Coordinator’
- Create the following footnotes (13) and (26) and renumber accordingly

(13) Recruitment is at:

Biweekly	2,490.00
Annually	64,740.00

(26) Recruitment is at:

Biweekly	2,564.70
Annually	66,682.20

- Add footnotes (13) and (26) to the title of ‘Home Environmental Health Coordinator’
- Add footnotes (5) and (18) to the title of ‘Home Environmental Health Coordinator’

Under Pay Range 3RN:

- Add the title of ‘Home Environmental Health Inspector 4’
- Create the following footnotes (2) (4) (6) and (8) and renumber accordingly

(2) Recruitment is at:

Biweekly	2,371.42
Annually	61,656.92

(4) Employees in this classification while assigned as the “Lead Inspector” for any time during a pay period shall receive an additional \$80 biweekly.

(6) Recruitment is at:

Biweekly	2,442.56
Annually	63,506.56

(8) Employees in this classification while assigned as the “Lead Inspector” for any time during a pay period shall receive an additional \$80 biweekly.

- Add footnotes (2) (4) (6) and (8) to the title of ‘Home Environmental Health Inspector 4’
- Add the title of ‘Home Environmental Health Inspector 3’
- Create the following footnotes (3) and (7)

(3) Recruitment is at:

Biweekly	2,216.27
Annually	57,623.02

(7) Recruitment is at:

Biweekly	2,282.76
Annually	59,351.76

- Add footnotes (3) (4) (7) and (8) to the title of ‘Home Environmental Health Inspector 3’

Under Pay Range 3MN:

- Delete the title of ‘Lead Risk Assessor II’
- Delete footnotes (4) and (9) contents.
- Add the title of ‘Home Environmental Health Inspector 2’
- Create the following footnotes (4) (6) (10) and (12) and renumber accordingly

(4) Recruitment is at:

Biweekly	2,071.31
Annually	53,854.06

(6) Employees in this classification while assigned as the “Lead Inspector” for any time during a pay period shall receive an additional \$80 biweekly.

(10) Recruitment is at:

Biweekly	2,133.45
Annually	55,469.70

(12) Employees in this classification while assigned as the “Lead Inspector” for any time during a pay period shall receive an additional \$80 biweekly.

- Add footnotes (4) (10) (6) and (12) to the title of ‘Home Environmental Health Inspector 2’

Under Pay Range 3LN:

- Delete the title of ‘Lead Risk Assessor I’
- Delete footnote (5) and (10) contents.
- Add the title of ‘Home Environmental Health Inspector 1’
- Repurpose footnotes (5) and (10)

(5) Recruitment is at:

Biweekly	1,935.81
Annually	50,331.06

(10) Recruitment is at:

Biweekly	1,993.88
Annually	51,840.88

- Add footnotes (5) and (10) to the title of ‘Home Environmental Health Inspector 1’

Under Pay Range 2DN:

- Delete the title of “Lead Risk Assessor III”
- Add the following verbiage to footnotes (5) and (24):

(5) For one position of Environmental and Disease Control Specialist in the Home Environmental Health Section, recruitment is at:

Biweekly	1,935.81
Annually	50,331.06

(24) For one position of Environmental and Disease Control Specialist in the Home Environmental Health Section, recruitment is at:

Biweekly	1,993.88
Annually	51,840.88

Under Pay Range 5FN:

- Delete footnotes (2) and (5) from the title of “Lead Project Assistant”
- Create footnotes (4) and (8) and renumber accordingly:

(4) Recruitment is at:

Biweekly	1,699.69
Annually	44,191.94

(8) Recruitment is at:

Biweekly	1,750.68
Annually	45,517.68

In the Positions Ordinance

Under Health Department, Environmental Health Division, Home Environmental Health:

- Delete one position of 'Environmental Health Services Manager (Z)(TT)'
- Delete three positions of 'Environmental Health Services Manager (X)(Y)(RR)'
- Add one position of 'Home Environmental Health Manager (Z)(TT)'
- Add three positions of 'Home Environmental Health Manager (X)(Y)(RR)'
- Delete two positions of 'Environmental Health Coordinator (RG)'
- Delete five positions of 'Environmental Health Coordinator (X)(TT)'
- Delete one position of 'Environmental Health Coordinator (X)(TT)(QQ)'
- Add two positions of 'Home Environmental Health Coordinator (RG)'
- Add five positions of 'Home Environmental Health Coordinator (X)(TT)'
- Add one position of 'Home Environmental Health Coordinator (X)(TT)(QQ)'
- Delete 23 Positions of 'Lead Risk Assessor II'
- Delete 4 Positions of 'Lead Risk Assessor III'
- Add 27 Positions of 'Home Environmental Health Inspector 4'

Prepared by: Arielle Ewing
Arielle Ewing, Human Resources Representative

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Renee Joos, Interim Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>7/1/2022</u>	File Number	<u>220321</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication from the Department of Employee Relations relating to classification studies approved at the June 28, 2022 City Service Commission meeting.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input checked="" type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify) _____	

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		\$0.00	\$0.00
		\$0.00	\$0.00
Supplies/Materials		\$0.00	\$0.00
		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
		\$0.00	\$0.00
Services		\$0.00	\$0.00
		\$0.00	\$0.00
Other		\$0.00	\$0.00
		\$0.00	\$0.00
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.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

H

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

I

Additional information. _____

J

This Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet**

City Service Commission Meeting of June 28, 2022
Finance and Personnel Committee Meeting of July 7, 2022

NEW COSTS FOR 2022										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Health	New Position	N/A	Public Health Clinic Operations Director*	1LX	N/A	N/A	N/A	Included in 2022 Budget	
1	Health	Clinic Operations Director	1IX	Public Health Nursing Director**	1IX	N/A	N/A	N/A	Title Change Only	
1	Health	Vital Statistics and FIMR Manager	1DX	Health Customer Service Manager**	1DX	\$55,962	\$63,240	\$3,079	\$431	\$3,510
1	Health	Health Project Coordinator	2FN	Public Health Strategist**	2IX	\$53,861	\$63,302	\$1,997	\$280	\$2,277
1	Health	Environmental Health Serv Mgr	1EX	Home Environmental Health Manager***	1GX	\$67,036	\$76,931	\$4,567	\$639	\$5,206
3	Health	Environmental Health Serv Mgr	1EX	Home Environmental Health Manager***	1GX	N/A	N/A	N/A	Grant Funded Positions	
3	Health	Home Environmental Health Mgr	1FX	Home Environmental Health Manager***	1GX	N/A	N/A	N/A	Grant Funded Positions	
8	Health	Environmental Health Coordinator	2FN	Home Environmental Health Coordinator***	2FN	N/A	N/A	N/A	Grant Funded Positions	
4	Health	New Positions	N/A	Home Environmental Health Inspector 4***	3RN	N/A	N/A	N/A	Grant Funded Positions	
9	Health	Lead Risk Assessor II	3MN	Home Environmental Health Inspector 3***	3RN	\$53,854	\$57,623	\$20,874	\$4,269	\$25,143
6	Health	Lead Risk Assessor II	3MN	Home Environmental Health Inspector 3***	3RN	N/A	N/A	N/A	Grant Funded Positions	
8	Health	Lead Risk Assessor I	3LN	Home Environmental Health Inspector 2***	3MN	N/A	N/A	N/A	Grant Funded Positions	
1	Health	Env and Disease Control Spec	2DN	Env and Disease Control Spec***	2DN	\$49,991	\$51,840	\$1,138	\$233	\$1,371
1	Health	Lead Project Assistant	5FN	Lead Project Assistant***	5FN	\$43,390	\$44,192	\$247	\$50	\$297
48								\$31,902	\$5,902	\$37,804

*Assume effective date is Pay Period 1, 2022 (December 26, 2021).

**Assume effective date is Pay Period 16, 2022 (July 24, 2022); Health Customer Service Manager has a new recruitment rate; and the Public Health Strategist is 50% grant funded.

***Assume effective date is Pay Period 11, 2022 (May 15, 2022); one Home Env Health Mgr is 75% grant funded; Env and Disease Control Spec has a new recruitment rate; and the Lead Project Assistant is 50% grant funded.

NEW COSTS FOR FULL YEAR										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Health	New Position	N/A	Public Health Clinic Operations Director*	1LX	N/A	N/A	N/A	Included in 2022 Budget	
1	Health	Clinic Operations Director	1IX	Public Health Nursing Director**	1IX	N/A	N/A	N/A	Title Change Only	
1	Health	Vital Statistics and FIMR Manager	1DX	Health Customer Service Manager**	1DX	\$55,962	\$63,240	\$7,278	\$1,019	\$8,297
1	Health	Health Project Coordinator	2FN	Public Health Strategist**	2IX	\$53,861	\$63,302	\$4,721	\$661	\$5,381
1	Health	Environmental Health Serv Mgr	1EX	Home Environmental Health Manager***	1GX	\$67,036	\$76,931	\$7,421	\$1,039	\$8,460
3	Health	Environmental Health Serv Mgr	1EX	Home Environmental Health Manager***	1GX	N/A	N/A	N/A	Grant Funded Positions	
3	Health	Home Environmental Health Mgr	1FX	Home Environmental Health Manager***	1GX	N/A	N/A	N/A	Grant Funded Positions	
8	Health	Environmental Health Coordinator	2FN	Home Environmental Health Coordinator***	2FN	N/A	N/A	N/A	Grant Funded Positions	
4	Health	New Positions	N/A	Home Environmental Health Inspector 4***	3RN	N/A	N/A	N/A	Grant Funded Positions	
9	Health	Lead Risk Assessor II	3MN	Home Environmental Health Inspector 3***	3RN	\$53,854	\$57,623	\$33,921	\$6,937	\$40,858
6	Health	Lead Risk Assessor II	3MN	Home Environmental Health Inspector 3***	3RN	N/A	N/A	N/A	Grant Funded Positions	
8	Health	Lead Risk Assessor I	3LN	Home Environmental Health Inspector 2***	3MN	N/A	N/A	N/A	Grant Funded Positions	
1	Health	Env and Disease Control Spec	2DN	Env and Disease Control Spec***	2DN	\$49,991	\$51,840	\$1,849	\$378	\$2,227
1	Health	Lead Project Assistant	5FN	Lead Project Assistant***	5FN	\$43,390	\$44,192	\$802	\$164	\$966
48								\$55,992	\$10,198	\$66,189