



CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS

Andrea Knickerbocker
Department of Employee Relations
City of Milwaukee
200 E Wells St, Room 706

February 3, 2021

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 201301– Communication from the Department of Employee Relations relating to classification studies scheduled at the January 26, 2021 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the City Service Commission meeting on January 26, 2021.

City Attorney

Current	Recommended
New Position	Risk Manager PR 2MX (\$75,478 - \$105,669) Recruitment may be at any rate in the pay range with approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)

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

Health Department

Current	Recommended
Administrative Specialist - Senior PR 2EX (\$48,670 - \$63,426) (Two Vacant Positions)	Accountant II PR 2DN (\$42,500 - \$59,498) Recruitment Rate is \$47,095 (Two Positions)

Note: Residents receive rates that are 3% higher

Health Department

Current	Requested
Environmental and Disease Control Specialist PR 2DN (\$42,500 – \$59,498) FN: Recruitment Rate is \$47,584 and up to \$51,195 with approval by DER. (One Position)	Environmental Health Coordinator PR 2FN (\$48,294 – \$67,616) FN: Recruitment Rate is \$59,450 (One Position)
Two New Positions	Environmental Health Coordinator PR 2FN (\$48,294 – \$67,616) FN: Recruitment Rate is \$59,450 (One Position)

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

Respectfully Submitted,

Andrea Knickerbocker

Human Resources Manager

Attachments: Job Evaluation Reports
 Fiscal Impact Statement

JOB EVALUATION REPORT

City Service Commission Meeting: January 26, 2021

City Attorney

Current	Recommended
New Position	Risk Manager PR 2MX (\$75,478 - \$105,669) Recruitment may be at any rate in the pay range with approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)

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

Background

The Department of Employee Relations has received a request from City Attorney Tearman Spencer to create the classification of Risk Manager for a new position within the City Attorney’s Office. A job description was provided and discussions were held with the City Attorney and Kimberly Walker, Special Deputy City Attorney.

During the 2021 budget approval process, position authority for a Fire and Police Commission Risk Manager was deleted from the Fire and Police Commission and position authority for a Risk Manager was added to the Office of the City Attorney. This report classifies this new position.

Duties and Responsibilities

The Risk Manager will collaborate with city departments to develop and implement a risk management plan on a department by department basis, based on data analytics. This position will identify and analyze city-wide trends and risk indicators and manage the creation of policies, procedures, and control assessments in response to identified risks. The Risk Manager will evaluate the effectiveness of risk control measures and provide training regarding risk management strategies and programs. In addition, this position will collaborate with departments city-wide to establish a management council, oversee the development and implementation of special projects as assigned, and assume supervisory duties as assigned. Duties and responsibilities include the following:

- 30% Oversee Development of External Risk Management Plans
 Manage development of risk management plants on a department by department basis; develop long-term goals and strategies regarding risk management; and develop and implement a system to track and maintain data.

- 30% Identify, Analyze and Mitigate Risk
 Identify and analyze city-wide trends and risk indicators; review and analyze department disciplinary actions, analyze claims and suits filed to identify legal issues, areas of risk, and suggest corrective plans of action to minimize risk; analyze department training, operations, and disciplinary actions for trends and to mitigate risks; make recommendations to deter risks; continuously review trends to stay abreast of industry best practices in Wisconsin and other states, and keep informed of other relevant trends that will allow for proactive rather than reactive response to risk; conduct research and analysis on issues that affect loss prevention and avoidance, risk assessment, and how to minimize the departments’ handling of and susceptibility to risk; work with city departments to identify opportunities to share data, resources, or educational materials to address risk concerns; and continuously review and analyze progress of departments’ short and long-term goals and strategies.

- 20% Draft and Propose Policies, Procedures, and Control Assessments
 Collaborate with departments to develop comprehensive policies, procedures and training programs to address department-specific operational risk concerns; and in collaboration with the risk management council, develop recommendations for department heads and other managers/directors as needed.

20% Provide Training Regarding Risk Management Strategies and Programs

Develop good working relationships with department officials to ensure successful program outcomes; serve as the primary contact with departments and council committees regarding data analysis and reporting; provide relevant guidance and direction to departments regarding risks; coordinate training interventions to ensure compliance with program regulations and to address and respond to concerns; and participate in public panel discussions as necessary.

Minimum requirements include a bachelor’s degree from an accredited college or university in risk management, finance, economics, business management, statistics, computer science and/or other related fields and five years of related experience. A law degree is preferred. These requirements have not yet been assessed by Employee Relations for hiring purposes.

Analysis and Recommendation

The City Attorney’s Office has requested the title of Risk Manager at the same level as that of the previous Fire and Police Commission Risk Manager. The basic function and specific duties and responsibilities are quite similar with the exception that this new position will collaborate with all city departments on developing and implementing risk management plans. Within the Fire and Police Commission, the position’s basic function had been to develop an external risk management plan for the Fire and Police Department and to incorporate that plan into the greater city-wide risk management plan.

As the level of responsibilities of this new classification remain consistent with the previous classification, this report recommends creating the classification of Risk Manager in Pay Range 2MX (\$75,478 - \$105,669) with recruitment at any rate in the pay range with approval of DER and the Chair of the Committee on Finance and Personnel.

Action Required – Effective Pay Period 1, 2021 (December 27, 2020)

In the Salary Ordinance

Under Pay Range 2MX:

Add the title ‘Risk Manager (4) (10)’

Prepared by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager

JOB EVALUATION STUDY

City Service Commission Meeting: January 26, 2021

Health Department

Current	Recommended
Administrative Specialist – Senior PR 2EX (\$48,670 - \$63,426) (Two Vacant Positions)	Accountant II PR 2DN (\$42,500 - \$59,498) Recruitment Rate is \$47,095 (Two Positions)

Note: Residents receive rates that are 3% higher

The Health Department has requested a classification study of two positions within the Finance and Administration Section of the Milwaukee Health Department. The report includes the repurposing of two vacant positions which are included in the 2021 budget. Job descriptions were provided and discussions were held with Mark Yatchak, Health Budget and Administration Manager; Rocio Serna, Human Resources Officer, and Sarah Wangerin, Human Resources Analyst – Senior.

Current	Administrative Specialist – Senior	PR 2EX (\$48,670 - \$63,426)	One Position
Recommended	Accountant II	PR 2DN (\$42,500 - \$59,498) Recruitment Rate is \$47,095	One Position

Under supervision, this position will perform professional work in the implementation and administration of automated financial, accounting, and/or budgeting activities; develop, coordinate, and evaluate department programs, services and activities; assist in the administration of said activities on a departmental level; and perform other duties as required. Duties and responsibilities include the following.

- 30% Responsible for record keeping and preparation of expenditures reports and billings for all O&M, reimbursable and grant projects and contracts; prepare expenditure reports to assist in compilation of Medicare waiver cost expenditures; work with grant project managers for timely submission of grant activities and documentation and monitoring of expenditures; serve as MHD liaison to the Comptroller's and/or Budget Office's regarding daily operations for programs funded by grant and reimbursable sources; process and prepare expenditure reports and billings, and quarterly and final fiscal reports for grant projects and contracts; under direction of the Health Budget and Administration Manager, ensure the proper charging of labor to grant programs and various work orders; prepare Common Council files and resolutions for MHD grant projects; maintain filing system for all grants, reimbursable, and occupancy and service agreement contracts; routinely provide the Health Budget and Administration Manager with balances in various grant accounts; and inform the Health Budget and Administration Manager, division and/or program managers of potential problems in grant accounts as related to overspending, failure to follow established procedures, etc.
- 25% Prepare and process claims to Health Maintenance Organizations (HMOs), Medicaid and Medicare for services provided by MHD; audit Tuberculosis (TB) forms for completeness and review medical files; complete Health Insurance Claim (CMS-1500) and other forms initiated by MHD staff; submit on-line claims to various agencies including HMOs and the State of Wisconsin; maintain Medicaid billing records and accounts; credit payments made by various units including HMOs, the State of Wisconsin Department of Public Health, and Forward Health; submit manual claims to various resources for reimbursement such as TB Dispense, and Community Care for the Elderly; enter claim data into billing and accounts receivable systems for submission and record-keeping; reconcile remittance advices and assure billing guidelines are followed; reconcile payments against Memorandum of Understanding (MOU) agreement with HMOs; prepare reports, including quarterly and year-end revenue reports for above mentioned billings; use various

software applications, such as spreadsheets, databases, and statistical packages to assemble, manipulate and/or format data and/or reports; maintain a working knowledge of necessary codes and/or resources needed for billing; prepare reports for the City of Milwaukee pertaining to billing timelines and statistics; and process license fees for the Consumer Environmental Health Division of the Milwaukee Health Department.

- 25% Oversee the timely and accurate processing of MOUs; review Affordable Care Act (ACA) and Marketplace Exchange updates; review Forward Health updates; implement billing changes as required by state and federal regulations; make changes to accommodate new billing processes, codes, rates, etc.; participate in and recommend changes to MHD billing forms; coordinate reporting; training, direction and troubleshooting; serve as a Portal Administrator for MHD users of Forward Health and Practice Point Manager (PPM); serve as initial point person for updates and problems with Medicaid billing by MHD staff and outside agencies; act as a liaison to HealthCare Data Systems (HCDS), State Medicaid representatives, program managers, and HMO representatives in handling billing, resolving reimbursement, claims processing and resolving reporting issues; respond to inquiries from external billing agencies to resolve billing problems; report any billing submitted that does not meet guidelines or that results in non-billable services to the Health Budget and Administration Manager and affected program managers; develop and maintain working relationships with external customers to clarify and resolve billing problems and data reporting; and maintain a computerized billing and accounts receivable system.
- 15% Assist the Health Budget and Administration Manager in the preparation of the annual MHD budget, including analyzing and summarizing operating expenditures and salary data; monitor operating and capital budget amounts; maintain expense records and prepare reports; monitor revenue accounts, prepare monthly reports, and assist with annual projections; advise program managers regarding the most effective use of allocated resources; and respond to inquiries from MHD staff, the Budget Office, and other City of Milwaukee agencies.
- 5% Assist with the compilation of annual accounts receivables report for the MHD billing unit; answering telephones as needed, and the Comptroller's periodic audits of the MHD accounts receivables; maintain appropriate supplies needed for billing procedures; and perform other related duties as assigned.

Minimum qualifications include a bachelor's degree in business administration, public administration, accounting, finance, or closely related field and one year of progressively responsible, professional work experience in the area of budget preparation and review, accounting, cost accounting, financial reporting, and/or internal auditing. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

In studying this position, comparisons were made to other city positions in accounting and budgeting. The most comparable in level of responsibility and nature of work was the Accountant II classification in Pay Range 2DN (\$42,500 - \$59,498) with a recruitment rate of \$47,095. The work of positions in this classification vary depending on where they are assigned but generally provide professional accounting and financial management support.

One position of Accountant II in the Comptroller's Office has the basic function of ensuring that the city is complying with the cash management and allowable costs requirements of various grant programs. The position is responsible for the accurate and timely drawdown of funds for various federal grant programs; and works closely with city departments and the city's sub-recipient financial personnel to ensure that expenditures of the grants are allowable, allocable, timely, accurate, and compliant with grant guidelines. Another Accountant II position is located in the Department of City Development and performs a variety of duties and responsibilities including processing transactions including cash receipts, journal entries and accounts payable, providing assistance with year-end closing and annual audit activities, and preparing Community Development Block Grant (CDBG) cost reports and capital/development fund budget status reports.

With repurposing this position we recommend that it be reclassified from Administrative Specialist-Senior in Pay Range 2EX to Accountant II in Pay Range 2DN (\$42,500 - \$59,498) with a recruitment rate of \$47,095.

Current	Administrative Specialist – Senior	PR 2EX (\$48,670 - \$63,426)	One Position
Recommended	Accountant II	PR 2DN (\$42,500 - \$59,498) FN: Recruitment Rate is \$47,095	One Position

This position verifies, prepares, and processes a variety of detailed fiscal accounts with records, reports, and files to assist with various financial transactions and performs related work as required; and prepares, develops, and analyzes a variety of difficult financial documents, records, and reports. Duties and responsibilities include the following:

- 25% Prepare and process claims to Health Maintenance Organization (HMOs), Medicaid and Medicare for services provided by MHD; audit TB forms for completeness and review medical files; complete Health Insurance Claim (CMS-1500) and other forms initiated by MHD staff; submit on-line claims to various agencies including HMOs and the State of Wisconsin; maintain Medicaid billing records and accounts; credit payments made by various units including HMOs, the State of Wisconsin Department of Public Health, and Forward Health; submit manual claims to various resources for reimbursement such as TB Dispense and Community Care for the Elderly; enter claim data into billing and accounts receivable systems for submission and record-keeping; reconcile remittance advices and assure billing guidelines are followed; reconcile payments against Memorandum of Understanding (MOU) agreement with HMOs; prepare reports, including quarterly and year-end revenue reports for above mentioned billings; use various software applications, such as spreadsheets, databases, and statistical packages to assemble, manipulate and/or format data and/or reports; maintain working knowledge of necessary codes and/or resources needed for billing; prepare reports for the City of Milwaukee pertaining to billing timelines and statistics; and process license fees for the Consumer Environmental Health Division of the MHD.

- 25% Oversee the timely and accurate processing of MOUs; review ACA, Marketplace Exchange and Forward Health updates; implement billing changes as required by state and federal regulations; make changes to accommodate new billing processes, codes, rates, etc.; participate in and recommend changes to MHD billing forms; coordinate reporting; training, direction and troubleshooting; serve as a Portal Administrator for MHD users of Forward Health and Practice Point Manager (PPM); serve as initial point person for updates and problems with Medicaid billing by MHD staff and outside agencies; act as a liaison to HCDS, State Medicaid representatives, program managers, and HMO representatives in handling billing and resolving reimbursement, claims processing and reporting issues; respond to inquiries from external billing agencies to resolve billing problems; report any billings submitted that do not meet guidelines or that result in non-billable services to the Health Budget and Administration Manager and affected program managers; develop and maintain working relationships with external customers to clarify and resolve billing problems and data reporting; and maintain a computerized billing and accounts receivable system.

- 15% Perform commodity and equipment purchasing, maintenance, and lease agreements; monitor and evaluate inventory control systems for the MHD; monitor and evaluate central supply activities with the assistance of the Health Budget and Administration Manager; process furniture and equipment orders for the MHD; serve as the MHD liaison for purchasing contract issues with the Procurement Service Division of the Department of Administration; assist in processing requisitions for the establishment of commodity and/or service contracts; assist in computing estimated costs for and securing of commodities and/or services related to MHD programs; prepare documents for commodity/service contracts such as Requisition for Bids, Requisitions for Purchase (RFPs), Exceptions to Bids, Jumpstarts and Personal Service Contracts; and inform the Health Budget and Administration Manager, division managers, and/or program managers of status of requisitions, contracts or potential problems or concerns.

- 15% Responsible for assisting Management Accountant – Senior with record keeping and preparation of expenditure reports and billings for all Operations and Maintenance (O&M), reimbursable, and grant projects and contracts; work with grant project managers for timely submission of grant activities and documentation and monitoring of expenditures; process and prepare expenditure reports and billings, and quarterly and final fiscal reports for grant projects and contracts; under direction of the Health Budget and Administration Manager ensure the proper charging of labor to grant programs and various work orders; maintain filing system for all grants reimbursable; routinely provide the Health Budget and Administration Manager with balances in various grant accounts; and inform the Health Budget and Administration Manager, division and/or program managers of potential problems in grant accounts as related to over/under spending, failure to follow established procedures, etc.
- 10% Serve as the primary person for PROCARD and petty cash, and as a backup for accounting processes such as travel and training reimbursements, voucher processing, Interdepartmental Requisitions and Invoices (IRIs) submitted to the MHD from other city departments for expense such as telephone, fleet services, training, water and sewer; and process IRIs to other city departments for reimbursement of services and/or expenditures.
- 5% Serve as the liaison between MHD and the Information Technology Management Division (ITMD) of the Department of Administration for the assignment of mobile phones, computers, and printers to designated personnel; provide setup and training of devices; ensure proper funding sources for bill management; and ensure devices are returned for inventory tracking and record retention purposes.
- 5% Assist with the compilation of annual accounts receivable report for the MHD billing unit and the City Comptroller’s periodic audits of the MHD accounts receivables; maintain appropriate supplies needed for billing procedures; and perform other related duties as assigned by the Health Budget and Administrative Manager.

Minimum requirements include a related bachelor’s degree in business administration, public administration, accounting, finance, or a closely related field and one year of progressively responsible, professional work experience in the areas of budget preparation and review, accounting, cost accounting, financial reporting, and/or internal auditing. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

Although the duties and responsibilities of this position have some differences from the position described earlier in this report, both of these positions have the basic function of providing professional accounting and financial management support. For the majority of time, these two positions will be performing similar work related to accounts receivable and collections, billings, and compliance with state and federal regulations. The level of responsibility and nature of work is comparable and we recommend the same classification.

With repurposing this position we recommend that it also be reclassified from Administrative Specialist – Senior in Pay Range 2EX (\$48,670 - \$63,426) to Accountant II in Pay Range 2DN (\$42,500 - \$59,498) with a recruitment rate of \$47,095.

Actions Required – Effective Pay Period 1, 2021 (December 27, 2020)

In the Positions Ordinance

Under Health Department, Office of the Commissioner and Health Administration, Finance and Administration,

Delete one position of “Budget and Management Analyst (X) (Y)”

Add one position of “Accountant II (X) (Y)”

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Job Evaluation Report

City Service Commission Meeting: January 26, 2021

Health Department

Current	Requested
Environmental and Disease Control Specialist PR 2DN (\$42,500 - \$59,498) FN: Recruitment Rate is \$47,584 and up to \$51,195 with approval by DER (One Position)	Environmental Health Coordinator PR 2FN (\$48,294 - \$67,616) FN: Recruitment Rate is \$59,450 (One Position)
Two New Positions	Environmental Health Coordinator PR 2FN (\$48,294 - \$67,616) FN: Recruitment Rate is \$59,450 (Two Positions)

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

The Milwaukee Health Department (MHD) requested the study of one position of Environmental and Disease Control Specialist due to changes in the duties and responsibilities. This report also classifies two new positions with the same recommended classification. A new job description was provided and discussions were held with Marivel Montejano, Home Environmental Health Director; Douglas Cieslak, Home Environmental Health Manager; Rocio Serna, Human Resources Officer; and Sarah Wangerin, Human Resources Analyst-Senior.

The Milwaukee Health Department previously had three positions of Environmental Health Coordinator in the Home Environmental Health Division. Two new positions were added with the 2021 budget and the department wishes to reclassify one vacant position of Environmental and Disease Control Specialist position for a total of six positions.

The Environmental Health Coordinator positions provide a bridge between managers and field staff and will work in one or more of the following areas:

- 1) Code Enforcement
- 2) Lead Inspection and Risk Assessment/Orientation and Training
- 3) Preconstruction/ Relocation
- 4) Education and Outreach

As part of the Home Environmental Health management team, these positions provide leadership and direction to staff and assist in the evaluation of staff performance; review work performed by inspectors and administrative staff to ensure it meets department, state and national standards; assist in preparing reports; and serve as a back up to the Environmental Health Supervisor. Duties and responsibilities include the following:

50% Special Assignments

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

Enforcement/Court Liaison/Equipment

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

maintains equipment, supplies and administrative processes needed for lead risk assessment activities including X-ray Fluorescence (XRF) lead analyzers, radiation dosimeters, HEPA (high efficiency particulate air) vacuums, and dust sampling kits.

Orientation and Training

Develops and implements division training programs including classroom, hands-on and field experiences for new hires; maps out training plans and schedules, designing and developing training program for each area of the division; assesses and selects appropriate training methods; markets available training to employees and provides information; conducts training needs assessments, with the support of management, and identifies skills or knowledge gaps to be addressed; remains up-to-date on training methods and techniques; designs, prepares and orders educational aids and materials; assesses instructional effectiveness and determines the impact of training on employee skills and key performance indicators; evaluates staff performance related to job expectations; maintains updated curriculum database and training records; assists in the development of policies and procedures; and develops, implements and maintains a quality assurance program for each key area in the division.

Relocation/Contractor Coordinator

Manages the owner and occupant agreement meetings and ensures 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; coordinates the required relocation based on the approved occupant protection plans submitted by the contractor; reviews clearance reports to ensure compliance with division policies and procedures; assures Lead Risk Assessors are monitoring projects in compliance with division policies and procedures; communicates with the occupant on how and when to have each unit ready for work, develops a relocation plan, and inspects the unit to ensure the unit has met all the required pre-containment activities; monitors rental units to ensure the units are made available to low income families with children; assists in unit file review to assure file completion; and serves as the point of contact open records and medical records requests.

Community Outreach/Water Filter Distribution

Develops, implements and evaluates filter distribution within the City of Milwaukee, follows distribution protocols set in the Water Filter Distribution Policy, trains and advises MHD staff and community partners on the criteria for filter distribution, and coordinates filter distribution with existing elevated blood lead level investigations within the Home Environmental Health Program; attends community events to provide educational outreach to city residents, and attends meetings, workgroups, and committees to conduct presentations related to lead programs; assumes leadership and management role for employees, services and partners that are responsible for filter distribution and to educate the public on the hazards of lead; and collects, tabulates, and creates reports for filter distribution, water sampling (daycares and schools), and community outreach, and reports totals to supervisor on monthly basis.

25% Staff Management/Oversight

Participates in the training and supervision of staff; develops and oversees all work processes and functions to ensure effective and efficient operation of environmental health programs including quality control/quality assurance of investigations, assessments, and enforcement orders; reviews lead inspection risk assessment reports, orders, and clearance reports to ensure that all required elements are completed prior to the project being submitted to production and uploaded to the proper database; 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; 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 and aligns programmatic activities with identified best practices; and prepares appropriate program summaries, project updates, special reports, technical papers,

grant applications, grant reports and other documents as needed or requested to support division while preparing annual reports and required assessments as delineated in municipal and state code.

10% Environmental Investigation, Monitoring, and Complaint Investigations

Conducts lead risk assessment 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, and documents results of each inspection; conducts water sampling for lead in school and child care centers; completes a standard informational questionnaire with residents (parents, guardians, and day care owner/ operators) to assist in determining lead source; monitors lead abatement projects when abatement work is ongoing to assure contractor work is being performed in a lead safe manner, and enforces code compliance on abatement projects; conducts clearance dust wipe samples of dwellings after abatement has been completed and prepares clearance reports; prepares orders to abate lead hazards and for when property owners fail to comply with issued citations, and appears in court as a witness for the prosecution of cases as necessary; performs recreational and drinking water sampling/surveillance; conducts routine/required inspections and/or audits to ensure compliance with existing local and state public health and environmental codes, regulations and policies; conducts investigations, researches and provides 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 various settings including the MHD, homes, community organizations and businesses, schools, and the community in general; collects water samples for laboratory analysis to ensure compliance with 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 disease, food, water, and vector-borne outbreaks, chronic diseases, environmental hazards, injuries, and health disparities; and responds to public complaints and inquiries on environmental or public health matters.

10% Community Outreach and Education

Serves as a liaison between the program and other departments and the community; coordinates community advisory committee; and develops, updates and maintains the division's educational resources including both print (handouts and brochures) and electronic (website) materials.

5% Data Reporting and Analysis

Performs data collection, research, analysis and interpretation related to environmental and communicable disease epidemiology and adverse exposures within the community, and develops statistical analysis summaries, tables and reports as requested; prepares scientific and technical reports, summaries, and correspondence that are complete, clear, and understandable to the general public and other private and public agencies; prepares and maintains various records, reports, correspondence and other departmental documents, including mileage reports, time sheets, inspection reports, and documentation, and prepares drafts of notices, hearings, and court letters and forwards to administrative support staff for typing and mailing; and executes special projects and performs other duties as assigned.

Minimum requirements include a bachelor's degree in chemistry, biology, physical sciences, environmental health or a related field that includes at least two college level science courses and at least one college level communications course. Equivalent combinations of education and experience may be considered.

The department indicated that they are working on bringing their environmental health programs into compliance with state statutes and administrative rules. Due to the volume and complexity of the work, they wish to have a total of six

positions of Environmental Health Coordinator (three current positions plus the three positions that are classified in this report) to assist in the evaluation of staff performance; review work performed by inspectors and administrative staff to ensure it meets department, state and national standards; and assist in preparing reports. The department has established four areas of focus and will utilize these positions to provide quality control.

These three positions under study will be performing the same duties and responsibilities as the other Environmental Health Coordinators. We therefore recommend one position of Environmental and Disease Control Specialist in Pay Range 2DN (\$42,500 - \$59,498) with a recruitment rate of \$47,584 and up to \$51,195 with the approval of DER be reclassified to Environmental Health Coordinator in Pay Range 2FN (\$48,294 - \$67,616) with a recruitment rate of \$59,450. We further recommend two new positions in the 2021 budget also be classified as Environmental Health Coordinator in Pay Range 2FN (\$48,294 - \$67,616) with a recruitment rate of \$59,450.

Action Required – Effective Pay Period 1, 2021 (December 27, 2020)

In the Positions Ordinance

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

Delete one position of “Environmental and Disease Control Specialist (X)”

Add one position of “Environmental Health Coordinator (X) (TT) (QQ)”

Prepared By: Sarah Trotter

Sarah Trotter, Human Resources Representative

Reviewed By: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager



City of Milwaukee Fiscal Impact Statement

A	Date <u>1/29/2021</u> File Number <u>201301</u> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Substitute
	Subject <u>Communication From the Department of Employee Relations relating to the classification studies scheduled for the January 26, 2021 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

FAssumptions 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. _____

JThis Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet**

City Service Commission Meeting of January 26, 2021
Finance and Personnel Committee Meeting of February 3, 2021

NEW COSTS FOR 2021

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Attorney	New Position	N/A	Risk Manager	2MX	N/A	N/A	N/A	Included in 2021 Budget	
1	Health	Environmental & Disease Control Spec	2DN	Environmental Health Coordinator	2FN	\$47,584	\$59,450	\$11,866	\$2,071	\$13,937
2	Health	New Positions	N/A	Environmental Health Coordinator	2FN	N/A	N/A	N/A	Included in 2021 Budget	
4								\$11,866	\$2,071	\$13,937

Assume effective date is Pay Period 1, 2021 (December 27, 2020).

NEW SAVINGS FOR 2021

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
2	Health	Administrative Specialist-Senior	2EX	Accountant II	2DN	N/A	N/A	N/A	Included in 2021 Budget	
2								\$0	\$0	\$0

Assume effective date is Pay Period 1, 2021 (December 27, 2020).

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Attorney	New Position	N/A	Risk Manager	2MX	N/A	N/A	N/A	Included in 2021 Budget	
1	Health	Environmental & Disease Control Spec	2DN	Environmental Health Coordinator	2FN	\$47,584	\$59,450	\$11,866	\$2,071	\$13,937
2	Health	New Positions	N/A	Environmental Health Coordinator	2FN	N/A	N/A	N/A	Included in 2021 Budget	
4								\$11,866	\$2,071	\$13,937

NEW SAVINGS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
2	Health	Administrative Specialist-Senior	2EX	Accountant II	2DN	N/A	N/A	N/A	Included in 2021 Budget	
2								\$0	\$0	\$0

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