

CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS



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

February 15, 2019

The Honorable
 Finance and Personnel Committee
 Common Council
 City of Milwaukee

Common Council File No. 181615 – Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action

Dear Committee Members:

The following classifications and pay recommendations will be submitted to the City Service Commission meeting on February 19, 2019.

City Attorney

Current	Recommendation
Office Assistant IV PR 6HN (\$37,830 - \$41,863) One Position	Legal Office Assistant PR 6JN (\$39,611 - \$44,546) One Position

Fire and Police Commission

Current	Recommendation
Emergency Communications and Policy Director PR 2NX (\$80,442 - \$112,627) One Position	Emergency Management and Communications Director PR 2NX (\$80,442 - \$112,627) One Position • Appointment at any point in the range with DER and Finance & Personnel Chair approval

Milwaukee Health Department

Current	Recommendation
Health Personnel Officer PR 2HX (\$54,865 - \$76,806) One Position	Human Resources Officer PR 1FX (\$62,338 - \$87,270) One Position • Appointment at any point in the range with DER and Finance & Personnel Chair approval
Accounting Assistant II PR 6HN (\$37,830 - \$41,863) One Position	Program Assistant II PR 5FN (\$42,539 - \$48,248) One Position
Environmental Hygienist PR 2DN (\$49,344 - \$59,498) One Position	Environmental Health Coordinator PR 2FN (\$48,294 - \$67,616) Six Positions • Recruitment is at \$53,035
Consumer Environmental Health Coordinator PR 2FN (\$53,035 - \$67,616) Five Positions	

Environmental Health Field Supervisor PR 1CX (\$51,469 - \$72,063) One Position	Environmental Health Services Manager PR 1EX (\$63,807 - \$81,844) One Position
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Respectfully submitted,



Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement

C: Grant Langley, Jason Pifer, La Keisha Butler, Clifton Crump, Renee Keinert, Elizabeth Moore, Jeanette Kowalik, Jennifer Freiheit, Angela Hagy, Kerry Mitchell, Lori Hoffman, Patrick Doornek, Julie Hults, Michael Otzelberger, Kristine Vlosich, Lindy Wiedmeyer, Dennis Yaccarino, Molly King, Nicole Fleck, Ken Wischer

JOB EVALUATION REPORT

City Service Commission Meeting: February 19, 2019

City Attorney

Current	Recommendation
Office Assistant IV PR 6HN (\$37,830 - \$41,863) One Position	Legal Office Assistant PR 6JN (\$39,611 - \$44,546) One Position

The City Attorney’s Office has requested to repurpose a vacant Office Assistant IV position in order to create another Legal Office Assistant position within the Ordinance Enforcement Division. In studying this position, job descriptions were analyzed and discussions were held with Jason Pifer, Personnel Officer.

Background

This position of Office Assistant IV was created in the City of Milwaukee 2016 Budget and, up until last month, was filled by the same incumbent. Over time and with greater caseloads, the type and volume of work this incumbent was completing was more consistent with the job responsibilities of the Legal Office Assistants in this department.

Duties & Responsibilities

The Legal Office Assistants function as legal secretaries and provide office support and administrative services to the Assistant City Attorneys. Duties and responsibilities are to:

- Perform legal administrative work including the processing, preparing, typing, and copying of various documents such as legal documents, briefs, pleadings, correspondence, opinions, ordinances, contracts and agreements.
- Transcribe legal briefs, pleadings, correspondence, agreements and other legal documents in matters pending before local, state and federal regulatory bodies, boards, and commissions.
- Type and draft briefs for trial and appellate courts, including both federal and state courts.
- File documents and maintain a filing system.
- Assist the Assistant City Attorneys with gathering necessary case information.

Minimum requirements include four years of clerical experience which includes at least two years of experience in a law office *OR* an associate’s degree in criminal justice, office administration, political science or a related field and two years of experience in a law office.

Analysis

Due to the volume and nature of work needed to be completed for the Assistant City Attorneys, an additional Legal Office Assistant is needed. To maintain an Office Assistant IV position that operates as a Legal Office Assistant creates an inconsistency amongst the expectations and classifications of other support staff. This newly repurposed position of Legal Office Assistant would be performing work consistent with the other three Legal Office Assistants in the Ordinance Enforcement Division with content specific to prosecution and municipal law. This would include the drafting of a variety of legal documents and communications consistent with the expectations and specifications of the attorneys in which they support.

Recommendation

We therefore recommend that one position of Office Assistant IV in Pay Range 6HN (\$37,830 - \$41,863) be repurposed to a Legal Office Assistant in Pay Range 6JN (\$39,611 - \$44,546).

Action Required – Effective Pay Period 05, 2019 (February 24, 2019)

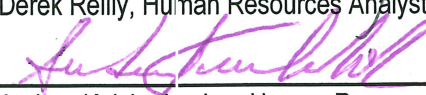
In the Positions Ordinance


Under City Attorney, Administrative Division:

Delete one position of 'Office Assistant IV'.

Add one position of "Legal Office Assistant".

Prepared by: 
Derek Reilly, Human Resources Analyst

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: February 19, 2019

Fire and Police Commission

Current	Recommendation
Emergency Communications and Policy Director PR 2NX (\$80,442 - \$112,627) One Position	Emergency Management and Communications Director PR 2NX (\$80,442 - \$112,627) One Position FN: Recruitment at any point in the range with DER and Finance and Personnel Chair approval

Background

The Department of Employee Relations has received a request from La Keisha Butler, Fire and Police Commission Executive Director, to study the position of Emergency Communications and Policy Director in Pay Range 2NX (\$80,442 - \$112,627) as part of a reorganization of Homeland Security Section. The department wishes to combine the position of Emergency Communications and Policy Director and the vacant position of Homeland Security Director in Pay Range 11X (\$75,478 - \$105,669) into one new position. A new job description and job analysis questionnaire were provided.

Duties and Responsibilities

This new combined position will be responsible for directing the activities of the Office of Emergency Management and Communications (formerly the Department of Homeland Security); serving as a liaison and primary point of contact for activities related to emergency management planning as well as providing oversight of the City's emergency communications systems including the City's 911 center and radio systems; directing all emergency preparedness initiatives within the City of Milwaukee as outlined in and required by Chapter 323 of the Wisconsin State Statutes and Chapter 6 of the City of Milwaukee Charter Ordinances; coordinating and monitoring all emergency communications strategic planning, projects and budget; and facilitating internal governance and decision-making through committees and ad hoc workgroups where appropriate. The duties, responsibilities, and requirements are further detailed below.

- 30% Direct and manage the City's Office of Emergency Management and Communications which is responsible for the City's Comprehensive Emergency Management Plan (CEMP), the Continuity of Operations Plan (COOP), hazard mitigation plans, compliance with the National Incident Management System (NIMS), and facilitation of the Emergency Communications Ad Hoc Workgroup (ECW).
- 20% Coordinate all internal activities related to Emergency Management and Communications to ensure efficient and effective use of Citywide resources. Internal activities include technological succession planning, budget and policy decisions, purchasing and contracts, standards of operation, and grants.
- 15% Serve as the primary point of contact and liaison in matters related to emergency management and communications with federal partners (FEMA (Federal Emergency Management Agency) and Homeland Security); state partners (Department of Military Affairs - Wisconsin Emergency Management Division and Emergency Communications Division); and county partners (Milwaukee County Office of Emergency Management).
- 15% Oversee the operation of emergency communications activities through the development, administration, and implementation of policies, rules, standards of operation, audits and strategic planning.
- 10% Serve as the primary point of contact and liaison to various organizations and officials in the field of emergency management and communications including public health, healthcare, private organizations, non-governmental organizations, and community based organizations; and administer training exercises

and outreach to expand emergency management preparedness to city, state, private organizations, and community based organizations.

- 5% Direct and manage the City’s Emergency Operations Center (EOC) which includes assigning roles and responsibilities to department heads and senior management personnel when the EOC is activated.
- 5% Maintain certifications; and monitor national trends and standards in emergency management and communications.

Minimum requirements include a graduate degree in a related area and five years of experience in emergency communications, emergency management and/or public safety.

Analysis and Recommendation

The Fire and Police Commission currently has had two positions that work with emergency communications as shown below.

- Emergency Communications and Policy Director in PR 2NX (\$80,442 - \$112,627)
- Homeland Security Director in PR 1IX (\$75,478 - \$105,669)

The Emergency Communications and Policy Director has been responsible for advancing enterprise-wide emergency communications through the development and implementation of strategic plans that define and establish an optimal organizational structure, facilitate the consolidation of critical emergency and citywide communication systems, oversee the operations and maintenance of radios and 911 dispatch centers and create and administer a new governance committee.

The Homeland Security Director was responsible for emergency management functions per Chapter 323 of the Wisconsin State Statutes and Chapter 6 of the City of Milwaukee Charter Ordinances including the City’s Comprehensive Emergency Management Plan (CEMP), the Continuity of Operations Plan (COOP), hazard mitigation plans, compliance with the National Incident Management System (NIMS), and facilitation of the Emergency Communications Ad Hoc Workgroup (ECW).

The Department has proposed combining the responsibilities of these two positions in a new Emergency Management and Communications Director. In determining the pay level for this position this report considers both market rates of pay as well as comparability to other positions in City government.

The chart below shows the market rates of pay as reported by the Bureau of Labor Statistics for Emergency Management Directors within the southeastern Wisconsin and northern Illinois geographical area.

Emergency Management Directors					
Area Name	10 th Percentile	25 th Percentile	Median	75 th Percentile	90 th Percentile
Chicago-Naperville-Elgin, IL-IN-WI	\$40,680	\$49,160	\$73,780	\$96,900	\$119,380

The current rates for the Emergency Communications and Policy Director in Pay Range 2NX (\$80,442 - \$112,627) are in line with these market rates of pay.

The new position will both direct emergency management functions as well as advance enterprise-wide emergency communications. Staff compared the new position’s scope of responsibilities, complexity, consequence of error, and difficulty with other positions paid at similar rates including Public Health Planning and Policy Director, Water Plants Manager, and Chief of Staff Police. This report recommends that Pay Range 2NX (\$80,442 - \$112,627) is appropriate given the City’s internal pay structure.

Based upon this market comparison and the comparison to positions at the same rates of pay, this report recommends classifying this new position as Emergency Management and Communications Director in Pay Range 2NX (\$80,442 - \$112,627). Because of the recent need for recruitment flexibility for leadership positions, this report recommends the ability to recruit at any point in the pay range with the authority of DER and the Chair of the Committee on Finance and Personnel.

Action Required – Effective Pay Period 05, 2019 (February 24, 2019)

In the Salary Ordinance

Under Pay Range 2NX:

Delete the title "Emergency Communications and Policy Director".

Add the title "Emergency Management and Communications Director (1)" and create the following footnote:

- (1) Recruitment at any point in the range with the approval of DER and the Chair of Finance and Personnel.

In the Positions Ordinance

Under Fire and Police Commission:

Delete one position of "Emergency Communications and Policy Director (Y)".

Add one position of "Emergency Management and Communications Director (Y)".

Prepared by:


Andrea Knickerbocker, Human Resources Manager

Reviewed by:


Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: February 19, 2019

Milwaukee Health Department

Current	Recommendation
Health Personnel Officer PR 2HX (\$54,865 - \$76,806) One Position	Human Resources Officer PR 1FX (\$62,338 - \$87,270) One Position • Recruitment at any point in the range with DER and Finance and Personnel Chair approval
Accounting Assistant II PR 6HN (\$37,830 - \$41,863) One Position	Program Assistant II PR 5FN (\$42,539 - \$48,248) One Position
Environmental Hygienist PR 2DN (\$49,344 - \$59,498) One Position	Environmental Health Coordinator PR 2FN (\$48,294 - \$67,616) Six Positions • Recruitment is at \$53,035
Consumer Environmental Health Coordinator PR 2FN (\$53,035 - \$67,616) Five Positions	
Environmental Health Field Supervisor PR 1CX (\$51,469 - \$72,063) One Position	Environmental Health Services Manager PR 1EX (\$63,807 - \$81,844) One Position

The Health Department has requested classification studies for several positions within the Milwaukee Health Department. In studying these positions, job descriptions were analyzed and discussions were held with Dennis Yaccarino, Budget and Management Director; Jennifer Freiheit, Health Operations Administrator; Angela Hagy, Disease Control and Environmental Health Services Director; Molly King, Budget and Management Special Assistant; Kerry Mitchell, Health Personnel Officer (Temp.); and Lori Hoffman, Human Resources Analyst – Senior.

Current	Health Personnel Officer	Pay Range 2HX (\$54,865 - \$76,806)	1 Position
Recommended	Human Resources Officer	Pay Range 1FX (\$62,338 - \$87,270)	1 Position

This role is responsible for providing leadership in the development and delivery of comprehensive human resources programs and processes such as talent acquisition, performance management, employee relations, talent retention, professional development, coaching, and change and organizational design initiatives. Duties and responsibilities are to:

- Partner with leadership team in anticipating complex business issues, identifying emerging resource needs, and aligning and managing HR programs and support to achieve business objectives.
- Act as a trusted advisor to leadership team, build relationships, and recommend strategic HR solutions to improve critical business outcomes.
- Deliver talent solutions needed to drive business success. This may include but is not limited to talent planning, performance management, merit administration, employee engagement, change management, diversity & inclusion, and organization development.
- Ensure compliance with state and federal employment laws governing employment, as well as with City ordinances and Civil Service Rules, through the oversight of programs, policies, work rules and procedures.
- Collaborate with the Department of Employee Relations on HR matters.

Minimum requirements include a bachelor's degree in human resources, business administration or a related field or an equivalent combination of professional related work experience and at least seven years of progressively responsible work experience including people leadership and experience with exempt and non-exempt staff. Equivalent combinations of education and experience may be considered. These qualifications have not yet been assessed by the Staffing Division.

The position requires strong analytical skills, problem solving, and business acumen matched with a high degree of relationship building and organizational agility; a demonstrated ability to lead, direct, negotiate and influence with and without direct authority at all levels of an organization; ability to navigate a complex, matrixed government environment and achieve results; and a strategic thinker who can see the big picture and interpret business strategy into actionable plans.

To study this position, comparisons were made to other human resources related positions as shown in the table below:

Department	Title	PR	Minimum	Maximum
Milwaukee Police Department	Human Resources Administrator	1HX	\$70,827	\$99,154
Milwaukee Public Library	Human Resources Officer	1FX	\$62,338	\$87,270
Department of City Development				
Milwaukee Fire Department	Fire Personnel Officer	1DX	\$54,865	\$76,806
Milwaukee Police Department	Human Resources Specialist	1DX	\$54,865	\$76,806
Department of Public Works	Human Resources Representative	2HX	\$54,865	\$76,806
Department of Employee Relations				
Fire and Police Commission				

Factors considered in making a comparison to Human Resources leadership positions across City government are detailed below. All of the following factors affect the degree of impact and accountability, relationships responsibility, and consequence of error for the position:

- Supervision of staff, and if so at what level.
- Responsibility for recommending and administering discipline.
- Scope of responsibility.
- Size of the department.
- City wide versus department level responsibility.
- Whether the position was responsible for advising the department head directly on a regular basis regarding issues of significance such as discipline and department strategies.

In making the comparison to other human resources leadership positions, this classification appeared most similar to the Human Resources Officer positions in the Milwaukee Public Library and Department of City Development.

The Human Resources Officer position in the Milwaukee Public Library has responsibility for the administration of human resource functions which include staffing, civil service rule compliance, and remaining current with federal and state employment laws; performance reviews and pay progression; performance improvement plans, and disciplinary actions; unemployment compensation claims; staff training and development; employee safety and wellness; oversight of volunteer recruitment and placement; and serves as a liaison with Employee Relations.

The Human Resources Officer position in the Department of City Development serves as the human resources manager for the department and oversees payroll and the City of Milwaukee summer youth employment program. Responsibilities include staffing; training and development; guiding supervisors on

performance reviews, work rules, and policies and procedures; responding to claims for unemployment compensation and Worker’s Compensation; and managing all aspects of the Earn and Learn Summer Youth Internship program.

Based on the above comparisons and analysis we recommend the position of Health Personnel Officer in Pay Range 1DX (\$54,865 - \$76,046) be reclassified to Human Resources Officer in Pay Range 1FX (\$62,338 - \$87,270). To assist the department in recruiting and retaining for this position we recommend a footnote that allows recruitment flexibility with the approval of Employee Relations and the Chairperson of the Committee on Finance and Personnel at any point in the range.

Current	Accounting Assistant II	Pay Range 6HN (\$37,830 - \$41,863)	1 Position
Recommended	Program Assistant II	Pay Range 5FN (\$42,539 - \$48,248)	1 Position

This position is responsible for providing administrative and project support to the human resources (HR) function within the Milwaukee Health Department. This support will touch a wide array of HR functions, such as talent acquisition, records management, HR data and reporting, employee safety, employee relations, talent retention, and professional development for employees and leaders. Duties and responsibilities are to:

- Provide general administrative support for the HR team, which may include running or designing reports, researching information in the computer system, scheduling meetings, participating in recruitment activities/events, and answering basic employee questions.
- Manage the HR division’s confidential records, including interview files, personnel files, investigatory records, training attendance records, and more. Serve as the central point of contact within HR with respect to record requests.
- Coordinate training for the Health Department, which includes room scheduling and logistics, registering employees for sessions, and tracking and reporting attendance.
- Manage annual audit of Health Department’s tuberculosis testing program by tracking employee testing, following up with managers in regards to missing tests, and performing ongoing monitoring.
- Coordinate annual respiratory fit testing for the Health Department with a vendor. This includes following up with managers about their employee’s missing fit testing, and ongoing monitoring.
- Serve as a back-up to payroll personnel.
- Collaborate with the Department of Employee Relations on HR matters.

A minimum of three years’ administrative office experience is required. These requirements have not yet been assessed by the Staffing Division.

To study this position, comparisons were made to other related City positions including the following:

Title: Pay Range: Department:	Program Assistant II 5FN (\$42,539 - \$48,248) Fire and Police Commission	Administer exams, prepare/maintain eligible lists, collect/report on data, update/train employees on JobAps, coordinate drug/psych/physical tests, screen applicants, and proofread materials.
Title: Pay Range: Department:	Program Assistant III 5IN (\$47,779 - \$54,669) Department of Administration	Manage director’s correspondence, help plan special events, liaise with Charter School Review Committee, facilitate invoice payment, assist with initiative implementation, and prepare logs.
Title: Pay Range: Department:	Human Resources Assistant 5IN (\$47,779 - \$54,669) DPW - Administration	Oversee personnel/payroll databases such as absences, FMLA, and discipline; audit accuracies; produce reports using structured query language; lead special projects; and calculate payments.

In reviewing this position, it has been determined that it most closely relates to the Program Assistant II classification. Positions in this classification require the equivalent knowledge and skill normally obtained with a bachelor's degree. Some positions function as group leaders for other employees. A hallmark of the Program Assistant II is the analysis of information, in contrast to gathering or compiling information. In analyzing information, the employee is required to draw conclusions and make recommendations from the information presented. This information may be in the form of accounting information, budget records and reports, financial information, contracts, or qualitative information. Program Assistants II are expected to independently initiate new work projects and improve processes on a continuous basis.

We therefore recommend this vacant position of Accounting Assistant II in Pay Range 6HN (\$37,830 - \$41,863) be repurposed as a Program Assistant II in Pay Range 5FN (\$42,539 - \$48,248).

Current	Environmental Hygienist	Pay Range 2DN (\$49,344 - \$59,498)	1 Position
Current	Consumer Environmental Health Coord.	Pay Range 2FN (\$53,035 - \$67,616)	5 Positions
Recommended	Environmental Health Coordinator	Pay Range 2FN (\$48,294 - \$67,616) • Recruitment is at \$53,035	6 Positions

These six positions serve as a bridge between management and field staff and have two main focuses: 1.) providing leadership and direction in the orientation and training of environmental staff, and 2.) taking on the most challenging/complex inspections in terms of code enforcement. Duties and responsibilities are to:

35% Enforcement / Court Liaison

- Oversee enforcement actions.
- Assist Environmental Health Specialist (EHS) staff in navigating the enforcement process.
- Review all citations to property owners and contractors prior to issuance to ensure compliance.
- Assure that enforcement is carried out in consistent and timely manner across all environmental health staff.
- Serve as primary liaison to the Municipal Court system and City Attorney's Office on enforcement matters.

30% Environmental Health Specialist Orientation and Training

- Serve as the primary trainer and mentor to new EHS staff.
- Evaluate inspector performance related to achievement of performance appraisal elements.
- Assign special inspections and enforcement activities to EHS staff.
- Assure policies and procedures are followed.
- Assist in the development of divisional policies and procedures.
- Develop and implement division training program including both classroom and field experiences for new hires in Environmental Health and for providing ongoing training for Environmental Health staff, assuring compliance with state and federal requirements for a competent trained regulatory inspectional workforce.
- Implement and maintain inspection/investigation quality assurance program, including protocols to assure standardization among environmental health staff to meet state and federal requirements.
- Maintain equipment, supplies and administrative processes needed for lead risk assessment activities.

15% 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 samples of dwellings after abatement has been completed and 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.
- Perform recreational and drinking water sampling/surveillance.
- Conduct 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.
- Investigate complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
- Collaborate 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.
- Collect water samples for laboratory analysis to ensure compliance of existing local and state public health and environmental codes, regulations and policies.
- Participate 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.
- Respond to public complaints and inquiries on environmental or public health matters.

15% Public Health Education and Health Promotion

- Develop and maintain environmental health education/ health promotion materials
- Provide health education and technical assistance to individuals and/or groups regarding compliance with current local public health and environmental codes, regulations and policies.
- Educate the public on environmental health issues and the public health rationale for environmental health regulations.
- Communicate lead poisoning hazard and prevention information to parents/guardians of poisoned children.
- Communicate with contractors regarding proper lead abatement and code compliance.
- Provide environmental health information, interpretation, technical assistance and regulatory compliance advice to individuals, organizations, the general public and other agencies regarding local public health environmental codes, regulations, policies, and identified environmental health problems.

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 the general public and other private and public agencies.
- Prepare and maintain various records, reports, correspondence and other departmental documents.
- Prepare drafts of notices, hearing and court letters and forward to secretary for typing and mailing.

Minimum requirements include: a bachelor's degree in chemistry, biology, physical science, environmental health or related field that includes at least two college-level courses in biology, microbiology, or anatomy and physiology, and at least one college-level communication course; two years of experience as Environmental Health Specialist or equivalent position in environmental health, preferably within a governmental agency; a valid Wisconsin driver's

license and current certificate of vehicle insurance; registration as a Lead Risk Assessor; certification as a Registered Sanitarian within one year of hire; and National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, and 700.a certifications within four months of employment. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The first part of this request is to repurpose one vacant position of Environmental Hygienist in Pay Range 2DN (\$49,344 - \$59,498) to a title in line with the current classification of Consumer Environmental Health Coordinator in Pay Range 2FN (\$53,035 - \$67,616). This request is part of an effort to condense the number of Health Department classifications to a more manageable number and create equity across similar positions in programs and divisions. The Environmental Hygienist in Home Environmental Health is a title currently assigned to a single position. The Environmental Hygienist however is similar in educational background and job activity to that of the Consumer Environmental Health Coordinator so a single title is being requested of Environmental Health Coordinator for these staff. To further create parity, we would like to combine the current Consumer Environmental Health Coordinator classification with this new classification by simply retitling it to "Environmental Health Coordinator".

We therefore recommend that one vacant position of Environmental Hygienist in Pay Range 2DN (\$49,344 - \$59,498) and five positions of Consumer Environmental Health Coordinator in Pay Range 2FN (\$53,035 - \$67,616) be reclassified to Environmental Health Coordinator in Pay Range 2FN (\$48,294 - \$67,616). We further recommend the footnote designation allowing minimum recruitment at \$53,035 be added to this title to align with the current minimum of the Consumer Environmental Health Coordinator positions.

Current	Environmental Health Field Supervisor	Pay Range 1CX (\$51,469 - \$72,063)	1 Position
Recommended	Environmental Health Services Manager	Pay Range 1EX (\$63,807 - \$81,844)	1 Position

These positions perform professional environmental health duties involving the planning, coordination, development and implementation of environmental health programs. They provide operational oversight of programs related to investigation of elevated blood lead reports in children and adults, recreational water monitoring, drinking water quality, vectorborne disease management, rabies prevention, climate change and/or toxic materials management. Duties and responsibilities are to:

30% Management, Direction, and Planning

- Participate in the hiring process, training, and supervision of nurses, health services assistants, lead risk assessors and administrative support staff.
- Develop and oversee 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.
- Evaluate, refine, and implement changes in field protocols to increase efficiency and effectiveness.
- Assure compliance with state and federal program standards.
- Evaluate staff performance in both the quantity and quality of work, assess whether criteria related to achieving career ladder steps have been met.
- Formulate and recommend 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.
- Monitor national and state regulatory practices; align programmatic activities with identified best practices.
- Prepare 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.

30% Technical Expert

- Provide advanced technical support to all environmental health section staff.

- Review the investigation and abatement activities of the division's staff to assure adherence to department policies and procedures as well as federal and state standards/guidelines in order to protect the public's health and assure the overall integrity of the department's environmental programs.
- Represent MHD in areas of technical expertise through interaction with other City departments, mayoral staff, Aldermanic offices, outside public agencies and officials, community groups as well as through participation on various committees and professional organizations.
- Develops and generates reports to monitor division and staff outcomes.
- Oversee and refine data collection protocols to fulfill program evaluation and tracking needs. Prepare technical reports and comparative analysis to evaluate and monitor activities and outcomes.
- Provide guidance for environmental interventions that result in timely and effective services to mitigate hazards.

30% Special Projects

Environmental Health Services Manager – Lead Hazard Reduction – DHS/CDBG EBLI

- Supervise 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, recreational water monitoring, drinking water quality, vectorborne disease management, and toxic materials management.

Environmental Health Services Manager – Lead Hazard Reduction – HUD/Capital

- Supervise environmental and administrative staff engaged in oversight of programs related to mitigation of environmental hazards including management of lead abatement and home health hazards .
- Develop and implement intervention strategies that advance department goals related to lead paint and asthma (home) hazard abatement.

Environmental Health Services Manager – Community Environmental Health

- Supervise environmental and administrative staff engaged in oversight of programs related to mitigation of environmental hazards related to lead in water and healthy homes.
- Supervise 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 and drinking water quality.
- Supervise environmental staff engaged in activities related to recreational water monitoring, drinking water quality, vectorborne disease management, rabies prevention, climate change, and toxic materials management.
- Develop and implement intervention strategies that advance department goals related to recreational water monitoring, drinking water quality, vectorborne disease management, and toxic materials management.

10% Health Promotion / Community Outreach / Partnerships

- Provide leadership to city and state agencies related to environmental health issues.
- Collaborate with the Wisconsin Department of Family Services on legislative issues, staff and contractor training and monitoring of lead safety.
- Collaborate with City Development and Neighborhood Services on policy development of mutual concern.
- Lead the development of health promotion and education materials used for programmatic activities.

Minimum requirements include: a bachelor's degree in environmental health, engineering, physical sciences, biological or natural sciences, public or business administration or related field; two years of experience in environmental health, preferably within a governmental agency; two years of progressively responsible experience in program management, program planning, policy development, community health assessment, health administration

or health services supervision, preferably within a governmental agency; a valid driver's license and properly insured vehicle for on-the-job use is required at time of appointment and throughout employment; registration as a Lead Risk Assessor within 6 months of hire and maintained throughout employment; and registration as an Environmental Health Professional/Registered Sanitarian by the State of Wisconsin and/or the National Environmental Health Association within two years of hire. Equivalent combinations of education and experience may be considered.

The environmental area of emphasis varies between each of the different Environmental Health Services Manager, however, each manager is expected to be well-versed in all of the environmental health initiatives. Each manager provides day-to-day supervision, training, and development of technical and administrative staff assigned to them. This includes but is not limited to the assignment of staff workload, evaluation of performance, and institution of quality control measures for all aspects of the various environmental program(s); participation in program policy development, implementation, program performance monitoring; data collection; and evaluation.

Much like the previous recommendation, this recommendation will also reduce the number of classifications in the Health Department. There is only one remaining Environmental Health Field Supervisor and this incumbent has already begun performing work comparable to the other two Environmental Health Services Managers. This position holds the same job description as the other two Environmental Health Services Managers and we therefore recommend one position of Environmental Health Field Supervisor in Pay Range 1CX (\$51,469 - \$72,063) be reclassified to Environmental Health Services Manager in Pay Range 1EX (\$63,807 - \$81,844).

Action Required – Effective Pay Period 1, 2019 (December 30, 2018)

In the Salary Ordinance

Under Pay Range 1CX:

Delete the title of "Environmental Health Field Supervisor".

Under Pay Range 1FX:

Add footnote designation (2) to the title of "Human Resources Officer".

Under Pay Range 2DN:

Delete the title of "Environmental Hygienist (13)" and footnote (13) in its entirety.

Under Pay Range 2FN:

Delete the title of "Consumer Environmental Health Coordinator (1)".

Add the title of "Environmental Health Coordinator (1)".

Under Pay Range 2HX:

Delete the title of "Health Personnel Officer (4)".

In the Positions Ordinance

Under Health Department, Business Operations:

Delete one position of "Accounting Assistant II".

Under Human Resources & Payroll Services:

Delete one position of "Health Personnel Officer (X)".

Add one position of "Human Resources Officer (X)".

Add one position of "Program Assistant II".

Under Disease Control and Environmental Health Services Division, Home Environmental Health:

Add one position of "Environmental Health Coordinator (X)(Y)(Z)".

Under Childhood Lead Detection Program (Z):

Delete one position of "Environmental Hygienist (X)(Z)(TT)".

Under Lead Hazard Reduction Demonstration Grants (HUD)(RR):

Delete one position of "Environmental Health Field Supervisor (X)(Y)(RR)".

Add one position of "Environmental Health Services Manager (X)(Y)(RR)".

Under Consumer Environmental Health Division:


Delete four positions of "Consumer Environmental Health Coordinator (X)(Y)".

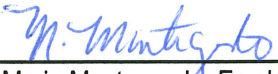
Add four position of "Environmental Health Coordinator (X)(Y)".

Delete one position of "Consumer Environmental Health Coordinator (X)(Y)(SS)".

Add one position of "Environmental Health Coordinator (X)(Y)(SS)".

Prepared by: 
Derek Reilly, Human Resources Analyst

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date <u>2/15/2019</u>	File Number <u>1814615</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject <u>Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action</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 type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify) _____	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		See attached spreadsheet.	\$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. _____

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

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

H

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

I

Additional information. _____

J

This Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet**

City Service Commission Meeting of February 19, 2019
Finance and Personnel Committee Meeting of January 21, 2019

NEW COSTS FOR 2019										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Attorney	Office Assistant IV	6HN	Legal Office Assistant*	6JN	\$37,830	\$39,611	\$1,507	\$308	\$1,815
1	Fire and Police Comm	Emerg. Communications and Policy Dir	2NX	Emerg Mgmt and Communications Dir*	2NX	N/A	N/A	N/A Title Change Only		
1	Health	Health Personnel Officer	2HX	Human Resources Officer	1FX	\$54,865	\$62,338	\$7,473	\$1,270	\$8,743
1	Health	Accounting Assistant II	6HN	Program Assistant II	5FN	\$37,830	\$42,539	\$4,709	\$963	\$5,672
1	Health	Environmental Hygienist	2DN	Environmental Health Coordinator	2FN	\$49,344	\$53,035	\$3,691	\$755	\$4,446
5	Health	Consumer Environmental Health Coordinator	2FN	Environmental Health Coordinator	2FN	N/A	N/A	N/A Title Change Only		
1	Health	Environmental Health Field Supervisor	1CX	Environmental Health Services Manager	1EX	\$51,469	\$63,807	\$12,338	\$2,097	\$14,435
11								\$29,718	\$5,394	\$35,112

Assume effective date is Pay Period 1, 2019 (December 30, 2018) unless indicated otherwise.

*Assume effective date is Pay Period 5, 2019 (February 24, 2019).

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	Office Assistant IV	6HN	Legal Office Assistant	6JN	\$37,830	\$39,611	\$1,781	\$364	\$2,145
1	Fire and Police Comm	Emerg. Communications and Policy Dir	2NX	Emerg Mgmt and Communications Dir	2NX	N/A	N/A	N/A Title Change Only		
1	Health	Health Personnel Officer	2HX	Human Resources Officer	1FX	\$54,865	\$62,338	\$7,473	\$1,270	\$8,743
1	Health	Accounting Assistant II	6HN	Program Assistant II	5FN	\$37,830	\$42,539	\$4,709	\$963	\$5,672
1	Health	Environmental Hygienist	2DN	Environmental Health Coordinator	2FN	\$49,344	\$53,035	\$3,691	\$755	\$4,446
5	Health	Consumer Environmental Health Coordinator	2FN	Environmental Health Coordinator	2FN	N/A	N/A	N/A Title Change Only		
1	Health	Environmental Health Field Supervisor	1CX	Environmental Health Services Manager	1EX	\$51,469	\$63,807	\$12,338	\$2,097	\$14,435
11								\$29,992	\$5,450	\$35,442

Rates may not be to the exact dollar due to rounding.