



Department of Employee Relations

February 19, 2007

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

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

Dear Committee Members: Re: Common Council File Number 061302

The following recommendations will be submitted to the City Service Commission for consideration on February 20, 2007. We are recommending these classifications, subject to approval by the City Service Commission:

In the Library, one position of Inventory Control Assistant III, Pay Range 340, held by Richard A. Schultz, is recommended for reclassification to Program Assistant II, Pay Range 530.

In the Fire and Police Commission, one new position is recommended for classification as Paralegal, Pay Range 594.

In the Health Department:

One new position is recommended for classification as Health Project Assistant, Pay Range 530.

One new position is recommended for classification as Health Project Coordinator – Immunizations, Salary Grade 004.

One new position is recommended for classification as Public Health Nurse, Pay Range 666.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 3 Job Evaluation Reports; 4 Fiscal Note

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Betty Schraith, David Heard, Steve Fronk, Bevan Baker, Paul Biedrzycki, Michelle Stein, Victoria Robertson, Judy Thorsheim, Judith Zemke, Richard A. Schultz, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields (DC48)

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 20, 2007
Department: Library Incumbents: Richard A. Schultz

Present	Request
Title: Inventory Control Assistant III Salary: Pay Range 340 (\$34,767 - \$38,474) Rate: Step 5 \$38,474	Title: Program Assistant II Salary: Pay Range 530 (\$39,094 – \$44,257)
Recommendation: Title: Program Assistant II Salary: Pay Range 530 (\$39,094 – \$44,257) Rate: Step 1 \$39,094	
Rationale: This position has changed from a stores assistant to one having sole responsibility for purchasing most commodities and equipment required for the Library system and Foundation, exclusive of computers, telephones, and construction-related materials. Considering the level of responsibility now exercised by this position, it appears appropriate to reclassify the position to a Program Assistant II in Pay Range 530.	

Action Required:

In the Positions Ordinance, under Library, Administrative Services Decision Unit, Purchasing and Stores Unit, delete one position of "Inventory Control Assistant III (Y)" and add one position of "Program Assistant II (Y)".

Background:

In June of 2005 the Milwaukee Public Library submitted a request to study the position of Inventory Control Assistant III held by Mr. Richard Schultz. In its request, the Library stated that the position had "experienced a vast amount of growth in its level of responsibility and duties" and that a "large factor" in the growth of the job was the Library's decision to use its independent purchasing authority to procure materials and supplies needed.

In studying this request, the Department of Employee Relations reviewed documentation regarding the job in the form of a revised job description and Job Analysis Questionnaire completed by the incumbent of the position and reviewed by the incumbent's immediate supervisor, Ms. Susan Minton. In addition, a job audit interview was conducted with Mr. Schultz at his worksite, at the Library, and discussions were held with Ms. Susan Minton, Administrative Specialist-Sr., Mr. Schultz's immediate supervisor, and Judith Zemke, Library Personnel Officer.

Duties and Responsibilities

The purpose of this position, which is the sole one dedicated to purchasing and procurement in the Library, is to perform all the work required to purchase and store all the materials, commodities, and supplies required by for the by the Library system and Foundation. This includes the full-cycle of procurement work, including:

- Creating, editing, and issuing purchase orders
- Writing bid specifications
- Researching products and supplies as necessary
- Soliciting formal and informal quotes
- Responding to problems regarding purchases
- Evaluating and awarding bids in compliance with Library policies and procedures
- Maintaining business relationships with vendors
- Receiving, unloading, storing and disbursing items received
- Preparing correspondence and forms
- Reviewing and approving invoices for payment
- Maintaining detailed records and files of purchases
- Submitting requests for blanket purchase orders to the City's Purchasing Department.

In 2006 this position purchased approximately \$550,000 worth of commodities, materials, supplies, and equipment via 300+ purchase orders. According to Library policy, the purchase of any item above \$500.00 requires the solicitation of bids from vendors. In practice, however, bids are regularly solicited for any item more than \$200.00.

The Library's administrative offices, Library Foundation, print shop, bindery, custodial services, and new book/materials processing area rely heavily upon the purchasing services provided by this position. These functions require large amounts of paper in different sizes, weights, textures, and color; a variety of janitorial and cleaning supplies for 13 different libraries; printing supplies; name plates; badges; forms; and many other items.

Items related to book processing and the circulation library materials include library cards, security tags, plastic sleeves for books, bar codes, and pocket inserts for books. Other items purchased include furniture, office equipment (excluding computers and telephones), displays, radios, pagers, and one-of-a-kind items. This position is not involved in procuring any items associated with construction or remodeling. In performing his job, Mr. Schultz regularly consults with Library staff to determine their needs, researches items, and then recommends alternatives in pricing and best way to purchase items.

In performing the full cycle of purchasing, this position also receives materials, equipment, and supplies, helps unload these items from trucks, and moves them into a secured storage area. Prior to accepting delivery, Mr. Schultz inspects items delivered and refuses delivery if the items are not as ordered or have been damaged en route.

Knowledge, Skills, Abilities, and Competencies Required

The more noteworthy knowledge, skills, abilities, and competencies required for successful performance are as follows:

- Knowledge of purchasing procedures and inventory control
- A high attention to detail
- Resourcefulness in locating vendors
- Ability to unload deliveries and move deliveries of materials, equipment, and supplies
- Knowledge of City and Library purchasing policies and procedures
- Flexibility in meeting changing work priorities
- A strong customer service orientation
- Excellent interpersonal skills
- The ability to use standard office hardware and software

In our estimation, a qualified candidate for this position would be expected to have a minimum of two years of experience in the full cycle of purchasing, including locating sourcing, inventory control, troubleshooting, working with customers and vendors, security, record keeping systems, and payment. The best qualified candidates would have five or more years of work experience in addition to professional certifications.

Changes in Duties and Responsibilities

Although it is difficult to pin point exactly when changes occurred, the job analysis indicates that, over the past eight or so years, this position has assumed an increasingly higher level of responsibility, changing from what could be characterized as a stores assistant to a purchasing position. The primary driver of this change was a decision on the part of Library management to use the independent purchasing authority granted by State Statute to purchase commodities in-house, as opposed to using the services of the City's central procurement division. Although the Library continues to use the City's procurement services for blanket purchase orders and other work, the majority of purchasing is now performed by the position under study.

All of the duties previously stated in regard to purchasing, including creating purchase orders, writing bid specifications, researching products and supplies, soliciting formal and informal quotes, responding to problems regarding purchases, evaluating and awarding bids in compliance, and maintaining business relationships with vendors are new duties resulting from the Library's decision to purchase items in-house.

Analysis

Considering the changes that have taken place in this position, the question is, what level should this position be placed? The following table shows the range of job classifications involved with stores and purchasing.

Stores and Purchasing Job Classifications

Job Classification	Department	Pay Range	Min	Max
Inventory Assistant II	DPW, Police	338	\$ 34,423	\$ 37,956
Inventory Control Assistant III	Library	340	\$ 34,767	\$ 38,474
Inventory Assistant III	DPW, Police, Fire	347	\$ 36,892	\$ 39,826
Inventory Assistant IV	DPW	350	\$ 36,362	\$ 40,539
Inventory Assistant V	DPW	360	\$ 38,127	\$ 42,940
Purchasing Agent	Procurement	002	\$ 37,392	\$ 52,341
Purchasing Agent-Sr.	Procurement	004	\$ 42,478	\$ 59,468

Lower level classifications are responsible for receiving items, maintaining inventory records, researching and locating items and parts, moving inventory, maintaining records in hard copy and electronic form, and other related work. Higher level Inventory Assistants are lead workers, have higher level knowledge in a certain area, or have responsibility for certain of an operation. The Purchasing Agent job classification in Salary Grade 002 is an entry-level professional position and the Senior Purchasing Agent in Salary Grade 004 represents the fully experienced professional level for a procurement professional.

Considering the changes that have taken place in this position, which have been quite significant, the fact that this position has sole responsibility for most purchasing activity for a large public library system encompassing 380+ employees with a central library and 12 neighborhood libraries, the Library's request appears reasonable. If this position becomes vacant in the future, the Library will be able to recruit and hire a well qualified person.

For the reasons previously stated, we recommend that one position of Inventory Control Assistant III located in the Milwaukee Public Library be reclassified to Program Assistant II, Pay Range 530.

Recommendation:

It is therefore recommended that one position of Inventory Control Assistant III in the Milwaukee Public Library be reclassified to Program Assistant II, Pay Range 530.

Submitted by:


Laura E. Sutherland, Human Resources Representative

Reviewed by:


Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: February 20, 2007

This report recommends an appropriate classification and compensation level for one new position in the Fire & Police Commission. In reviewing this position, staff analyzed a new job description and held discussions with management representatives. The following chart summarizes the recommendation.

Current	Request	Recommendation
New	Paralegal PR 594 (\$43,282 - \$52,516)	Paralegal PR 594 (\$43,282 - \$52,516)

Action Required - No action necessary

Background

In 2006, the Mayor's Office commissioned the Police Assessment Resource Center (PARC) to recommend improvements to the Fire and Police Commission. Using these PARC recommendations as a foundation for improving the visibility and effectiveness of the Fire and Police Commission, the city determined that the commission should separate from the Department of Employee Relations and become an independent department.

The 2007 budget reestablished the Fire and Police Commission as an independent department and provides funding to staff the new Commission with supervisory staff, community relations staff, research and policy staff, investigative staff, and support staff. This report recommends the classification of a new position of Paralegal in the Fire and Police Commission. Additional recommendations on appropriate classifications and compensation levels of new or changed Fire and Police Commission staff will be provided in future reports.

Current:	New	
Request:	Paralegal	PR 594
Recommended:	Paralegal	PR 594

One of the recommendations of the PARC report is the addition of a paralegal to process scheduling orders and assist the hearing examiner in preappeals hearing procedures. The basic function of this new position will be to provide assistance to the Fire & Police Commission Executive Director and the Hearing Examiner in substantive legal matters related to complaints and appeals to the Fire & Police Commission. Duties, responsibilities and requirements of the position include:

- Interview witnesses and assist in drafting pleadings and decisions, and prepare witness exhibit and exhibit lists for administrative hearings.
 - Prepare all pretrial orders, preliminary findings, and scheduling orders
 - Assist as necessary in preparing final drafts of pleadings and decisions
 - Draft and produce all basic correspondence
- Abridge transcripts of testimony, prepare appendices and exhibits, page appeal records, collect or organize facts in connection with trial preparation.
- Organize complex complaint, appeal and litigation files and documents
 - Assist in reviewing and updating forms related to complaints and appeals
 - Update and maintain a system for monitoring appeals and complaints
 - Create and maintain a system for tracking all deadlines

- Schedule pretrials and trials, including phone contacts
- Create and maintain a database of all complaints and appeals. Generate biweekly reports and provide other reports as requested
- Collect, analyze and organize documents in connection with litigation and responses to public records requests.
- Assist in reviewing and updating Fire & Police Commission rules and procedures related to complaints and appeals.
- Answer phones and provide backup coverage to Administrative Assistant III

The position requires a related Bachelors Degree and/or completion of a paralegal program from an accredited institution, and two years of related professional experience. Equivalent combinations of training and experience may be considered.

A comparison of the duties and responsibilities of this new position with other Paralegals in the City Attorneys Office and the Employees' Retirement System indicates that this classification level would be appropriate.


The basic function of the Paralegal position in the Employee Retirement System is to be responsible for researching and preparing written summaries of findings on matters requiring knowledge of legal processes and procedure including but not limited to contracts, rules, regulations, Chapter 36 of the City Charter, complaints and motions.

The basic function of the Paralegal positions in the City Attorneys Office is to be responsible for providing assistance to Assistant City Attorneys in substantive legal matters under their direct supervision. This includes performing legal research, drafting legal documents and/or forms, assisting attorneys with legal brief writing and discovery proceedings, organizing and updating litigation files, collecting and organizing facts in connection with trial preparation, and preparing witnesses and exhibits.

The positions in the Employee Retirement System and the City Attorneys Office require a related Bachelors Degree, completion of a paralegal program from an accredited institution and two years related experience.

The nature of duties and level of responsibility associated with this new position is consistent with other positions currently classified as Paralegal. It is therefore requested that this position be classified as Paralegal at Pay Range 594.

Prepared by:


Andrea Knickerbocker, Human Resources Manager

Reviewed by:



Maria Montegudo, Employee Relations Director

JOB EVALUATION REPORTCity Service Commission Meeting: February 20, 2007

This report recommends appropriate classifications and compensation levels for 3 grant-funded positions in the Health Department. In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives. The following chart summarizes the recommended changes.

Current	Request	Recommendation
New	Health Project Assistant PR 530 (\$39,094-\$44,257)	Health Project Assistant PR 530 (\$39,094-\$44,257)
New	Health Project Coordinator- Immunizations SG 004 (\$42,478-\$49,495)	Health Project Coordinator- Immunizations SG 004 (\$42,478-\$49,495)
New	Public Health Nurse PR 666 (\$43,182-\$53,026)	Public Health Nurse PR 666 (\$43,182-\$53,026)

Action Required – Pay Period 6, 2007**In the Salary Ordinance:**

Under Salary Grade 004, add the title "Health Project Coordinator-Immunizations".

In the Positions Ordinance:

Under the Health Department, Disease Control and Prevention Division, Bioterrorism Grant – Focus CRI/Pandemic Influenza (P), delete one position of "Health Promotion and Risk Communication Coordinator (X)(P)(DD)" and add one position "Health Project Coordinator – Immunizations (X)(P)(DD)".

Under the Health Department, Disease Control and Prevention Division, School Readiness Immunization Initiative, delete one position of "Health Project Assistant (Auxiliary)" and one position of "Public Health Nurse (Auxiliary)"; add one position of "Health Project Assistant (X)" and one position of "Public Health Nurse (X)".

Background

The City of Milwaukee Health Department (MHD) has funds specifically earmarked in the 2007 City Budget for an Immunization School Readiness Initiative. In addition, MHD has recently been awarded funding under two Center for Disease Control (CDC) pass-through grants (Immunization Action Plan and Cities Readiness Initiative/Pandemic Flu) from the State of Wisconsin Division of Public Health. These funds will allow MHD to expand activities around immunization, immunization compliance and the operation of mass immunization clinics. Three (3) new positions are created in conjunction with this funding.

Current:	New	
Request:	Health Project Assistant	PR 530
Recommended:	Health Project Assistant	PR 530

The basic function of the Health Project Assistant assigned to the Immunization Program will be to provide administrative program support to the Epidemiologist and Public Health Nurses in the area of immunizations and immunization compliance. The primary functions include auditing school and childcare immunization records, analysis of immunization data to track facility and citywide childhood immunization rates, and assisting in the implementation of appropriate interventions to increase immunization rates. The duties, responsibilities, and requirements of this position include:

40% Immunization Intervention Activities

Support immunization intervention activities utilizing the Wisconsin Immunization Registry (WIR). This includes, but is not limited to: Develop training materials and train school and child care staff to use the WIR to access immunization records; Troubleshoot, provide instruction, and prepare documentation for internal and external WIR users; Enter information such as demographic information, insurance status, and historical immunization data from schools, childcare facilities, healthcare providers, and MHD clinics into the WIR, assuring a high degree of accuracy; Analyze immunization data to determine immunization rates and immunization compliance rates based on Centers for Disease Control (CDC) benchmarks and state immunization laws; Develop and implement systems to obtain immunization information from schools, childcare providers, and healthcare providers; Work with healthcare providers to increase utilization of the WIR; Analyze WIR data to track and monitor both on- and off-site immunization clinic activity; Extract data from the WIR to generate community-wide reminder/recall notices; and Analyze WIR data using CDC CoCasa software for immunization coverage.

40% Auditing and Reconciliation Activities

Audit, validate, and reconcile school and childcare immunization records. This includes, but is not limited to: Visit Milwaukee private and suburban public and private schools and licensed childcare facilities to review the immunization status of all children enrolled in the facility; Provide technical assistance to school and childcare staff regarding immunization requirements; Reconcile school and childcare immunization records with the WIR; and Train school and childcare staff to utilize the WIR to increase and track compliance.

15% Administrative Support

Provide programmatic and administrative support to Epidemiologist and Public Health Nurses. This includes, but is not limited to: Assist in planning and provide support for community-based immunization clinics; Assist Public Health Nurse in performing healthcare provider assessments of provider level immunization rates; Provide information to the public at health fairs, and respond to questions on immunizations and vaccine-preventable disease; and Assist in the development of materials to increase public knowledge of immunizations and vaccine-preventable disease.

5% Other Duties

Perform other duties as assigned.

This position requires four years of office support experience with at least one year at the Office Assistant III level or above. A Bachelor's degree is preferred. Knowledge and experience working with immunization records is strongly desired. Equivalent combinations of training and experience may be considered.

A comparison of the duties and responsibilities of this new position with another Health Project Assistant position in the Health Department indicates that this classification level would be appropriate. Other positions are located in the Maternal and Child Health Division and in the Vital Statistics Office.

The Health Project Assistant in the Maternal and Child Health Division has the basic function of assuring the efficient operation, maintenance, and quality assurance of information systems for the Health and Safety in Child Care Program (HSCCP) and other parts of the Division; and assisting with the development of the HSCCP database/information system for data collection and analysis, program reporting, and evaluation. The position requires a Bachelor's Degree in Information Technology or related field and experience with relational databases.

The basic function of the Health Project Assistant in the Vital Statistics Office is to assure the efficient operation, maintenance and quality assurance of the Fetal and Infant Mortality Data (FIMR) System; abstract all medical and social service system data on all City of Milwaukee fetal and infant deaths; and assist with program reporting, data analysis, and evaluation. The position requires a Bachelor's Degree in Social Work, Public Health, Information Technology or related area; and experience with relational databases and/or medical record abstraction; and knowledge of medical terminology.

The basic function of the Health Project Assistant assigned to the Immunization Program will be to audit school and childcare immunization records, analyze immunization data to track childhood immunization rates, and assist with interventions to increase immunization rates. The position requires a Bachelors degree in a related area and experience working with immunization rates or equivalent combination of training and experience.

The nature of duties and responsibilities associated with this new position is consistent with other positions currently classified as Health Project Assistant within the Milwaukee Health Department. It is therefore requested that this position be classified as Health Project Assistant at Pay Range 530.

Current:	New
Request:	Health Project Coordinator-Immunizations SG 004
Recommended:	Health Project Coordinator-Immunizations SG 004

The basic function of the Health Project Coordinator - Immunization assigned to the Division of Disease Control and Prevention of the City of Milwaukee Health Department (MHD) will be to manage functions associated with community outreach, crisis and risk communication related to child and adult immunizations, pandemic influenza and other components of public health emergency planning including, emergency infectious diseases, mass clinics, and bioterrorism. Activities include, but are not limited to: program coordination and evaluation, development and monitoring of program goals, staff development, securing resources through grant writing, developing and maintaining numerous collaborative community relationships, monitoring contracts, scheduling and facilitating meetings, training and community presentations. The duties, responsibilities, and requirements of this position include:

50% Health Promotion Planning

Apply behavior and social change theory with evidence-based practice in planning, implementing, and evaluating health promotion, crisis and risk communication, social marketing, and health education intervention activities; Lead collaborations that engage external and internal key stakeholders, as well as related community representatives in addressing child and adult immunizations, communicable diseases, and public health emergency response activities; Utilize qualitative and quantitative statistical methods to evaluate the cost effectiveness of health promotion activities; Develop and conduct surveys, focus groups, and other methods of validating audience appropriateness of educational and outreach materials; Advocate for policy, regulation, and system changes to create the essential conditions for health; and Participate in community outreach to build public health policy, create supportive environments for health, and strengthen community action for health.

30% Program Management

Coordinate and monitor activities of communicable disease and immunization support staff; Participate in data collection, program evaluation, and preparation of reports pertinent to contract objectives; Develop and coordinate activities of community advisory boards and coalitions; and Manage communicable disease and immunization social marketing campaigns.

20% Health Communication/Health Education

Develop and maintain program websites and newsletters; Direct the development of materials for crisis and risk communication, including those specifically tailored to special needs populations; Develop, administer, and evaluate training programs for healthcare providers, child care providers and other community groups, as well as MHD staff; and Utilize mass and multi-media and other formats to disseminate useful health information to the public in order to increase awareness of specific aspects of individual and collective health, as well as importance of health in human development.

The position requires a Bachelors Degree in health, science or related field plus two years related experience and/or training; or equivalent combination of education and experience; Master's

degree in Public Health or related field from an accredited college or university is preferred. The candidate must also have knowledge and/or experience in health promotion, public health preparedness planning, health education; collecting and analyzing data, and preparing reports.

A comparison of the duties and responsibilities of this new position with those of other Health Project Coordinator positions in Salary Grade 004 indicate that this classification would be appropriate. Generally, Health Project Coordinators are responsible for program management, coordination and administration; and serving as a liaison with community organizations. The position under study is responsible for coordinating and evaluating the program, developing and monitoring program goals, developing staff, securing resources through grant writing, collaborative community relationships, monitoring contracts, and community presentations.

We therefore recommend this new position be classified as Health Project Coordinator-Immunizations in SG 004.

Current:	New
Request:	Public Health Nurse PR 666
Recommended:	Public Health Nurse PR 666

The basic position of this Public Health Nurse assigned as a Coordinator in the Immunization Program is to oversee immunization services offered through the MHD and to serve as a community liaison as designated for adult, child, and public health emergency response immunization and mass clinic preparation. The specific duties, responsibilities, and requirements of this position include:

30% Oversight and Planning

Assure that community and clinical immunization policy, procedures, and protocols of the MHD Immunization Program are consistent with nursing standards of practice and ACIP recommendations; provide training to new Public Health Nurses in principles and practices for vaccine administration; and participate in the development of emergency and non-emergency mass clinic preparedness and response planning.

25% Community Intervention

Assist in the development and implementation of community and healthcare interventions to increase adult & childhood immunization coverage rates within the City of Milwaukee.

15% Community Outreach

Serve as a liaison between the MHD Immunization Program and community groups, healthcare providers, schools, and other MHD programs to raise awareness about immunizations and to remove barriers to adult and childhood immunizations; Coordinate community outreach activities around adult and childhood immunizations, including training, media and marketing campaigns.

15% Communicable Disease Surveillance

Work closely with Public Health Nurses assigned to the Communicable Disease Program, Health Center supervisors and / or other designated Disease Control and Prevention (DCP) Division staff in the surveillance and management of vaccine preventable disease cases, clusters, and outbreaks in the community and region; and participate in subcommittees, workgroups, and task forces associated with public health emergency preparedness and response as designated.

10% Data Management

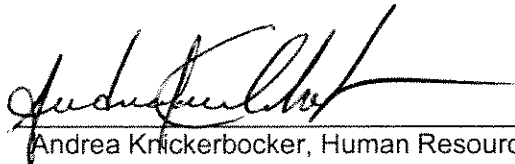
Participate in data collection, program evaluation, and preparation of immunization reports pertinent to consolidated contract objectives, or as assigned.

- 5% Other Duties
Perform other related duties as assigned.

The position requires a Bachelor's of Science degree in Nursing and a current permit or license to practice professional nursing in the State of Wisconsin OR eligibility to receive such permit or license and ability to maintain such license throughout employment. One year of experience in administering immunizations and/or working in an immunization clinic and one year prior public health or other relevant experience in disease management is preferred. Experience should include working on policy, practice and/or advocacy issues in internal committees or workgroups and/or with external community organizations.

The nature of the duties and responsibilities associated with this new position is consistent with other Public Health Nurse positions assigned as Coordinators within the Milwaukee Health Department. It is therefore requested that this position be classified as Public Health Nurse in Pay Range 666.

Prepared by:



Andrea Krickerbocker, Human Resources Manager

Reviewed by:



Maria Monteagudo, Employee Relations Director