



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

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Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

Troy Hamblin
Labor Negotiator

June 28, 2006

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

Dear Committee Members: Re: Common Council File Number 060262

The following new position classification was approved by the City Service Commission on June 27, 2006:

In the Health Department, one new position was classified as Health Project Coordinator-AHP, Salary Grade 004.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: Job Evaluation Report
Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, Bevan Baker, Vivian Chen, Michelle Stein,
Victoria Robertson and Kathleen Blair

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 27, 2006

This report recommends an appropriate classification and compensation level for a new position in the Epidemiology Unit of the Milwaukee Health Department (MHD). The position is funded by the Adolescent Community Health Program Grant (ACHP) through the Maternal and Child Health 2006 Consolidated Contract from the State of Wisconsin Department of Health and Human Resources.

Current	Request	Recommendation
New Position	Health Project Coordinator – ACHP SG 004 (\$42,478 - \$59,468)	Health Project Coordinator – ACHP SG 004 (\$42,478 - \$59,468)

Action Required (Effective Pay Period 1, 2006 – January 1, 2006)

In the Salary Ordinance, under Salary Grade 004, add the title “Health Project Coordinator – ACHP”.

In the Positions Ordinance, under Health Department, Family and Community Health Services, Health Behaviors and HealthCare Access Division, Adolescent Community Health Grant (J), delete one position of Public Health Educator II – ACHP (J) (X) and add one position of Health Project Coordinator – ACHP (J) (X).

Duties and Responsibilities

The basic function of this position is to provide day-to-day coordination of community based teen pregnancy reduction program activities such as recruiting and maintaining lists of retail, community, and entertainment partners; obtaining and maintaining signed partner agreements; recruiting and managing volunteers to assemble 13,000 – 15,000 safer sex packets that are distributed to approximately 70 community sites; recruiting, organizing, training, and managing teen mentors; creating and maintaining records of distribution, inventory and events; and identifying and coordinating materials and staffing for community events. The duties, responsibilities, and requirements include the following:

50% Community Collaboration

Recruit, establish, and maintain relationships with multiple organizations, businesses, and entertainment venues that serve teens; establish connections and collaborations among community partners; recruit volunteers from multiple settings; identify and recruit teen mentors that represent the community; and establish relationships with organizers of community events, concerts, and festivals.

30% Program Coordination and Administration

Obtain and maintain written partner agreements; research and negotiate volume discounts with condom vendors; place supply orders and coordinate printing of materials; coordinate and select media placement; develop processes to coordinate distribution of materials and supplies; coordinate representation of program at community events; recruit volunteers; organize and deliver supplies to approximately 70 community sites; maintain electronic inventory to track and monitor supplies and deliveries; and manage, recruit, and coordinate a sufficient volunteer workforce to assemble 13,000 – 15,000 safer sex packets per month.

20% Program Management

Enroll community partners in "No Condom? No Way!" campaign; obtain partner agreements; provide oversight, support, and training for teen peer mentors and volunteer workforce; develop and maintain a database to track agencies, volunteers, trainings, and supplies; monitor expenditure of flexible funds; work with community agencies to provide mentor training; evaluate teen mentor skills to ensure use of standardized methods; collaborate with multiple organizations that work with teens to engage their support of teen pregnancy prevention services; monitor program outcome and prepare program reports; and assist with grant writing to secure continued program funds.

The requirements for this position include a Bachelor's Degree in Health Administration, Business Administration, Social Work, or related area; two years of related experience; and knowledge and/or experience in working with nontraditional community outlets, social service agencies, and entertainment venues that serve youth. Equivalent combinations of education and experience may also be considered.

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 has these responsibilities and also recruits and coordinates the training of volunteers and peer mentors. Based on our review the management job evaluation factors should be as follows:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and Accountability	4	68
Knowledge and Skills	4	57
Relationships Responsibility	5	32
Working Conditions	2	<u>7</u>
		164

Salary Grade 004 (152-174)

The requested title of Health Project Coordinator – ACHP (Adolescent Community Health Program) is consistent with other Health Project Coordinator positions that also include the program name in the title. Various titles were proposed and discussed but this title was eventually requested and recommended since it is broad enough to cover all the areas of the program.

It is therefore recommended that this new position be classified as Health Project Coordinator – ACHP in Salary Grade 004.

Prepared by: *Sarah Trotter*
 Sarah Trotter, Human Resources Representative

Reviewed by: *Maria Monteagudo*
 Maria Monteagudo, Employee Relations Director