



Department of Employee Relations

June 24, 2009

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 090227

The following classification and pay recommendations were approved by the City Service Commission on June 23, 2009.

In the Health Department:

One new position is recommended for classification as Lead Grant Monitor, SG 006.

Five new positions are recommended for classification as Health Access Assistant II, PR 425.

One new position is recommended for classification as Chemist II, PR 642.

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
1 Fiscal Note

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Bevan Baker, Ray Weitz, Raquel Filmanowics, Paul Biedrzycki, Matthew Wolters, Anna Benton, M. Stephen Gradus, David Bina, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, James Fields and Calvin Lee (DC 48)

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 23, 2009

Department: Health

This report recommends the classification and compensation level for a new grant-funded position in the Health Department. In reviewing this position, staff analyzed a new job description and held discussions with management representatives. The following chart summarizes the recommended change.

Current	Requested	Recommended
New Position	Lead Grant Manager SG 07 (\$53,519 - \$74,922)	Lead Grant Monitor SG 06 (\$50,206 - \$70,295)

Action Required

In the Salary Ordinance, under Salary Grade 006, add the title "Lead Grant Monitor."

In the Positions Ordinance, under the Health Department, Disease Control and Environmental Health Services Division, Home Environmental Health, add one position of "Lead Grant Monitor."

Background

The City of Milwaukee Health Department (MHD) has requested that one new grant-funded position be reviewed for classification purposes. This new position is located in the Home Environmental Health (HEH) unit of the Disease Control and Environmental Health Services Division of the Health Department.

Duties, Responsibilities & Requirements

The basic function of this new position is to provide overall management of grant compliance and grant reporting for Housing and Urban Development (HUD) grants and the Community Development Grant Administration's Community Development Block Grant (CDBG) to achieve the strategic goals of the Childhood Lead Poisoning Primary Prevention Program. This includes ensuring the timely drafting and reporting of the goals and objectives of all the grants, overseeing the property owner lead-safe worker training, managing the occupant relocation and protection, collecting and analyzing data generated by the two grants, and ensuring that all HEH program policies and procedures are compliant with HUD regulations. The specific duties and responsibilities include the following:

- 70% Grant Management – manage the compliance and reporting systems for the Home Environmental Health Unit's HUD and CDBG contracts; analyze contract terms and conditions; ensure appropriate documentation for the execution of contracts; develop compliance procedures; process all monthly, quarterly, annual and final reports; assist in and ensure staff compliance with the requirements of contract language and other related federal and state laws; provide staff education through mentoring and training inspectional and administrative staff as needed; develop and monitor quality control measures; provide property owner education; manage the occupant relocation program; process internal inquiries regarding grant management; supervise one Program Assistant II position which assists with grant reporting; and work collaboratively with the Lead Program Management

Team to achieve multiple programmatic goals and objectives for healthy housing, primary prevention of lead poisoning, secondary interventions, and housing-based research initiatives.

20% Research and Evaluation – develop and implement research and evaluation tools related to effective and efficient housing interventions; support research efforts that provide a basis for strategies and policies within the HEH unit and other City Housing Programs; research opportunities to incorporate HUD Healthy Homes Initiatives; conduct needs assessment activities as they relate to healthy housing and neighborhood conditions to assure effective use of resources and provide reliable information for local, regional, and state planning efforts; and participate in local initiatives that address the concept of a healthy home such as “Fight Asthma Milwaukee Allies”.

10% Policy Development and Consultation – participate in policy development and refinement of protocols through the analysis of reliable research data; collaborate with the Wisconsin Department of Family Services on related legislative issues, staff and property owner training, and occupant protection; serve as a liaison with the City Housing Authority and other related agencies; provide leadership and consultation to agencies regarding childhood lead poisoning prevention policies and services, particularly housing issues as they are impacted by federal regulation.

Requirements include a bachelor’s degree in Public Health, Business Administration, or related field; and two years of related experience. Equivalent combinations of education and experience may also be considered. Requirements have not been validated for the purposes of staffing.

Comparisons

To determine the appropriate level of this position we reviewed the duties, responsibilities and requirements of several positions including the following. Requirements may not have been validated for the purposes of staffing and equivalent combinations of education and experience may also be considered.

Compliance Analyst in SG 04 (\$44,194 - \$61,871) Health Department

The basic function of this position is to perform a full range of professional duties relating to the compliance function in the MHD such as ensuring compliance with internal process and procedure as well as State and Federal mandated policies and laws; and assist the Chief Compliance Officer and assume the duties and responsibilities of the position in their absence. Duties and responsibilities include reviewing, analyzing and updating State and Federal Public Health Statutes and internal policies relating to grant monitoring; monitoring and maintaining internal Grants and Contracts Database; ensuring contract reporting compliance by Program Managers through monthly reminders and tracking the timeliness of reporting; reviewing contracts for reporting requirements and notifying Senior Staff of any issues or questions about contract language; and assisting with internal auditing of programs. Requirements include a Bachelor’s Degree in Business, Public Administration, Health Administration or related field and one to two years of related experience and/or training.

Injury and Violence Prevention Program Coordinator in SG 05 (\$47,109 - \$65,957) Health Dept

Responsible for the overall management of the Violence and Injury Prevention Program, including grant monitoring, budgeting, reporting, interviewing, hiring and staff supervision, planning, and development; and serve as a Coordinator for the Milwaukee Commission on Domestic Violence and Sexual Assault. Duties and responsibilities include providing daily program management; staffing the commission and serving as a liaison for local, state and federal initiatives; and working with the

private, public, volunteer and City sectors in a community coordinated effort to assure a continuation of care in the area of domestic violence, sexual assault and intentional injury. Requirements include a Bachelor's Degree in Social Work, Health Science, Health Education, or related field and two years of experience in a progressive responsibility in a supervisory or leadership role.

Grant Monitor in SG 06 (\$50,206 - \$70,295) Department of Administration

Responsible for the monitoring and evaluation of assigned Community Development projects; assist project operators on an ongoing basis in the implementation of approved activity; ensure that grant funded activity conforms to all program requirements; and evaluate the effectiveness of project activity and the performance of project operators. Duties and responsibilities include providing technical assistance to all assigned projects; conducting in-depth field visits and inspections utilizing prescribed guidelines and instruments; preparing annual evaluations and performance reports using various data collected throughout the year; and collecting and processing various progress reports, documents and data for Federal, State, and City requirements. Requirements include a bachelor's degree in Communication, Public Administration or related field and/or three years of experience in community service and/or neighborhood revitalization efforts.

Lead Hazard Prevention Manager in Salary Grade 07 (\$53,519 - \$74,922) Health Department

This recently eliminated position provided program management and supervision to three managers and two office support employees. Duties and responsibilities included developing and overseeing all policies and interventions related to lead hazard reduction activities in low-income properties; developing and implementing all research and evaluation related to effective and efficient housing interventions; and providing mentoring and training to inspectional staff. Requirements included a Bachelor's Degree in Architecture, Engineering, Public Health, Urban Planning or related field, five years of construction management experience and two years of supervisory experience.

Analysis

All of these positions work with grants and have responsibility for monitoring compliance with data and reporting requirements. The Compliance Analyst in Salary Grade 04 has some similarity in duties to this new position in overseeing compliance for a number of grants and assists the Chief Compliance Officer in Salary Grade 10. The Compliance Analyst does not, however, have responsibility for staff and property owner education; and development and implementation of research and evaluation tools as does the position under study.

The Injury and Violence Prevention Program Coordinator in Salary Grade 05 also does grant monitoring, reporting, planning and development. The position has responsibility for staff and serves as a Coordinator for the Milwaukee Commission on Domestic Violence and Sexual Assault; and as a liaison for local, state and federal initiatives. The position under study supervises a Program Assistant II and several other office support staff directly and the lead compliance staff indirectly, has training responsibilities, serves as a liaison with other agencies including the Housing Authority, and works collaboratively with the Lead Program Management Team to achieve lead program goals.

The Grant Monitor in Salary Grade 06 has similar responsibilities such as ensuring grant funded activity conforms to all program requirements, collecting and analyzing data, and writing required reports. In addition this classification provides technical assistance to all assigned projects, conducts in-depth field visits and inspections, and evaluates the effectiveness of project activity and the performance of project operators. These positions are required to become familiar with a variety of projects.

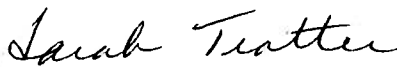
The former position of Lead Hazard Prevention Manager position in Salary Grade 07 had a higher level of program and supervisory responsibility with the supervision of three managers and two office support employees. It also had responsibility for developing and overseeing all policies and


interventions related to lead hazard reduction activities while the position under study will work collaboratively with the Lead Program Management Team to achieve multiple lead program goals and will monitor staff compliance with the requirements of the grants.


In consideration of the significantly strong reporting requirements of the position under study, and a comparison of other duties and responsibilities, the closest fit is the Grant Monitor position in Salary Grade 06. We recommend the title of Lead Grant Monitor since it will better reflect the basic function of the position.

Recommendation

We therefore recommend that this new position be classified as Lead Grant Monitor in Salary Grade 06.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 23, 2009

Department: Health

Present	Request
Title: New Position	Title: Chemist II
Salary: Not Applicable	Pay Range: 642 (\$43,735-\$53,034)
<p>Recommendation:</p> <p>Title: Chemist II Pay Range: 642 (\$43,735-\$53,034)</p>	
<p>Rationale: The nature of work performed by this grant-funded position is that of an environmental scientist or environmental chemist. The duties and responsibilities and level of work that will be performed conform to that of the established job classification of Chemist II in the Milwaukee Health Department.</p>	

Action Required

In the Positions Ordinance, under the Health Department, Laboratory Services Division, Chemical Division, add one position of "Chemist II."

Background

On May 22, the Commissioner of Health, Bevan Baker, requested that a new position of Chemist II be reviewed for appropriate job classification and compensation. In studying this request, a job description created by the Health Department was reviewed.

Duties and Responsibilities

This position will be assigned to the Laboratory and Epidemiology Section, under the direction of the Chief Molecular Scientist. The employee in this position will perform analysis for lead in dust wipes, paints, and blood; test for allergens; analyze unknown chemicals, powders, organic wastes and pollutants; analyze biological toxins; test food and water samples; maintain equipment and complete records as required.

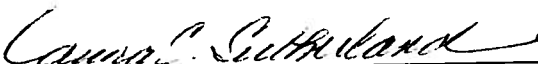
Noteworthy knowledge, skills, and abilities, and characteristics (KSAC) include:

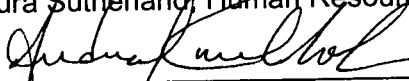
- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

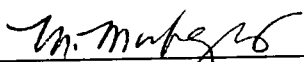
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to read, analyze, and interpret information contained in such items as professional journals, laboratory procedures, and government regulations.
- Ability to write reports and correspondence appropriate to the audience
- Ability to use mathematics and statistics
- Careful attention to detail and thoroughness in completing work tasks

Minimum qualifications for the job, as written on the job description created by the Health Department include a bachelor's degree in physical chemistry, organic chemistry, biochemistry or closely related field and two years of laboratory experience, preferably in environmental chemistry or a related setting.

Due to the fact that that the nature of work and level of work performed by this position conforms to that of the Chemist II job classification, it is recommended that this position be classified as Chemist II, Pay Range 642.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Montenegro, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 23, 2009
 Department: Health

Present	Request
Title: 5 New Positions	Title: Health Access Assistant II
Salary: Not Applicable	Pay Range: 425 (\$31,905 - \$35,296)
<p>Recommendation:</p> <p>Title: Health Access Assistant II Pay Range: 425 (\$31,905 - \$35,296)</p>	
<p>Rationale:</p> <p>The nature of work and level of work that will be performed by these five grant-funded positions conform to that of the established job classification of Health Access Assistant II allocated to Pay Range 425. Health Access Assistants assist clients in obtaining access to a number of health and nutritional programs for which they may be eligible.</p>	

Action Required:

In the Positions Ordinance, under the Health Department, Family and Community Health Services Division, Medical Assistance Outreach Program, add five "Health Access Assistant II (X) (MMM)."

Background:

On May 21, the Commissioner of Health, Bevan Baker, requested that two newly created positions assigned to the Medical Assistance and Outreach Program be reviewed for purposes of classification and compensation. A subsequent communication from the Health Department's Personnel Officer indicated that the Department intended to add a total of five new positions, all of which would perform the following duties and responsibilities. In studying this request, a job description created by the Health Department was reviewed.

Duties and Responsibilities

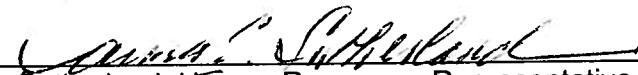
The employees in these positions will assist clients in obtaining medical and nutritional assistance for themselves and their families through such programs as Badger Care Plus, Badger Care CORE Plan, Medicare, the WIC Program, Food Share, and Wisconsin Shares programs. They assess clients' needs, provide information about programs, make referrals to programs, assist clients with the application process, solve problems related to the access of medical services, and advocate for clients who have issues regarding health insurance. Reporting and recordkeeping duties include entering customer information into the database,

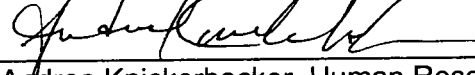
completing monthly reports of work productivity, and completing all required Health Department documentation and reports.

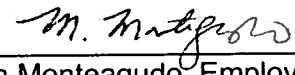
Minimum qualifications for the job include three years of experience working with low income families and related health benefit programs, community outreach, human services, or other relevant experience. Noteworthy knowledge, skills, and abilities (KSAs) include:

- Ability to build and maintain good working relationships with multicultural clients and staff
- Ability to provide services in a culturally sensitive manner
- Ability to maintain confidentiality
- Ability to use standard office hardware and software
- Ability to actively look for ways to help people
- Ability to take initiative to solve problems
- Ability to read and interpret documents such as procedure manuals and state rules and regulations regarding eligibility requirements.

These duties and responsibilities and corresponding minimum qualifications correspond to the existing job classification of Health Care Access Assistant II, Pay Range 425. It is therefore recommended that these positions be classified as Health Care Assistant II, Pay Range 425.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Montegudo, Employee Relations Director