

August 12, 2024

Harper Donahue, IV
Executive Secretary
City Service Commission
200 E Wells Street, Room 706
Milwaukee, WI 53202

Dear Executive Secretary Harper,

The City of Milwaukee Health Department (MHD) has evolved its [Milwaukee Breast and Cervical Cancer Awareness Program \(MBCCAP\)](#), which is a provider and coordinator of the Wisconsin Well Woman Program (WWWP). The MHD MBCCAP program has discontinued providing mammograms, pap smears, and clinical breast exams at the Southside Health Center (SSHC), opting for a more streamlined approach to care coordination in healthcare systems.

WWWP provides crucial preventive health screenings for low-income persons who are uninsured or underinsured. MBCCAP's mission is to address health equity by reducing breast and cervical cancer mortality rates in Milwaukee residents through education, outreach, screening, treatment, and community involvement.

In October, the organization providing radiologists to read MHD's mammograms terminated its contract due to logistical and staffing challenges, compounded by the nationwide shortage of radiologists. In the interim, MHD sought a new contract with a different organization but was declined for similar reasons in January.

Simultaneously, MHD conducted an internal assessment of the overall benefit of on-site mammograms and pap smears. The assessment revealed a low number of WWWP enrollees receiving these services at SSHC annually, with the majority coordinated through MHD for services at local healthcare systems and the outdated nature of MHD's mammography machine compared to larger institutions. As a result, MHD decided to cease on-site mammograms and pap smears, opting to coordinate these free services for WWWP clients with local healthcare systems.

Shifting this responsibility enables MHD to concentrate on health equity, through education, outreach, and enrolling residents into the program. MHD can coordinate services with larger, better-equipped health institutions, where individuals can establish personalized access—a crucial aspect recognized as a social determinant of health. Enrolled WWWP clients will continue to receive free services at any of the WWWP provider sites. Since implementing this shift, MHD has observed an increase in enrolled clients and services provided through the program.



Pursuant to Rule X, Section 1, Layoff, the MHD is submitting this layoff plan to the City Service Commission for consideration and subsequent approval.

The current staff and vacant positions within the MBCCAP program include:

Job Title	Name	Date of Hire in Title
Well Women Program Manager	Dominique Hyatt-Oates	3/19/2023
Public Health Nurse Senior	Wendy Provost	3/8/2020
Medical Assistant	Maria Piceno	2/25/2019
Mammography Technologist	Antonette Zellmer	6/21/2021
Public Health Educator II	Vacant	
Public Health Educator II – bilingual	Vacant	
Program Assistant III	Vacant	

All employees of the MBCCAP Program will retain their current positions including vacant positions, however, the Mammography Technologist is no longer a viable position due to ceasing mammography services and will be eliminated. The current Mammography Technologist has transferable skills and the MHD Tuberculosis Control program has a vacancy in the Radiological Technologist position which has been challenging to fill. Ms. Zellmer meets the minimum qualifications for the Radiological Technologist and will be moved to that position. A market study yielded the position a new pay range which will be considered a promotion for Ms. Zellmer. In reviewing the employee qualifications of all MHD staff, Ms. Zellmer is the only current employee who meets the minimum qualifications (job description attached).

Job Title	Name	Change Effective PP 18, 2024
Mammography Technologist	Antonette Zellmer	Transfer to Radiological Technologist

Once the City Service Commission approves this layoff plan, the employee impacted will receive a formal letter informing them of their transfer date and the impact on their earnings. The employee has been verbally advised of the position and has agreed to accept the position.

Lindsey O’Connor, Health Human Resources Administrator, and Jefflyn Brown, Deputy Commissioner of Clinical Services will be present at the City Service Commission meeting to answer any questions you may have.

Sincerely,

Michael F. Totoraitis, PhD
Commissioner of Health



(<http://dsps.wi.gov/>)

Wisconsin Department of Safety and Professional Services

Credential/Licensing Search

Individual Search Results - Detail

Credential/License Summary for 611

Name: ZELLMER, ANTONETTE M

Profession: LICENSED RADIOGRAPHER (142)

Credential/License Number: 611-142

Location: RANDOM LAKE WI

Credential/License Type: regular

Status: License is current (Active)

Eligible To Practice: credential license is current

Credential/License current through: 8/31/2024

Granted date: 12/1/2011

Multi-state: N

Orders: NONE

Specialties: NONE

Other Names: NONE

ATTENTION: If a renewal application including payment is received by the renew by date (or Credential/License current through date), the credential holder is eligible to practice while the credential renewal is being processed. The credential holder must respond to any requests for information during the renewal process. See Wis. Stat. § 227.51(2).

[Requirement Code Description \(https://dsps.wi.gov/Documents/LicenseRequirementAcronyms.pdf\)](https://dsps.wi.gov/Documents/LicenseRequirementAcronyms.pdf)

[Return to Search Results \(/IndividualLicense/SearchResults\)](/IndividualLicense/SearchResults)

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Send questions or comments to dsps@wisconsin.gov (<mailto:dsps@wisconsin.gov>).

JOB DESCRIPTION

<u>FOR DER USE ONLY</u>	
Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 2-24-2024	2. Present Incumbent: vacant	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled:	4. Previous Incumbent: Jody Fredericks	If YES, indicate underfill title in box 10.		
5. Department: Health		Bureau Division: Medical Services	Unit: TB Prevention and Care Section: Disease Control & Prevention	
Work Location: Keenan Health Center, 3200 N 36 Street		Telephone: : Email:	Work Schedule: 20 hours per week Based on availability and operational needs Hours: Days:	
6. Represented by a Union?	7. Bargaining Unit: DC48 If in District Council 48, chose a Local: 1091		8. FLSA Status: NON-EXEMPT	
10.	Official Title: Radiological Technologist		Pay Range 3GN	Job Code 304
	Underfill Title (if applicable):			
	Requested Title (if applicable):			
	Recommended Title (DER Use Only):		Approved by: _____ Date: _____	

11. BASIC FUNCTION OF POSITION: Performs radiographic diagnostic imaging procedures to include taking, developing and processing chest x-ray films; utilize and maintain related equipment; and perform general duties as required including but not limited to recordkeeping, clinic reports, registration of patients, and clinical screening. Maintenance and completion of all State of WI statutorily required activities.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.) Other duties as assigned.

% of Time	ESSENTIAL FUNCTION
65	Perform x-rays and related functions according to State of WI statutory requirements: Take chest x-ray of clinic patients; send electronically for reading by radiologist. Provides comprehensive documentation in the client record .Provides all current and previous films for comparison.
15	Maintain a log of x-rays taken and provide statistics requested. Maintain equipment in clean and working condition. Request radiography supplies in a timely manner. Assure that supplies requested are the correct type and in quantities sufficient to meet program needs.
15	Perform general duties including clerical and some clinical activities.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	Perform other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR: Lindsey Page, Infectious Disease Program Manager

SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Work assignments and direction is received from the PHN Supervisor STD/HIV/TB, Communicable and Infectious Disease Program Manager.

D. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such
Number Supervised	Extent of Supervision Exercised (Select those that apply from list above, a - h)
Job Title	

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

Education and Experience:

Current State of Wisconsin radiographer license, which must be provided at the time of application and maintained throughout employment.

Certification with the American Registry of Radiologic Technicians (ARRT) at time of appointment and throughout employment. <https://www.arrt.org/>

One year of related experience performing radiographic diagnostic imaging procedures.

- Per [Wis. Stat. § 462.03\(1\)\(b\)](#), hold a high school diploma or its equivalent, as determined by the Board.
- The educational requirements for a license under this chapter shall be a board–approved formal course of study which includes a JRCERT–accredited degree in radiography or a formal education program that is ARRT approved.
- **Active certification as a radiologic technologist from the ARRT shall be accepted as proof of completion of a board–approved course of study in radiography.**

<https://docs.legis.wisconsin.gov/statutes/statutes/252/07/11>

- TB control program

Knowledge, Skills and Abilities:

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software, and the ability to perform basic data entry .

Certifications, Licenses, Registrations:

Effective March 1, 2012 current State of Wisconsin radiographer license required. License must be maintained throughout employment; copy of license must be provided by the employee with the application. Licensure is contingent on maintenance of certification with the American Registry of Radiologic Technicians (ARRT) certification. Continuation and proof of current WI licensure and ARRT certification must be provided by the employee prior to expiration dates.

OtherRequirements:

Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff, other agencies and clients; Ability to provide services in a culturally sensitive manner; Ability to maintain confidentiality; Bilingual in Spanish, Hmong or Russian is preferred. Work hours may vary to include second shift and possible weekend assignments.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
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I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
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J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>): x-ray machine, processor,	

SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

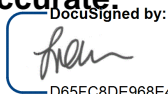
Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

L. I believe that the statements made above in describing this job are complete and accurate:

DocuSigned by:

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Lindsey O'Connor

Health HR Admin

8/8/2024

Signature of Department Head or Designated Representative