



Department of Employee Relations

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Director

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Job Evaluation Report

City Service Commission Meeting: January 9th, 2024

Health Department

Current	Recommended
Laboratory Data Specialist PR 2EN: \$47,136-\$65,989 FN: Minimum recruitment at \$55,187 (One Vacant Position)	Biothreat Coordinator PR 2MX: \$78,527-\$109,938 FN: Minimum recruitment at \$83,418 (One Vacant Position)

Note: Residents receive a rate that is 3% higher.

Department – Department of Administration - ITMD

Current	Recommended
Administrative Specialist – Senior PR 2EX: \$50,636-\$65,989 (One Position)	Financial Specialist PR 2GX: \$53,548-\$74,974 FN: Minimum recruitment at \$66,992 (One Position)

Note: Residents receive a rate that is 3% higher.

DPW – Operations - Forestry

Current	Recommended
One New Position	Urban Forestry Technical Services Manager PR 1GX: \$69,119 - \$96,768 FN: Recruitment is at \$77,842 FN: GIC 4.8% (One Position)

Note: Residents receive a rate that is 3% higher.

Milwaukee Public Library

Current	Recommended
Facilities Control Specialist PR 3SN: \$64,567 - \$83,101 FN: Recruitment is at \$83,101 (One Vacant Position)	HVAC Maintenance Technician Senior PR 7LN: \$91,164 - \$118,565 FN: Recruitment is at \$92,875 (One Vacant Position)

Note: Residents receive a rate that is 3% higher.

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. The rates in this report are as of Pay Period 1, 2024 (December 24, 2023), and will change in Pay Period 2, 2024 (January 7, 2024) due to the 2% across the board increase. Job descriptions provided by departments were evaluated and discussions were held with respective department head's and HR personnel.

Biothreat Coordinator

Current	Recommended
Laboratory Data Specialist PR 2EN: \$47,136-\$65,989 FN: Minimum recruitment at \$55,187 (One Vacant Position)	Biothreat Coordinator PR 2MX: \$78,527-\$109,938 FN: Minimum recruitment at \$83,418 (One Vacant Position)

Background

The Health Department has requested the repurpose of a vacant Laboratory Data Specialist position to a new classification of Biothreat Coordinator. Discussions were held with Public Health Laboratory Director David Payne, and Health Human Resources Administrator Lindsey Nathan O’Connor. The department emphasized that position will ensure proper oversight of the MHDL Select Agent, Emergency Preparedness, and Biosafety programs. The department requested timely classification as this position will support the Republican National Convention.

Responsibilities and Minimum Requirements

This position supports the MHDL mission by overseeing the MHDL Select Agent, Emergency Preparedness, and Biosafety programs. The position plans, organizes, coordinates, and administers scientific training, outreach and emergency preparedness activities related to Select Agents and other high-risk or emerging pathogens, as part of the MHDL Laboratory Response Network for Biological Threats (LRN-B) Laboratory. The position provides technical support for development and performance of highly complex microbiological and molecular laboratory methods, techniques, and procedures for detecting and identifying Select Agents. The position also provides subject matter expertise in laboratory safety and serves as a resource for all MHDL safety needs.

Select Agent Program

- Serves as Alternate Responsible Official (ARO) and oversees daily operation of the LRN-B Laboratory
- Assists in development, validation, verification, and troubleshooting of scientific procedures, protocols, processes, and policies related to LRN-B testing.
- Develops and maintains training materials for LRN-B testing staff
- Monitors and oversees LRN-B proficiency testing, including providing reports of proficiency testing results
- Leads quality improvement initiatives to improve the MHDL LRN-B laboratory operations
- Assures compliance with DSAT, CLIA, and other applicable regulatory bodies. Maintains necessary permits (e.g., APHIS) for performing Select Agent testing
- Leads internal audits and assessments of LRN-B activities. Acts as primary MHDL representative during external audits and assessments of the LRN-B program.
- Serves as primary point of contact for external partners of the LRN-B program, including local, state and federal partners.
- Performs and interprets the results of laboratory tests used to identify the select agents that may be used as a tool of bioterrorism; reports result to appropriate agencies. The testing procedures include traditional microbiological techniques as well as molecular assays such as PCR.
- Orders equipment and supplies for the LRN-B laboratory. Responsible for determining the availability of new equipment and initiating purchase orders. Responsible for calibration, daily maintenance, and operation of equipment within the section.

- Maintains documents and records necessary for grant reviews, regulatory inspections, and programmatic review by the Responsible Official
- Responsible for initiating laboratory protocol during a suspected bioterrorism event, coordinating the collection and transport of specimens to the MHD, and overseeing or conducting specimen evaluation, laboratory tests, shipment to a higher level of laboratory as needed, and reporting results.
- Attend relevant training courses in the instruction of how to respond to a bioterrorism incident or in the operation of equipment utilized in appropriate testing.

Emergency Preparedness

- Serves as the laboratory’s primary point of contact for emergency programs and activities.
- Participates in developing and maintaining the laboratory Continuity Of Operations Plans (COOP), including surge planning.
- Participates in emergency response planning and execution of drills in collaboration with various local, state, federal programs. Completes after-action reports.

Safety

- Directs, manages and provides guidance for MHD safety program and procedures as part of the senior management team.
- Develops and implement laboratory safety programs and SOPs.
- Serves as a Subject Matter Expert to provide senior management with guidance and support on chemical and biological safety
- Develops and implements risk assessment tools for MHD, including PPE, packaging, specimen processing, etc.
- Interprets federal, state and agency guidelines for a safe/secure work environment.

Minimum qualifications include a Master’s degree in microbiology, molecular biology, biochemistry, or a related field and four years of experience working in a CLIA certified clinical laboratory and/or experience in molecular diagnostics and/or microbiology. PhD in a related area of study is preferred.

Market Data Comparison for Emergency & Disaster Preparedness Coordinator from ERI

ERI defines an Emergency & Disaster Preparedness Coordinator as a position that Plans, develops and coordinates an organizations emergency and disaster preparedness strategy with the support of senior team members. Organizes and maintains emergency and disaster preparedness documentation that includes, but is not limited to, emergency exit strategies, lockdown procedures, designated safe locations, recovery procedures and emergency contact information. Trains managers, supervisors and other designated employees on emergency procedures and best practices. Enhances current emergency exercises and drill by collecting feedback from employees. Minimum qualifications include two years junior college or apprenticeship training.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Emergency & Disaster Preparedness Coordinator	Milwaukee, Wisconsin	Level 1	\$57,208	\$63,380	\$69,263
Emergency & Disaster Preparedness Coordinator	Milwaukee, Wisconsin	Level 2	\$65,504	\$72,533	\$79,298
Emergency & Disaster Preparedness Coordinator	Milwaukee, Wisconsin	Level 3	\$76,295	\$84,429	\$92,332

ERI as of August 14th, 2023

Analysis and Recommendation

Based upon the above comparison to the market rates of pay in Southeastern Wisconsin, the recommendation is to classify the Biothreat Coordinator in Pay Range 2MX: \$78,527-\$109,938 with a minimum recruitment rate of \$83,418.

Administrative Specialist – Senior

Current	Recommended
Administrative Specialist – Senior PR 2EX: \$50,636-\$65,989 (One Position)	Financial Specialist PR 2GX: \$53,548-\$74,974 FN: Minimum recruitment at \$66,992 (One Position)

Background

The Department of Administration – ITMD has requested the reclassification of one Administrative Specialist – Senior to Financial Specialist. This position has taken on additional responsibilities as City IT functions have been consolidated into ITMD. The position now requires a stronger focus and responsibility on the entirety of ITMD finance operations, including responsibility for Citywide phone billing and AR associated with the invoices and IRI process. Division purchasing and contracting responsibilities have also increased, as this position helps manage over 60 vendor contracts and tracks budget amounts and renewal options associate with the contracts.

Responsibilities and Minimum Requirements

Accounts Receivable

- Generate invoices within FMIS; monitor daily receipts through the City Treasurer’s Office; reconcile receipts against outstanding balances; resolve accounts receivable inquiries and maintain files; and develop/generate AR reports for division personnel, as requested.

Accounts Payable

- Process accounts payable invoices within FMIS; process purchase requisitions and purchase orders for ITMD; respond to related inquiries from vendors and ITMD personnel; and develop/generate AP reports for ITMD personnel, as requested

Payroll

- Lead all tasks related to division payroll operations; supervise department payroll clerk and perform duties as necessary; review and/or enter time card entries for staff; prepare payroll adjustments; process auto allowances; attend required meetings for payroll staff; prepare and maintain human resource records in paper and electronic formats; work with section managers to ensure pay progression processes are completed in timely manner; enroll staff in City of Milwaukee training programs; and gather and prepare data, documents and reports for ITMD personnel, as requested.

Finance

- Perform general accounting duties; conduct monthly reconciliation of outstanding invoice balances; maintain reports on accounts in arrears/delinquency with the ITMD Policy & Administration Manager; monitor monthly payments and budget amounts for contracted ITMD vendors; process contract change

orders as needed; and develop and manage financial data in the FMIS, Excel, Access, or other applicable software programs.

Purchasing

- Assist ITMD Policy & Administration Manager with procurement activity; and organize/maintain purchasing documents including contracts, BID and RFP files, including contacting and coordinating with vendors

Minimum qualifications include a Bachelor’s degree in business, accounting, or closely related field. Four years’ experience performing payroll and financial functions using HCM and FMIS, respectively.

Urban Forestry Technical Services Manager

Current	Recommended
One New Position	Urban Forestry Technical Services Manager PR 1GX: \$69,119 - \$96,768 FN: Recruitment is at \$77,842 FN: GIC 4.8% (One Position)

Background

The Department of Public Works has requested the classification of one new position of Urban Forestry Technical Services Manager. This position has been added to the 2024 budget as DPW Forestry’s increased participation in the Arborist Apprenticeship Program and other workforce development initiatives, continued oversight of the ash treatment program, and more contracted work projects now and into the future. This position previously existed in the City, however was eliminated in 2013. Due the increase and expansion of the Forestry section, this fully grant funded position (for 5 years) is added to support in additional training and contracted project needs with the plan to eventually become a budgeted position after 5 years.

This position coordinates and manages the Technical Services for the Forestry Services Section of the DPW Operations Division. This includes development and implementation of in-service training programs, including the Urban Forestry Arborist Apprenticeship Program; development and coordination of independent and cooperative research projects related to plant health care and urban forestry management techniques and operations; coordination and supervision of three full-time Tree Protection Technicians; recruits, coordinates and shares supervisory responsibilities for up to 25 Urban Forestry Arborist Apprentices, 6 Urban Forestry Interns, and 3 Youth Arborist Apprentices annually; directs and monitors tree protection requirements for construction activities impacting trees and landscaping in the right-of-way; provides public information services; develops and coordinates hazardous materials management activities; and manages district snow and ice control operations. This position provides additional technical and administrative support to the Forestry Services Manager, DPW Operations Director, Operations Policy Analyst, and all districts in the Forestry Section, including contract administration. Duties and responsibilities include:

- Coordinates the field and classroom training for all new Urban Forestry Arborist Apprentices
- Develops and implements a comprehensive in-service training program for forestry personnel to include both in-house and outside instructional resources.

- Trains division personnel as instructors for in-service programs.
- Develops, acquires and maintains current written and visual instructional materials.
- Responsible for coordination of division's plant health care management program including: Diagnosis and treatment of pest problems including insects, diseases, abiotic disorders, and weeds; monitoring pest/disease incidence and population levels; coordinates, consults and makes recommendations on pesticide application programs including proper materials, equipment, calibration, methods, timing and personal protective equipment; coordinates, manages and supervises certain pesticide application programs, including the injection of ~8,300 ash street trees annually to manage public risk accompanying Emerald Ash Borer; monitors pesticide use; maintains pesticide application records, current pesticide label handbook, and pesticide manual; coordinates cooperative state and federal quarantine and control programs for exotic and invasive landscape pests (Ex. Gypsy Moth, Emerald Ash Borer, Oak Wilt, Etc.); and develops, implements and evaluates Forestry Section's action plans for invasive and exotic pests.
- Provides management and administrative support including: Contract administration; develops supporting specifications and requisitions for technical equipment and supplies; appears at Aldermanic committee, town hall, and neighborhood meetings to represent the Section when needed; recruits, interviews, and hires Urban Forestry Interns; and, coordinates Interns activities related to research and landscape management activities; recruits, interviews, hires, and disciplines Urban Forestry Arborist Apprentices and Youth Arborist Apprentices; and prepares various technical and administrative reports and documents
- Responsible for research and development activities, including: Design, development and/or evaluation of new methods, materials, and strategies for pest management, plant health care and urban forest management for maximum effectiveness and efficiency; serves as liaison and coordinator of cooperative research with universities, governmental agencies and private companies; researches, evaluates and administers various technical projects such as computerized street tree inventories and urban forestry management software applications; and keeps abreast of current published research and maintains a technical file covering all aspects of division operations.
- Manages district snow and ice control operations and field crew responses to weather related emergency conditions such as windstorms, ice storms and construction damage to trees. Subject to emergency call-out 24 hours a day.
- Responsible for division hazard materials management including: Assures division compliance with local, state, and federal pesticide and hazardous materials regulations governing storage, application, worker protection, disposal, and emergency response; requisition, deliver, and manage division's inventory of pesticides and chemicals; and maintain current file of material safety data sheets on all potentially hazardous substances in division use.
- Oversee construction activities including: Supervision of 3 Urban Forestry Technicians (Tree protection); coordinate and regulate contractor activities impacting city landscaping and trees.
- Other duties as assigned.

Minimum qualifications include a bachelor's degree in forestry, ornamental horticulture, forestry entomology, plant pathology, biology, plant science, or a related field. Minimum of two years' experience in technical instruction and materials development. Technology transfer and/or ornamental plant research is preferred.

Based off the comparable levels of duties and skills needed in comparison with an Urban Forestry Manager, DER Compensation recommends classifying this new position as an Urban Forestry Technical Services Manager in Pay Range 1GX (\$69,119 - \$96,768) with a recruitment rate of \$77,842.

HVAC Maintenance Technician Senior

Current	Recommended
Facilities Control Specialist PR 3SN: \$64,567 - \$83,101 FN: Recruitment is at \$83,101 (One Vacant Position)	HVAC Maintenance Technician Senior PR 7LN: \$91,164 - \$118,565 FN: Recruitment is at \$92,875 (One Vacant Position)

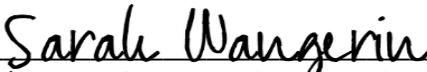
The responsibilities of the Facilities Control Specialist position are comparable in nature of work and level of responsibility to other HVAC Maintenance Technician Senior positions already classified city wide, in Pay Range 7LN (\$91,164 - \$118,565) with a recruitment rate of \$92,875.

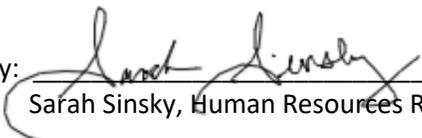
We therefore recommend the repurpose of one position 'Facilities Control Specialist' in the Milwaukee Public Library (Pay Range 3SN [\$64,567 - \$83,101 with a recruitment rate of \$83,101]) be classified as a HVAC Maintenance Technician Senior in Pay Range 7LN (\$91,164 - \$118,565) with a recruitment rate of \$92,875.

Action Required – Effective Pay Period 03, 2024 (January 21, 2024)

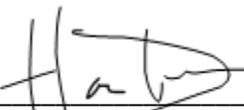
*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Note: rates of pay reflect Salary Ordinance rates effective pay period 1, 2024. Addendum reflects rates 2% higher with the Across the Board Increase Effective Pay Period 2, 2024.

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