



CITY OF MILWAUKEE
 DEPARTMENT OF EMPLOYEE RELATIONS

Andrea Knickerbocker
 Department of Employee Relations
 City of Milwaukee
 200 E Wells St, Room 706

October 2, 2020

The Honorable
 Finance and Personnel Committee
 Common Council
 City of Milwaukee

Common Council File No. 200713– Communication from the Department of Employee Relations relating to classification studies approved at the September 29, 2020 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the City Service Commission meeting on September 29, 2020.

Comptroller's Office

Current	Recommendation
Accounting Program Assistant III PR 5GN (\$41,610 - \$49,946) (One Position)	Accountant II PR 2DN (\$42,500 - \$59,498) Recruitment at \$47,095 (One Position)

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

Fire and Police Commission

Current	Requested
Fire and Police Commission Risk Manager PR 2MX (\$75,478 - \$105,669) FN: Recruitment may be at any rate in the pay range with approval of DER and the Chair of the Committee on Finance and Personnel (One Position)	Fire and Police Commission Risk Monitor PR 2MX (\$75,478 - \$105,669) FN: Recruitment may be at any rate in the pay range with approval of DER and the Chair of the Committee on Finance and Personnel (One Position)

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

Health Department

Current	Recommended
30 New Auxiliary Positions	Temporary Testing Specimen Collector PR 9AX (\$58,462 - \$81,844) FN: Employees to be paid in the following range (\$51,469 - \$72,063) Recruitment at any point in range with DER approval.
2 New Auxiliary Positions	Temporary Delivery Driver PR 9UN (\$36,252 - \$39,943) FN: Employees to be paid in the following range (\$37,080 - \$41,565) Recruitment at any point in range with DER approval.

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

Health Department

Current	Recommended
Program Assistant I PR 5EN (\$40,501 - \$46,724) (One Position)	Administrative Assistant III PR 5FN (\$40,516 - \$48,248) FN: Recruitment rate is \$42,539 (One Position)

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

Health Department

Current	Requested
New Position (One Position)	Public Health Assistant Laboratories Director PR 1JX (\$80,442 - \$112,627)
Public Health Deputy Laboratories Director PR 1JX (\$80,442 - \$112,627) (One Position)	FN: Recruitment at any point in the range with DER/Finance Chair approval (Two Positions)

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

Respectfully Submitted,

Andrea Knickerbocker

Human Resources Manager

Attachments: Job Evaluation Reports
Fiscal Impact Statement

Job Evaluation Report

City Service Commission Meeting: September 29, 2020

Comptroller’s Office

Current	Recommendation
Accounting Program Assistant III PR 5GN (\$41,610 - \$49,946) (One Position)	Accountant II PR 2DN (\$42,500 - \$59,498) Recruitment at \$47,095 (One Position)

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

Background

City Comptroller Aycha Sawa has requested a compensation study for one position of Accounting Program Assistant III in Pay Range 5GN (\$41,610 - \$49,946). The Comptroller’s Office has also provided current job description and a detailed Job Analysis Questionnaire. Discussions were held with Aycha Sawa, City Comptroller and Chris Wanty, Accounting Manager.

Duties and Responsibilities

This position works under the direction of the Accounting Manager in the General Accounting Division. The basic function of this position is to direct, train, and oversee the accounts payable processing, both internal and to other city departments, including but not limited to: review, analysis and reconciliation of check register and approved groups prepared by Accounting Program Assistants II and III. This position also provides lead technical support in accounts payable documentation processing and create and maintain a system of imaging contracts, agreements and leases for the office including required accounting standards data for financial report disclosure. In addition, this position will provide support to the professional accountants in various account reconciliations, analysis and data entry into various accounting modules and assist with accounting system testing as required. Duties and responsibilities include:

- 40% Direct, train, and oversee the accounts payable process; analyze, review and approve accounts payable vouchers submitted by departments to ensure compliance with accounting standards, adherence to City budgetary laws, regulations, city policies, contract terms, sufficient appropriation, authority and proper authorization as defined by established internal controls. Review, analyze and reconcile reports of checks issued prepared by accounting program assistants and direct necessary correction procedures as needed.
- 35% Provide lead technical support to Accounting Program Assistants II and III in the maintenance of accounts payable documentation; provide support to professional accountants in the analysis of account queries, retrieval of documents, preparation of spread sheets, worksheets and data entry to accounts receivable and fixed assets modules; perform other various reconciliations for management, other departments and internal and external auditors; and assist in accounting system testing.
- 25% Assist in record retention duties, including drafting departmental procedures, form preparation, submission to records committee and assisting other city departments retrieval of accounts payable related documents; establish and maintain a system of imaging contracts, agreements and leases for office with appropriate index of key elements for future inquiries; and create and maintain a spread sheet or other program of data pursuant to the accounting standards requirement for disclosure in the annual financial report of all future annual revenues and expenditures associated with on-going capital and operating leases.

Minimum requirements include a related associates degree and two years of experience comparable to the level of a Program Accounting Assistant III. These requirements have not yet been assessed by DER Staffing Services.

Analysis and Recommendation

Changes to the duties and responsibilities of this position include:

- Training employees in both the Comptroller's Office and all City of Milwaukee Departments on City Voucher Processing
- Assigning and reviewing the work of the Comptroller's Office Accounting Program Assistants
- Performing the more comprehensive FMIS AP module testing prior to periodic FMIS upgrades
- Prepares the more advanced accounts payable analysis and reports to accounting managers

The position has also taken on additional responsibility for preparing city department reports, budget status reports, and the City's Comprehensive Financial Report (CAFR) in order for the office to work more efficiently and quickly.

To perform these responsibilities, the incumbent of the position must have thorough knowledge of the City Charter and Ordinances, accounting concepts, the city wide accounts payable process as well as Excel and FMIS. In order to perform these responsibilities successfully, the incumbent of the position must possess the ability to engage with internal department and city wide coworkers skillfully.

Creation of a professional title at this level provides additional support for paraprofessional and administrative staff in the office by impacting the flow of work and communications. A position at this level will also expand the career progression model and future promotion opportunities for those working as Accounting Program Assistants.

The new duties and responsibilities for this position are comparable in level of responsibility and nature of work to a current Accountant II position in the Comptroller's Office, Community Development Act Grant Accounting Division. The basic function of this position is to ensure that the city is complying with the cash management and allowable costs requirements of the various grant programs. The Accountant II is responsible for accurate and timely drawdown of funds related to various federal grant programs. The position will also work very closely with city departments and the city's sub-recipient financial personnel to ensure that expenditures of the grants are allowable and allocable, timely, accurate and compliant with the grant guidelines. Performing this function allows the city to remain eligible for the approximately \$85 million of annual grant funding. While this position has a different focus, both positions perform a critical role in ensuring compliance.

Based upon the changes to the duties and responsibilities of the position now aligning more with the duties of other Accountant II positions, this report recommends reclassifying one position of Accounting Program Assistant III in Pay Range 5GN (\$41,610 - \$49,946) to an Accountant II in Pay Range 2DN (\$42,500 - \$59,498 with recruitment at \$47,095).

Action Required – Effective Pay Period 21 (October 4, 2020)

In the Positions Ordinance

Under the Comptroller, General Accounting Division

Delete one position of 'Accounting Program Assistant III'

Add one position of 'Accountant II'

Prepared by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Director

Reviewed by: Maria Monteaquedo

Employee Relations Director

Job Evaluation Report

City Service Commission Meeting: September 29, 2020

Fire and Police Commission

Current	Requested
Fire and Police Commission Risk Manager PR 2MX (\$75,478 - \$105,669) FN: Recruitment may be at any rate in the pay range with approval of DER and the Chair of the Committee on Finance and Personnel (One Position)	Fire and Police Commission Risk Monitor PR 2MX (\$75,478 - \$105,669) FN: Recruitment may be at any rate in the pay range with approval of DER and the Chair of the Committee on Finance and Personnel (One Position)

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

Background

The Department of Employee Relations (DER) has received a request from Griselda Aldrete, Fire and Police Commission Executive Director, to change the title for the position of Fire and Police Commission Risk Manager in Pay Range 2MX (\$75,478 - \$105,669) to better reflect its duties as part of a departmental restructure. A new job description was provided.

Earlier this year the Executive Director requested a reorganization of the Fire and Police Commission. That reorganization was proposed in response to the March 30th, 2020 six-month report from the Crime and Justice Institute under the settlement agreement as a result of the ACLU lawsuit Collins, et al. vs, City of Milwaukee, et al. This new job description and title change request is the final component of the Fire and Police Commission reorganization to further the FPC's ability to perform its statutory and oversight functions.

Duties and Responsibilities

Under the direction of the Executive Director, this position is responsible for the coordination of initiatives and compliance of both the Fire and Police Departments' risk management policies and procedures. This position may at times assist in research, analysis, community engagement tasks and auditing relevant data from the Fire or Police Departments. This position may also be assigned to support the Testing and Hiring section of the Fire and Police Commission. Duties and responsibilities include:

- 50% Coordinate and review risk management plans of the Fire and Police Departments; develop and implement systems to provide better reporting and management of information by both the Fire and Police Departments; conduct relevant research and analysis and prepare reports on topics relevant to the Fire and Police Departments; detect and analyze department operational activities and processes to identify unusual trends and risk indicators; make recommendations to deter risk and improve desired goals to both the Fire and Police; continuously research legal trends in Wisconsin and other states, and keep informed of other relevant trends that will allow for proactive rather than reactive response to safety risk; and maintain up-to-date job knowledge of applicable codes, laws, regulations, etc.
- 20% Analyze and report on statistical data queried from Fire and Police Department data storage mechanisms; conduct research and analysis on issues that affect loss prevention and avoidance, risk assessment, and how to minimize the department's handling of and susceptibility to risk; and work with the Fire and Police Departments to identify opportunities to share data, resources, or educational materials to address risk concerns.
- 10% Research comprehensive policies, procedures, and training programs to address departmental-specific operational risk concerns that would then be discussed with the Executive Director for implementation by both the Fire and Police Departments; work with the city-wide risk management program to develop a process for centralizing claims against the Police and Fire Departments; work with the Auditing Managers and Auditors to monitor the Police

Department Early Intervention Program and identify areas for improvement; and develop goals and strategies regarding safety risk and present to the Executive Director for review quarterly.

- 10% With the Executive Director and manager, continuously review and analyze the progress of long and short-term goals and strategies, policies and procedures on a quarterly basis; and review, identify and coordinate training interventions to ensure compliance with program regulations and to address and respond to concerns.
- 10% Assist the Audit Manager, Auditors, Investigators, and Compliance Auditor as requested and needed by the Executive Director and/or Chief of Staff; assist the Testing/Recruiting as requested and needed by the Executive Director and/or Chief of Staff; and performs other job-related duties as assigned.

Minimum requirements include a bachelor's degree from an accredited college or university in risk management, safety, business management, statistics, computer science, criminal justice, political science, sociology, research and/or other related fields. At least two years related experience is preferred, including experience in data research, collection and analysis. Equivalent combinations of education and experience may also be considered.

Analysis and Recommendation

The primary responsibilities of this position are to coordinate and review risk management plans of the Fire and Police Departments; develop and implement systems to provide better reporting and management of information; as well as perform research and analysis on issues that affect loss prevention and avoidance, conduct risk assessment, and propose methods on how to minimize the departments' handling of and susceptibility to risk. With this new job description, the position's responsibilities have shifted from developing risk management plans for the Police and Fire Departments to working collaboratively with the departments as well as proposing changes and improvements to these plans.

Based upon a review of the responsibilities of this new job description, a new title is recommended. This report therefore recommends retitling the position of Fire and Police Commission Risk Manager in Pay Range 2MX (\$75,478 - \$105,669) to Fire and Police Commission Risk Monitor in Pay Range 2MX (\$75,478 - \$105,669).

Action Required – Effective Pay Period 21 (October 4, 2020)

In the Salary Ordinance

Under Pay Range 2MX delete 'Fire and Police Commission Risk Manager (4) (10)' and add 'Fire and Police Commission Risk Monitor (4) (10)'

In the Positions Ordinance

Under the Fire and Police Commission, Risk Management:
Delete one position of 'Fire and Police Commission Risk Manager'
Add one position of 'Fire and Police Commission Risk Monitor'

Prepared By: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed By: Maria Monteagudo
Maria Monteagudo, Employee Relations Director

Job Evaluation Report

City Service Commission Meeting: September 29, 2020

Health Department

Current	Recommended
30 New Temporary Titles	Temporary Testing Specimen Collector PR 9AX (\$58,462 - \$81,844) FN: Employees to be paid in the following range (\$51,469 - \$72,063) Recruitment at any point in range with DER approval.
Two New Temporary Titles	Temporary Delivery Driver PR 9UN (\$36,252 - \$39,943) FN: Employees to be paid in the following range (\$37,080 - \$41,565) Recruitment at any point in range with DER approval.

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

Background

The Department of Employee Relations has received a request from Marlaina Jackson, Deputy Commissioner of Community Health, to classify new temporary titles in response to COVID- 19 related work. The Health Department previously requested to have 210 positions of Temporary Disease Intervention Specialist Coordinator classified. The department now has hired the necessary employees for the Temporary Disease Intervention Specialist Coordinator and has requested to repurpose thirty of those auxiliary positions to create the title of Temporary Testing Specimen Collector and two of those auxiliary positions to create the title of Temporary Delivery Driver. Those hired into these titles will be brought on as temporary appointments. Job descriptions were provided and discussions were held with Rocio Serna, Human Resources Officer; La'Neka Horton, Human Resources Representative; and Sarah Wangerin, Human Resources Analyst - Senior.

Current	New Temporary Title		30 Aux Positions
Recommended	Temporary Testing Specimen Collector	PR 9AX (\$58,462 - \$81,844) FN: Employees to be paid in the following range (\$51,469 - 72,063). Recruitment at any point in range with DER approval.	30 Aux Positions

Under the supervision of the Testing Site Coordinator, the Temporary Testing Specimen Collector is responsible for communicating procedures to clients and collecting specimens in a skillful, safe and accurate manner. Duties and responsibilities include the following:

- Performs specimen collection via nasal swab or other approved COVID-19 sampling technique based on supply and resource availability.
 - Uses the Dynamics Testing and Registration Application (DTRA) to verify patient identity, appointment time, and assign label to specimen container.
 - Provides patient education related to COVID-19 and instructions for receiving results.
 - Ensures proper handling of testing materials and packing for courier transport to receiving laboratory.
 - Assists with setup/breakdown of testing site and traffic control.
 - Assists Testing Site Coordinator with administrative duties as needed.
- Minimum requirements include current certification or license as an EMT-P, MA, LPN, RN, AEMT or Phlebotomist; Public health experience preferred; and ability to commit to a minimum of 90 days of employment working eight to ten hour shifts.

Current	New Temporary Title		2 Aux Positions
Recommended	Temporary Delivery Driver	PR 9UN (\$36,252 - \$39,943) FN: Employees to be paid in the following range (\$37,080 - \$41,565) Recruitment at any point in range with DER approval.	2 Aux Positions

Under the supervision of the Public Health Emergency Response Coordinator, the Temporary Delivery Driver will assist with ensuring timely deliveries to families in self-isolation. This position entails ensuring that Covid-19 affected individuals' basic needs are met by picking up, delivering groceries, and other toiletries to families during self-isolation. Duties and responsibilities include:

- Safely drive City of Milwaukee vehicles to and from designated locations.
 - Make scheduled and unscheduled pick-ups and deliveries.
 - Ensure families receive deliveries as specified.
 - Oversee safe, complete and confirmed delivery of all items.
 - Ability to safely operate related vehicles and obey all traffic laws.
- Minimum requirements include Valid Driver's License at the time of employment; Good driving record at the time of application and throughout employment.

Analysis and Recommendation

The requested positions are necessary to effectively manage the City of Milwaukee's response to COVID- 19. Previously, the National Guard assisted the Health Department with setting up COVID- 19 testing sites. Beginning in October of 2020, the National Guard will no longer be able to assist with administering tests at these sites. As a result, the Health Department has requested to create the title of Temporary Testing Specimen Collector to ensure continuity of testing sites throughout the City of Milwaukee after the National Guard departs. The current Health Department Deliver Driver is responsible for pickups and deliveries of mail, medical records, and various other supplies. Recently this position has been working with Consumer Environmental Health to deliver groceries and other essential items to families that have had to self-isolate due to COVID-19. In order to increase capacity for COVID-19 related deliveries, the Health department has requested the creation of two auxiliary positions of Temporary Delivery Driver.

Based upon the above analysis this report recommends the following:

Recommendation
Temporary Testing Specimen Collector PR 9AX (\$58,462 - \$81,844) 30 Auxiliary Positions FN: Employees to be paid in the following range (\$51,469 - 72,063) Recruitment at any point in range with DER approval.
Temporary Delivery Driver PR 9UN (\$36,252 - \$39,943) 2 Auxiliary Positions FN: Employees to be paid in the following range (\$37,080 - \$41,565) Recruitment at any point in range with DER approval.

Action Required – Effective Pay Period 21 (October 4, 2020)

In the Salary Ordinance

Under Pay Range 9AX:

Add the title 'Temporary Testing Specimen Collector (3) (6)'.

Under Pay Range 9UN:

Add the title 'Temporary Delivery Driver' (2) (4) and create the following footnotes:

(2) Employees to be paid in the following range. Recruitment at any point in the range with DER approval.

Biweekly	1,426.14	1,598.64
Annual	37,079.64	41,564.64

(4) Employees to be paid in the following range. Recruitment at any point in the range with DER approval.

Biweekly	1,468.92	1,646.60
Annual	38,191.92	42,811.60

In the Positions Ordinance

Under the Health Department, Auxiliary COVID- 19 Positions:

Delete 32 Auxiliary Positions of 'Temporary Disease Intervention Specialist Coordinator'.

Add 30 Auxiliary Positions of 'Temporary Testing Specimen Collector'.

Add 2 Auxiliary Positions of 'Temporary Delivery Driver'.

Prepared by: Arielle Ewing

Arielle Ewing, Human Resources Analyst - Senior

Reviewed by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo

Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: September 29, 2020

Health Department

Current	Recommended
Program Assistant I PR 5EN (\$40,501 - \$46,724) (One Position)	Administrative Assistant III PR 5FN (\$40,516 - \$48,248) FN: Recruitment rate is \$42,539 (One Position)

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

Background

The Department of Employee Relations has received a request from Marlaina Jackson, Deputy Commissioner of Community Health, to reclassify one position of Program Assistant I in Pay Range 5EN (\$40,501 - \$46,724) to an Administrative Assistant III in Pay Range 5FN (\$40,516 - \$48,248) with a recruitment rate of \$42,539. A job description was provided and discussions were held with the Commissioner of Health and Rocio Serna, Human Resources Officer.

Duties and Responsibilities

This position is primarily responsible for providing high-quality, confidential administrative support to the Community Health Branch at the City of Milwaukee Health Department (MHD). Duties and responsibilities include the following:

- 30% Zeidler Municipal Building Reception: Greet and welcome on site visitors, determine the nature of business, and announce visitors to appropriate personnel; monitor all visitor traffic into and out of the MHD offices in compliance with building security protocols; answer incoming telephone calls, determine purpose of callers, and forward calls to appropriate staff or other agencies independently and according to established protocols; respond to questions about the organization and provide callers or visitors with information such as addresses, directions, departmental services and programs, community resources, and other information; take and deliver messages or transfer calls to voice mail when appropriate personnel are unavailable and monitor the number and nature of calls received by the department; and maintain conference room schedules.

- 30% Community Health Branch Administrative Support: Prepare and process administrative reports, memos, correspondence and communications that may contain sensitive and/or confidential information; assist in coordination and scheduling of meetings and making travel arrangements for staff, as requested; responsible for maintaining files needed for regulatory, grant, collaborative, and administrative reporting; participate in distribution of media-related communication activities, including blast-faxing media notifications; and assist in provision of training for other support staff in the performance of reception activities.

- 30% Public, Medical, Environmental Records, and Community Education Requests: Serve as the primary contact for public record, medical record, and environmental record requests; coordinate the collection of data needed to fulfill these requests, in close relationship with representatives from across the department and city as needed; directly handle high-profile, difficult, or complex open records requests, including pulling records and reviewing, redacting, and responding to requests; follow local, state and federal laws (e.g. privacy, open records, etc.) in fulfilling requests; maintain appropriate data management and filing systems for each request type; and receive and process requests for department representation at community events.

10% Peripheral Duties: Other duties as assigned, including responding to an emergency or broad impact event.

Minimum qualifications include some education in business, personnel management or a related area and four years of related office support experience with at least one year at the Office Assistant III level or above. Equivalent combinations of education and experience may be considered.

Analysis and Recommendation

The Milwaukee Health Department (MHD) indicated that this position is providing confidential administrative support to the Community Health Branch, which is the largest division in the department. They indicated that this position is performing work that is comparable in level to the other Administrative Assistant III positions in the MHD. For example, there is an Administrative Assistant III position that is primarily responsible for providing confidential administrative support to the Policy, Innovation, and Engagement Branch at MHD. This includes the Health Strategy, Data and Evaluation, and Communication Divisions, customer service to guests at the Zeidler Municipal Building, and processing public records, environmental records, medical records, and community education requests.

As this position is providing administrative support to high-level managers, a classification in the Administrative Assistant Job series which consists of office support positions performing administrative duties directly supporting the work of one or more managers or high-level professionals, is appropriate. The specification for an Administrative Assistant III is as follows:

Administrative Assistant III

Perform advanced, diversified and confidential administrative duties requiring broad and comprehensive experience, skill, and knowledge of organizational policies and practices; track and monitor correspondence and projects assigned to others by manager; prepare correspondence, memoranda, and reports from various sources of written or dictated output; compose and may initiate routine correspondence and memoranda for the manager's signature; search records and data bases for information needed by the manager for reports, speeches, and other uses; follow up on correspondence, projects, and requests from the manager to others in the organization; screen telephone calls and visitors, and resolve routine and some complex inquiries; schedule and maintain calendar of appointments, meetings, and travel itineraries, and coordinate related arrangements; prepare agendas; take minutes at board meetings and other less formal meetings; prepare minutes and meeting summaries for distribution; act as a group leader for projects and may work with others on teams to complete special projects; and use mainframe applications and advanced features of microcomputer software.

To make this position consistent with the other Administrative Assistant III positions in the MHD, we recommend that this one position of Program Assistant I in Pay Range 5EN (\$40,501 - \$46,724) be reclassified to Administrative Assistant III in Pay Range 5FN (\$40,516 - \$48,248) with a recruitment rate of \$42,539.

Action Required – Effective Pay Period 21 (October 4, 2020)

In the Positions Ordinance

Under the Health Department, Community Health Division,

Delete one position of 'Program Assistant I (X)'

Add one position of 'Administrative Assistant III (X)'

Prepared by: Sarah Trotter

Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: September 29, 2020

Health Department – Clinical Services Division - Laboratory

Current	Requested
New Position (One Position)	Public Health Assistant Laboratories Director PR 1JX (\$80,442 - \$112,627)
Public Health Deputy Laboratories Director PR 1JX (\$80,442 - \$112,627) (One Position)	FN: Recruitment at any point in the range with DER/Finance Chair approval (Two Positions)

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

Background

The Department of Employee Relations has received a request from Dr. Jeanette Kowalik, MHD Commissioner of Health, to classify one current and one new position as 'Public Health Assistant Laboratories Director'. One will oversee environmental testing and the other position will oversee clinical testing. Job descriptions were provided and conversations were held with Dr. Jeanette Kowalik, MHD Commissioner of Health and Rocio Serna, Human Resources Officer.

Public Health Assistant Laboratories Director – Environmental

The first position of Public Health Assistant Laboratories Director at the City of Milwaukee Health Department (MHD) will work under the supervision of the Public Health Laboratories Director, to assist with administrative, strategic planning, operational supports and new program development for managing the laboratory. The person will be the technical lead for the laboratory technical oversight, engage in new assay development and manage chemistry, microbiology, virology, and molecular diagnostic laboratory testing. This position will provide oversight for environmental testing. Duties and responsibilities include:

- 40% Manages testing services in areas of lead, waterborne and food (microbiology/virology) to maintain and improve public health laboratory (PHL) testing services to support MHD's environmental branches including chemistry and waterborne pathogen laboratory testing programs; participate in departmental and community activities as needed to support the mission, goals, and objectives of the PHL; coordinate the activities of the different sections of the PHL as well as external agencies; ensuring compliance with regulatory agencies' codes and requirements; professional accrediting organizations' recommendations and guidelines; assist PHL Director in program planning and financial oversight; monitor monthly revenue and expenditures (grant and city tax levy finding) by laboratory sections; technical advisor to the MHD environmental branch/programs, Laboratory Operations Manager, QA Coordinator and PHL systems partners; working with the PHL Director, Assistant Director and MHD managers to recruit, retain and develop professional and technical staff; maintain memberships and working relationships with professional organizations, e.g. ACS, AWWA, APHL for improved laboratory management skills and leadership at the local, state, and national levels; and fill in for the PHL Director as needed.
- 40% Provide supervisory/managerial oversight for the Chemistry, Microbiology, Virology, and Molecular Science sections of the MHD laboratory including coordination of staff for testing, quality assurance, quality control and safety activities, training, continuing education, and personnel-related matters; provide technological leadership in the evaluation, analysis and validation of test results of routine and emerging methods for chemical and microbial testing – dust wipes, water, soil for lead, indicator microbes, and pathogens, foodborne, bio-threat agents, emerging infections and toxins of public health importance in environmental

and food samples; explore and adopt new technologies, procedures including quantitative Real-Time Polymerase Chain Reaction (PCR), digital-droplet PCR, flame or graphite furnace atomic absorption, GC/LC-MS, or other future techniques in detection of microbial indicators, and chemicals to enhance PHL surveillance and other EPA methods for improving analytical capabilities; explore possibilities for expanding laboratory operations in environmental surveillance testing areas per state and federal guidelines; contribute to defining the project direction for Source Control and Source Tracking investigations; TMDLs or other moderately sophisticated projects; develop new projects and applications across domains of chemistry, environmental microbiology, and molecular biology; develop policies, procedures and document laboratory standard operating procedures adheres to research and technology standards and the governance framework set by leadership; work closely with IT supports team to improve the PHL's efficiency in providing state-of-the-art laboratory services; assure accurate and timely records, maintenance of procedure manuals, and necessary reports (annual, monthly, weekly, etc.) for respective areas of responsibility; endure all relevant regulatory compliance obligations are met such as American Industrial Hygiene Association (AIHA), and International Laboratory Standards (ISO), EPA, FDA regulations, Federal Select Agent Programs (FSAP) responsibilities and deliverables for Laboratory Response Network (LRN-Chemical), for continuing education and proficiency testing programs; and assure efficient operations by providing day-to-day management of staff, prioritization of work, staff time approval, coordination of ordering supplies, maintenance of equipment and laboratory spaces, prompt and accurate processing of specimens and timely reporting of results.

- 20% Assist environmental and epidemiological studies of microbial and chimerical outbreaks or public health emergencies; address test-related issues, including result interpretation, sample collection and storage, recommendations to clients, and program staff for best laboratory testing practices; mentor students and interns in public health laboratory and research activities; pursue grant opportunities with internal and external community partners and collaborators; liaising with external agencies including CDC, FDA, EPA, local hazmat and state agencies including WI department of Health Services to ensure that the PHL is prepared to respond to public health emergencies; participate in academic relationships including guest lecture, teaching affiliations in local colleges, research institutes, universities, including the UW-Milwaukee Zilber School of Public Health; and work with internal and external clients and collaborators for exploring revenue generation options for the City of Milwaukee.

Minimum requirements include a PH.D. or DrPH in analytical chemistry, environmental microbiology, or other relevant fields with extensive research and training experience in chemistry, and/or microbiology. Minimum of two years' experience in an environmental laboratory with demonstrated experience in analytical chemistry, environmental microbiology testing and related advanced techniques. Skills and expertise for applied research, program development, testing, and evaluation processes both at the biosafety level 2 is necessary. These skills should be obtained in an approved doctoral level program followed by working experiences in public health or environmental testing laboratories. Experience in laboratory management, not limited to the basics of graduate level chemistry, microbiology, microbial ecology, and analytical laboratory. Advanced technical skills and efficient staff management experience are keys to this job. Good understanding of the public health microbial and chemical detection related to water, soil, food, and other environmental matrices including quality control and laboratory safety are essential.

Public Health Assistant Laboratories Director – Clinical

The second position of Public Health Assistant Laboratories Director at the City of Milwaukee Health Department (MHD) will work under the supervision of the Public Health Laboratories Director, to assist with administrative, strategic planning, operational supports, and new program development for managing the laboratory. This position will be the managerial lead for the laboratory in technical oversight, engage in new assay development and manage microbiology, virology, and molecular diagnostic laboratory testing. This position will provide oversight for clinical work. Duties and responsibilities include:

- 45% Manages testing services in areas of clinical (STI, TB, HIV), to maintain and improve public health laboratory (PHL) testing services to support MHD's medical branches including clinical laboratory testing programs; participate in departmental and community activities as needed to support the mission, goals, and objectives of the PHL; coordinate the activities of the different sections of the PHL as well as external agencies; ensuring compliance with regulatory agencies' codes and requirements; professional accrediting organizations' recommendations and guidelines; assist PHL Director in program planning and financial oversight; monitor monthly revenue and expenditures (grant and city tax levy finding) by laboratory sections; technical advisor to the MHD programs, Laboratory Operations Manager, and PHL systems partners; working with the PHL Director, Assistant Director, QA Coordinator and MHD managers to recruit, retain and develop professional and technical staff; maintain memberships and working relationships with professional organizations, e.g. ASM, APHL, CLSI for improved laboratory management skills and leadership at the local, state, and national levels; and fill in for the PHL Director as needed.
- 35% Provide supervisory/managerial oversight for the Microbiology, Virology, and Molecular Science sections of the MHD laboratory including coordination of staff for testing, quality assurance, quality control and safety activities, training, continuing education, and personnel-related matters; provide technological leadership in the evaluation, analysis and validation of test results of routine and emerging methods for microbial testing, sexually transmitted diseases, respiratory, bio-threat agents, and emerging infections of public health importance in clinical samples; explore and adopt new technologies, procedures including Real-Time Polymerase Chain Reaction (PCR), digital-droplet PCR, nucleotide sequencing, or other future technologies in detection of microbial pathogens in clinical samples to enhance PHL surveillance and diagnostic capabilities; explore possibilities for expanding laboratory operations in clinical, surveillance testing areas per state and federal guidelines; develop policies, procedures and document laboratory standard operating procedures; work closely with IT support team to improve the PHL's efficiency in providing state-of-the-art laboratory services; assure accurate and timely records, maintenance of procedure manuals, and necessary reports (annual, monthly, weekly, etc.) for respective areas of responsibility; ensure all regulatory compliance obligations are met such as Clinical Laboratory Improvement Amendments (CLIA) regulations, CDC's Select Agent Program responsibilities and deliverables for Laboratory Response Network (LRN), for continuing education and proficiency testing programs; and assure smooth operations by providing day-to-day management of staff, prioritization of work, staff time approval, coordination of ordering supplies, maintenance of equipment and laboratory spaces, prompt and accurate processing of specimens and timely reporting of results.
- 20% Assist in molecular epidemiological studies of communicable disease, food, and waterborne outbreaks; address test-related issues, including result interpretation, sample collection and storage, recommendations to physicians, nurses for best laboratory testing practices and needs; mentor students and interns in public health laboratory and research activities; pursue grant opportunities with internal and external community partners and collaborators; liaising with external agencies including CDC, FBI, and local agencies such as hospitals/clinics, Police, Fire, Emergency Management, etc. to ensure that the PHL is prepared to respond to public health emergencies; participate in academic relationships including guest lectures, teaching affiliations in local colleges, research institutes, universities, including UW-Milwaukee Zilber School of Public Health; and work with internal and external clients and collaborators for exploring revenue generation options for the City of Milwaukee.

Minimum requirements include a Ph.D. in microbiology with extensive research and training experience in clinical and diagnostic microbiology. Minimum of two years of experience in a diagnostic microbiology laboratory with demonstrated experience in molecular biology, bacteriology, virology, analytical and biochemical testing and related advanced techniques. Conventional microbiological skills and training are required and an essential foundation for this job. Skills and expertise for applied research, program development, testing, and evaluation processes both at the biosafety level 2 and 3 (BSL-2/3) are necessary.

These skills should be obtained in an approved doctoral level microbiology program followed by working experiences in high containment laboratories. Experience in laboratory management, not limited to the basics of graduate level microbiology, biochemistry, microbial physiology, bacteriology, immunology, clinical bacteriology and advanced molecular laboratory works. Advanced technical skills are keys to this position. Good understanding of the public health microbiology and pathogen detection issues related to food, water, communicable and sexually transmitted diseases including quality control and laboratory safety are essential.

Analysis and Recommendation

The current classification of Public Health Deputy Laboratories Director has been responsible for overseeing the chemistry, microbiology and virology sections of the laboratory. With an increased workload, the complexity of diverse testing, the necessary oversight of staff conducting clinical testing, and the amount of time needed on COVID related work, this position has had limited availability to provide oversight of environmental testing.

The Health Department has requested the creation of an additional assistant director for the lab and has requested the current and new position be classified as a Public Health Assistant Laboratories Director in Pay Range 1JX (\$80,442 - \$112,627) with recruitment flexibility. This second Public Health Assistant Laboratories Director will oversee the work of the lab in the environmental as well as COVID areas, will work to streamline workflow and lab management backups.

Initiatives that this new position will take on in terms of environmental testing include the new Epidemiology and Laboratory Capacity (ELC) grant that requires the PH-laboratory to expand the current capacity and also set up wastewater COVID- 19 surveillance testing. The Childhood Lead Poisoning and Prevention Program is expected to triple the laboratories lead testing workload. Waterborne pathogen and recreational water monitoring is expected to increase workload to support current state and federal program mandates, and the lab is exploring an expansion of environmental testing services to bring in additional revenues.

Currently the laboratory supports screening of unknown samples for bio-threat agents, analysis of BioWatch samples (e.g. BAR response) and supports MPD and FBI test requests in BSL-3. The laboratory also performs work with the MHD's Consumer Environmental Health and CDC's food-borne outbreak response programs.

Based upon the analysis of duties listed above, this report concludes that these positions will hold comparable levels of management oversight and responsibility in the areas of clinical and environmental testing.

This report recommends that one new position and the current Public Health Deputy Laboratories Director both be classified as Public Health Assistant Laboratories Director in Pay Range 1JX (\$80,442 - \$112,627) with recruitment flexibility at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel.

Action Required – Effective Pay Period 21 (October 4, 2020)

In the Salary Ordinance

Under Pay Range 1JX, delete the title 'Public Health Deputy Laboratories Director'

Under Pay Range 1JX, add the title 'Public Health Assistant Laboratories Director (2)(5)'

In the Positions Ordinance

Under the Health Department, Clinical Service Division, and Laboratory:

Delete one position of "Public Health Deputy Laboratories Director (Y)(X)"

Add two positions of "Public Health Assistant Laboratories Director (Y)(X)"

Prepared By: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed By: Maria Monteagudo
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A **Date** 10/02/2020 **File Number** 200713 **Original** **Substitute**

Subject Communication From the Department of Employee Relations relating to the classification studies approved at the September 29, 2020 City Service Commission Meeting.

B **Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter / Human Resources Representative / Employee Relations / x2398

C **This File**

- Increases or decreases previously authorized expenditures.
- Suspends expenditure authority.
- Increases or decreases city services.
- Authorizes a department to administer a program affecting the city's fiscal liability.
- Increases or decreases revenue.
- Requests an amendment to the salary or positions ordinance.
- Authorizes borrowing and related debt service.
- Authorizes contingent borrowing (authority only).
- Authorizes the expenditure of funds not authorized in adopted City Budget.

D **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) CARES Act
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

	Purpose	Specify Type/Use	Expenditure	Revenue
E	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

FAssumptions used in arriving at fiscal estimate. Please see attached spreadsheet.**G**

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

 1-3 Years 3-5 Years 1-3 Years 3-5 Years 1-3 Years 3-5 Years**H**

List any costs not included in Sections D and E above.

I

Additional information.

JThis Note Was requested by committee chair.

Department of Employee Relations
Fiscal Note Spreadsheet

City Service Commission Meeting of September 29, 2020
Finance and Personnel Committee Meeting of October 7, 2020

NEW COSTS FOR 2020

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Comptroller	Accounting Program Asst III	5GN	Accountant II	2DN	\$49,319	\$52,772	\$797	\$139	\$936
1	Fire and Police Comm	Fire and Police Comm Risk Mgr	2MX	Fire and Police Comm Risk Monitor	2MX	N/A	N/A	N/A	N/A Title Change Only	
30	Health	New Temporary Title	N/A	Temporary Testing Specimen Collector	9AX	N/A	N/A	N/A	N/A See File #200327	
2	Health	New Temporary Title	N/A	Temporary Delivery Driver	9UN	N/A	N/A	N/A	N/A See File #200327	
1	Health	Program Assistant I	5EN	Administrative Assistant III	5FN	\$40,501	\$42,539	\$470	\$82	\$552
1	Health	New Position	N/A	Public Health Asst Laboratory Director	1JX	N/A	N/A	N/A	N/A See File #200780	
1	Health	Public Health Dep Laboratory Director	1JX	Public Health Asst Laboratory Director	1JX	N/A	N/A	N/A	N/A Title and Recruitment Change Only	
37								\$1,267	\$221	\$1,488

Assume effective date is Pay Period 21, 2020 (October 4, 2020).

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Comptroller	Accounting Program Asst III	5GN	Accountant II	2DN	\$49,319	\$52,772	\$3,586	\$626	\$4,212
1	Fire and Police Comm	Fire and Police Comm Risk Mgr	2MX	Fire and Police Comm Risk Monitor	2MX	N/A	N/A	N/A	N/A Title Change Only	
30	Health	New Temporary Title	N/A	Temporary Testing Specimen Collector	9AX	N/A	N/A	N/A	N/A See File #200327	
2	Health	New Temporary Title	N/A	Temporary Delivery Driver	9UN	N/A	N/A	N/A	N/A See File #200327	
1	Health	Program Assistant I	5EN	Administrative Assistant III	5FN	\$40,501	\$42,539	\$2,116	\$369	\$2,486
1	Health	New Position	N/A	Public Health Asst Laboratory Director	1JX	N/A	N/A	N/A	N/A See File #200780	
1	Health	Public Health Dep Laboratory Director	1JX	Public Health Asst Laboratory Director	1JX	N/A	N/A	N/A	N/A Title and Recruitment Change Only	
37								\$5,702	\$995	\$6,697

Totals may not be to the exact dollar due to rounding.