City of Milwaukee
Tom Barrett
Mayor

Bevan K. Baker, FACHE
Commissioner of Health

Health Department Office of the Commissioner

www.milwaukee.gov/health

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August 29, 2017

James Owczarski
City Clerk
Milwaukee Common Council
City Hall, Room 205
200 East Wells Street
Milwaukee, WI 53202

RE: Communications from the Health Department relative to an amendment to the 2017 Positions Ordinance.

Dear Mr. Owczarski:

The City of Milwaukee Health Department (MHD) requests an amendment to the 2017 Positions Ordinance to eliminate the current positions of Office Assistant II – Bilingual, and Administrative Assistant IV under Women, Infants, and Children Nutrition Program (WIC) Grant and add a Program Assistant I and a Program Assistant I - Bilingual. These position changes better meet the needs of the WIC program.

Traditionally in WIC the department has employed office assistants and clinic assistants for front line intake and client management. The program determined that greater responsibilities should be delegated to these positions and therefore should be compensated accordingly.

The MHD also requests to add a new position of Public Health Planner in the Compliance and Finance division in the Positions Ordinance. This new position will provide public health program leadership and management expertise—especially in formalizing and expanding academic relationships, division and program consultation to improve data collection and performance management, and technical support to develop and strengthen internal policies, data systems, as well as community environments that influence health and equity among City of Milwaukee residents.

The department requires the Public Health Planner to meet Prevention Grant objectives as it enters its final stage in the national accreditation application process, including overseeing the development and post-accreditation implementation of several departmental cross-cutting measures, such as the department's strategic planning process and performance management system, and helping guide the Community Health Improvement Plan implementation.

Therefore, the department respectfully requests that the 2017 Positions Ordinance be amended as follows:

Under: HEALTH DEPARTMENT - FAMILY AND COMMUNITY HEALTH SERVICES DIVISION
Women, Infants, and Children Nutrition Program Grant(C)

DELETE: Administrative Assistant IV(X)(C)
Office Assistant II-Bilingual(X)(C)

ADD: Program Assistant I-Bilingual(X)(C)
Program Assistant I(X)(C)

Under: HEALTH DEPARTMENT - Compliance & Finance Division

ADD: Public Health Planner (X)

Thank you for your consideration of this request. If you should have questions or require additional information, please do not hesitate to contact me.

Sincerely,

Bevan K. Baker, FACHE
Commissioner of Health

cc: Sandra Rotar, Health Operations Administrator
Mark Nicolini, City Budget & Management Director