

October 24, 2024

Harper Donahue, IV, Director
Department of Employee Relations
City Hall, Room 706

Dear Mr. Donahue:

The Milwaukee Health Department (MHD) is hereby requesting the re-exemption of the position of Deputy Commissioner of Policy, Innovation and Engagement (Equity). Bailey Murph, the current incumbent, has resigned the position effective November 1, 2024.

This position serves as the lead for key department-wide system improvement and strategy initiatives and helps ensure that the department is future-focused. The Deputy Commissioner develops Milwaukee Health Department public policy positions through extensive research, creates and coordinates comprehensive policy agenda and analyzes other existing and proposed federal, state and local policies. Additionally, this position is the lead for strategic planning and racial equity work of the department.

The exemption of this position will permit our department to select a candidate who will assist us immediately in carrying out our public health mission to address emerging issues that affect our City.

Enclosed please find a job description for this position. Should you have any questions, please contact Lindsey O'Connor at 414-286-6406 at your earliest convenience.

Sincerely,

Signed by:



0481CE62C52F45F...

Michael F. Totoraitis, PhD
Commissioner of Health

JOB DESCRIPTION

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

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 9/27/2024		2. Present Incumbent: Bailey Murph		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. Department: Health		Bureau: Division: Policy, Innovation, and Equity		Unit: Section:	
6. Work Location: ZMB – 3 rd Floor		Telephone: Email:		Work Schedule: Hours: 40+ / Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: 9. If in District Council 48, which local?		10. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10.	Official Title: Deputy Commissioner of Policy, Innovation, and Engagement			Pay Range	Job Code
	Underfill Title (if applicable):			1PX	5418
	Requested Title (if applicable): Deputy Commissioner of Policy, Innovation, and Equity			1PX	5418
Recommended Title (DER Use Only):			Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

This position leads the Policy, Innovation, and Equity Branch at the City of Milwaukee Health Department (MHD). The Deputy Commissioner serves as the lead for key department-wide system improvement and strategy initiatives and helps ensure that the department is future-focused. This position, in close coordination with the Commissioner of Health, is responsible for overseeing the PHAB Accreditation process, implementation of Milwaukee’s Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), Strategic Plan, Annual Report, Workforce Development, Quality Improvement, and Racial Equity Initiative. This role oversees the development of MHD’s public policy positions, and coordinates MHD’s comprehensive policy agenda. The position also serves as the key linkage between MHD and Wisconsin academic institutions. This position also leads the department’s data and evaluation efforts by overseeing the creation and implementation of the department’s performance management system, consulting with division directors and managers about data tools and data capacity and providing expertise around evaluation frameworks.

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.)

% of Time	ESSENTIAL FUNCTION
20%	Public Health Policy and Health Strategy <ul style="list-style-type: none"> Represent the MHD in areas of technical expertise through interaction with department heads, mayoral staff, Aldermanic offices, outside public agencies and officials, community groups, private sector businesses as well as through participation on various committees, consortia, coalitions, task forces, professional organizations and special project teams. Prepare and deliver written and oral policy-related testimony. Manage, coordinate, and support innovative department-wide activities that result in improvements to existing structures and systems to maximize program performance, including PHAB Accreditation and quality improvement.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> Oversee the development and implantation of department and community-wide plans, including the Community Health Improvement Plan and Strategic Plan. Embed health equity principles and innovative practice into the culture of the department. Ensure partnerships are in place to improve program and operational effectiveness.
15%	Data, Evaluation, Epidemiological Surveillance, and Performance Management <ul style="list-style-type: none"> Lead and support data activities that advance health equity by informing decision making, resource allocation, and intervention effectiveness. Work with staff to provide technical assistance to programs around data collection and analysis, as well as management practices. Support the expansion of the department's data surveillance, infrastructure and data capacity. Provide support to programs in measuring programmatic performance through the department's performance management system. Oversee the development of the Community Health Assessment and department annual report.
20%	Racial Equity and Inclusion <ul style="list-style-type: none"> Lead the department's Racial Equity Initiative to support MHD's goal of becoming an anti-racist organization Provide executive leadership support to the department's Equity Advisory Committee Serve as department lead on the City of Milwaukee's Racial Equity & Inclusion Leadership Group Lead and support activities that advance racial equity, including policy review, data collection, the creation of an Anti-Racism departmental policy, and Equity Champions Create and oversee robust diversity, equity, inclusion, and belonging (DEIB) training
20%	Workforce Development <ul style="list-style-type: none"> Oversee the development of a comprehensive Workforce Development Plan Support performance management activities and provide technical assistance Serve as PI on grants to expand public health infrastructure and workforce development capacities for the department
20%	Supervision and Project Management <ul style="list-style-type: none"> Manage, direct, and supervise multiple staff to ensure work products are of high quality and completed in a timely manner. Directly supervise Policy, Innovation, and Engagement team members, including delegating assignments, providing guidance, reviewing work products, providing feedback, and conducting performance evaluations.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	Perform other duties as assigned, including responding to an emergency or broad impact event.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Michael F. Totoraitis, Commissioner of Health

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

This position exercises the highest degree of independent judgment. Work assignments and methods are outlined, reviewed and approved by the Commissioner of Health.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **17**.

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	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Director of Health Strategy	A,b,c,d,e,f,g,h
1	Director of Data and Evaluation	A,b,c,d,e,f,g,h

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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	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Health Communications Officer	A,b,c,d,e,f,g,h
1	Workforce Development Administrator	A,b,c,d,e,f,g,h
1	Research & Policy Coordinator	A,b,c,d,e,f,g,h
1	Project Assistant II	A,b,c,d,e,f,g,h
Varies	Interns and Fellows	A,b,c,d,e,f,g,h

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

i. Education and Experience:

Graduation from an accredited college or university with a Master's Degree in Biostatistics, Epidemiology, Public Policy, or Public Health. At least 5 years of full-time progressively response experience in program management, administration and supervision preferably within a governmental agency.

Knowledge, Skills and Abilities:

Language Skills: Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to effectively present information to top management, public groups, boards of directors, media and legislative bodies. Bilingual preferred.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills: Knowledge of contact management systems, database, internet, project management spreadsheet, and word processing software.

Strategic Ability: Can anticipate future consequences and trends accurately to create competitive and breakthrough strategies and plans.

Professional Development: Demonstrates understanding and interest in current trends and best practices in the field of discipline.

Analysis and Assessment: Describes factors affecting the health of a community. Uses qualitative and quantitative data from multiple sources to assess community health.

Policy Development/Program Planning: Gathers information and contributes to developing options for policies, programs, and services. Examines the feasibility and geographic implications of policies, programs, and services. Uses public health informatics to develop, implement, evaluate, and improve policies, programs, and services.

Communication Skills: Solicits input from individuals and organizations to improve the health of a community. Communicates in writing and orally with linguistic and cultural proficiency. Describes the roles of governmental public health, health care, and other partners in improving the health of a community. Presents ideas effectively in formal and informal situations; Conveys thoughts clearly, concisely, and accurately, both inside and outside the organization.

Cultural Competency: Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community.

Financial Planning and Management: Operates programs within budget. Contributes to the development of program budgets. Provides information for development of contracts and other agreements for programs and services. Uses performance management systems for program and organizational.

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Leadership and Systems Thinking: Contributes to development of a vision for a healthy community. Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services (e.g., using root cause analysis and other quality improvement methods and tools). Describes needs for professional development (e.g., training, mentoring, peer advising, coaching).

- ii. Certifications, Licenses, Registrations:
Valid driver's license at time of hire and must be maintained throughout employment. Registration as a Certified Public Health Professional is desirable.
- iii. Other Requirements:
Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, other agencies and the public. Ability to provide services in a culturally responsive manner. Ability to maintain confidentiality.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 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 type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input 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 type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input 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 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 type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input 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 type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input 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 type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.

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<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).
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H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input 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.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

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:** _____%

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 type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input 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 type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input 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

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functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input 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 checked="" 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>	

L. 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.)

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

10/29/2024 DocuSigned by:

D65FC8DE968E406... Lindsey O'Connor Health HR Admin

Signature of Department Head or Designated Representative

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Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: November 1, 2024

RE: Milwaukee Health Department (MHD) **re- exemption request** – Deputy Commissioner of Policy, Innovation and Engagement

Position Title: Deputy Commissioner of Policy, Innovation and Engagement

of Positions: 1

Salary Grade: 1PX (\$125,201-\$175,275)

Please find attached a request from MHD Commissioner Michael Totoraitis **re-exempt** the position of Deputy Commissioner of Policy, Innovation and Engagement. The job description is attached.

The Deputy Commissioner of Policy, Innovation and Engagement serves as the lead adviser to the Commissioner of Health relative to systematic improvement and health strategy. Additionally, the incumbent will develop the MHD's public policy positions and will analyze and opine on proposed federal, state and local policy. The incumbent will represent the Commissioner of Health before various committees and commissions, in addition to meeting individually with policy makers relative to public health initiatives. Accordingly, it is imperative that the incumbent be in alignment with and understand the policy direction and priorities of the Commissioner of Health. For these reasons, I recommend that the request to re-exempt the position of Deputy Commissioner of Policy, Innovation and Engagement be granted.

I can be reached at 414.286.8643 should you have any questions regarding this matter.

Very truly yours,

Kristin Hennessy Urban

Kristin Hennessy Urban
Human Resources Manager