



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

June 3, 2010

To the Honorable  
The Committee on Finance and Personnel  
Common Council  
City of Milwaukee

Dear Committee Members:

Re: Common Council File Number 100166

The following classification and pay recommendations was approved by the City Service Commission on June 1, 2010.

In the Health Department, one position of Lead Grant Monitor, SG 06 is recommended for reclassification to Lead Grant Manager, SG 07.

The job evaluation report covering the above position, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,

Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachments: 1 Job Evaluation Report  
1 Fiscal Note

C: Mark Nicolini, Renee Joos, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Bevan Baker, Raymond Weitz, Raquel Filmanowicz and Lisa Acheson.

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 1, 2010  
 Department: Health

Current	Requested	Recommended
Lead Grant Monitor SG 06 (\$50,206 - \$70,295)	Lead Grant Manager Study of Position	Lead Grant Manager SG 07 (\$53,519 - \$74,922)

**Action Required – Effective Pay Period 13 (June 13, 2010)**

In the Salary Ordinance, under Salary Grade 06, delete the title “Lead Grant Monitor” and under Salary Grade 07, add the title “Lead Grant Manager”.

**Background**

In a letter dated March 10, 2010 Raquel Filmanowicz, Health Operations Administrator, requested a reclassification study of the grant funded position of Lead Grant Monitor in Salary Grade 06 that is assigned to the Home Environmental Health (HEH) unit of the Disease Control and Environmental Health Services Division. The department submitted a new job description and discussions were held with the supervisor of the position Lisa Acheson, Home Environmental Health Manager, and Ray Weitz, Health Personnel Officer.

**Duties, Responsibilities and Requirements**

The basic function of this new position is to manage grant compliance and grant reporting for Housing and Urban Development (HUD) grants and the Community Development Grant Administration’s Community Development Block Grant (CDBG) to achieve the strategic goals of the Childhood Lead Poisoning Primary Prevention Program. Responsibilities include development and implementation of research and evaluation related to effective and efficient healthy housing interventions; providing leadership and oversight for the HUD Healthy Homes Initiative Project; ensuring the timely drafting and reporting of the goals and objectives of all the grants; collecting and analyzing data generated by the grants; ensuring that all HEH program policies and procedures are compliant with HUD regulations; and providing oversight, supervision and leadership for the positions of Lead Project Coordinator - LDG, Healthy Homes Risk Assessor, Health Education Assistant, and Office Assistant II to assure achievement of the HEH’s strategic goals related to environmental interventions including lead hazard reduction, asthma control, and the prevention of unintentional injuries. The specific duties and responsibilities include the following:

- 65% Project Management – develop and oversee policies and interventions related to lead hazard reduction, asthma trigger reduction, and unintentional injury prevention in low income properties including staff development, risk assessment protocols, fund administration, and data management; assure the HUD grant objectives are met; provide oversight to office staff to assure efficient data management and systems delivery; support preparation of grant agreements with Community Development Grants Administration (CDGA); write monthly reports to CDGA, quarterly and final reports for

HUD and provide support to HEH Manager for progress and annual reports; provide daily direction to multiple programmatic areas including federally funded rehabilitation projects, healthy housing primary prevention of lead poisoning, secondary interventions, and housing based research initiatives; and assist the HEH Manager with CDGA, HUD and internal audits.

- 25% Research and Evaluation – develop and implement research and evaluation tools related to effective and efficient housing interventions; conduct Target Area assessments to determine geographic areas of inclusion for HUD funded projects; support research efforts that provide a basis for strategies and policies within the HEH Unit; and conduct residential needs assessment activities as they relate to housing and neighborhood conditions to assure effective use of targeted resources and to provide reliable information for local, regional, and state planning efforts.
- 10% Policy Development – provide leadership to city and state agencies related to childhood lead poisoning prevention, healthy housing, and green housing policies and services; provide consultation to community-based agencies as they are impacted by federal regulations; collaborate with the Wisconsin Department of Family Services on related legislative issues, staff and contractor training, and monitoring of lead safety; collaborate with the Department of City Development (DCD) and the Department of Neighborhood Services (DNS) on policy development relating to mutual concerns.

Requirements include a bachelor's degree in Architecture, Engineering, Public Health, Urban Planning, Business Administration, or related field; and four years of related experience preferably in the areas of construction management, residential rehabilitation, or lead risk assessment, with at least two years of program management experience. A Master's Degree in a related area is preferred. Equivalent combinations of education and experience may also be considered. Requirements have not been validated for the purposes of staffing.

## Analysis

This position was studied in 2009 resulting in the current classification of Lead Grant Monitor in Salary Grade 06. At that time, this position was most closely linked to the position of Grant Monitor in Salary Grade 06 in the Department of Administration which has similar responsibilities ensuring that grant funded activity conforms to all program requirements, collecting and analyzing data, and writing required reports.

Since that time the City has been awarded grants from the United States Department of Housing and Urban Development (HUD) in the amount of \$7,871,651 over a three year period. The Health Department has been updating some job descriptions, including the one for this position, to ensure they reflect current duties and responsibilities including those related to grant compliance and oversight.

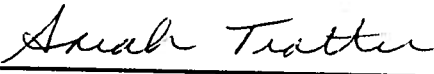
A review of the new job description indicates that this currently vacant position will have more program and supervisory responsibility. Previously the position supervised one position of Program Assistant II (PR 530) and with the changes will supervise a Lead Project Coordinator – LDG (SG 05), Healthy Homes Inspector (PR 541), Health Education Assistant (PR 940), and Office Assistant II (PR 410). The position will also provide leadership and oversight for the HUD Healthy Homes Initiative Project and for achieving the Home Environmental Health Division's

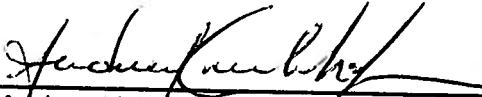
strategic goals related to lead hazard reduction, asthma control, and the prevention of unintentional injuries.

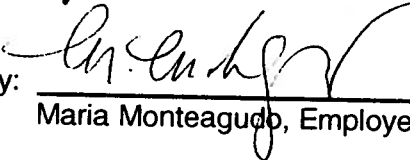
With these changes the position is more comparable to other positions in the Health Department that have similar supervisory and program responsibilities such as the Public Health Nurse Supervisor and the Well Women's Program Manager. The requested title of Lead Grant Manager is appropriate since the position will have supervisory responsibility and the title reflects the emphasis on Grant oversight and compliance.

**Recommendation**

We therefore recommend that this grant-funded position be classified as Lead Grant Manager in Salary Grade 07.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director