

November 2, 2023

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

Dear Director Donahue:

Pursuant to Rule VIII, Section 8, we are requesting that the probationary period for Home Environmental Health Inspector, Valerie Huebner, be extended three (3) months to February 7, 2024. This is the first request for an extension of probation.

Background

Home Environmental Health Inspector (HEHI) assigned to the Home Environmental Health unit of the City of Milwaukee Health Department (MHD) is responsible for conducting citywide inspections and risk assessments of residential properties for lead exposure in children. The HEHI is also responsible for facilitating lead hazard reduction and conducting enforcement activities as needed. It is crucial that inspectors are accurate and timely with inspections, documentation, and enforcement because these are health hazards that permanently affect a child's development.

Current Situation

Valerie's probationary period is set to end on November 7, 2023. Valerie has some areas where improvement is needed. Valerie has not transitioned to the use of Accela, which is the city's Land Management System (LMS) which impairs communication regarding inspections and prohibits the team from knowing the current status of inspections. Currently she has several outstanding orders that have not yet been resolved. Lastly, she is not consistently attending required training and staff meetings and/or fully participating in those activities. When asked to comply she is visibly upset with the request.

Performance Concerns

- Initiative - Valerie does not consistently communicate when she has completed work which has resulted in delays in new assignments being started. Many orders are not enforced. And necessary documentation is not properly entered into LMS for inspections and enforcement.
- Productivity - Valerie does not use her time fully. LMS reporting indicates that there are days without inspections. Although other work may be in progress, there is no documentation of the field monitoring records, permit inspections or status of the inspections after completion (clearance) in LMS.
- Participation - Valerie does not attend all LMS and staff meetings for the full duration and has often been not present or left early.

Action Plan

- Initiative- Valerie will consistently document all inspection and enforcement activities in LMS and consistently enforcement of orders to correct lead hazards.
- Productivity - Efficient use of time as well as documented accounting of work in progress. Documentation should include all activities, specifically field monitoring, permit inspections as well as the status of the inspections once they are completed or cleared.
- Participation - Valerie will attend all staff meeting for the full duration and provide early notification to managers if she cannot attend. Comments will be limited to constructive feedback

What is working


We appreciate many qualities Valerie brings to the work environment including assisting when work needs to be done and other department projects when they come up.

Conclusion

An extension of 3-months probationary period for Home Environmental Health Inspector II, Valerie Huebner, will allow the employee the opportunity to learn and utilize the LMS to document their inspection files. The categories for additional attention include: productivity, initiative, and participation. We are confident these categories can be accomplished through the action plan designed by the manager of Valerie Huebner.

Thank you for your consideration. Please contact Lindsey O'Connor at 414-286-6406 with any questions you may have.

Sincerely,

DocuSigned by:

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Michael F. Totoraitis, PhD
Commissioner of Health

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

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

1. Date Prepared/ Revised: 3/15/2022		2. Present Incumbent: Various		Is incumbent underfilling position? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Health		Bureau: Division: Environmental Health		Unit: Home Environmental Health Section: Lead Inspection	
6. Work Location: ZMB		Telephone: Email:		Work Schedule: 8:00 am - 4:45 pm; Work hours may vary Hours: 8 / Days: 5	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10. Official Title: Home Environmental Health Inspector 4		Pay Range		Job Code	
Underfill Title (if applicable):		Home Environmental Health Inspector 2		3QN 2513DC	
				3MN 2515DC	
Requested Title (if applicable):					

11. BASIC FUNCTION OF POSITION:

Home Environmental Health Inspector (HEHI) assigned to the Home Environmental Health unit of the City of Milwaukee Health Department (MHD) is responsible for conducting citywide inspections and risk assessments of residential properties for lead exposure in children. The HEHI is also responsible for facilitating lead hazard reduction and conducting enforcement activities as needed.

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
85%	Lead Inspection & Abatement Responsibilities <ul style="list-style-type: none"> Communicate lead poisoning hazard and prevention information to parents and guardians of lead poisoned children. Research all possible sources of lead exposure for lead poisoned children. Proactively collaborate with nursing staff regarding elevated blood lead cases. Inspect homes for defective lead based painted surfaces using x-ray fluorescence equipment, visual and dust wipe tests. Generate and issue work orders to correct lead based paint hazards; Prepare reports and summaries of investigations, maintain record of work performed. Inform property owners of hazard correction and order compliance requirements; work with property owners to achieve compliance. Issue citations and appear in court as witness for prosecution of cases as necessary. Conduct ongoing lead paint abatement project monitoring to ensure code compliance. Conduct all necessary enforcement actions related to lead abatement project completion. Communicate with contractors regarding proper lead abatement and code compliance.

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"> Report findings of lead abatement project investigation as needed.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
15%	Administrative/Other duties <ul style="list-style-type: none"> Document inspections in the program database and creates detailed reports according to protocols and program requirements. Conduct research related responsibilities and assist in special projects as assigned; Provide observational field opportunities as necessary and demonstrate lead hazard reduction field activities to public health staff, interns, and community leaders; Participate in community meetings, landlord associations, and conferences as requested; Provide information regarding lead hazard reduction activities and primary prevention activities and Perform other related and special projects duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Various, Home Environmental Health Manager/Services Manager

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

Work assignments and methods are outlined, reviewed and approved by the supervisor. Position is expected to exercise independent judgment in the interpretation of applicable regulations. The supervisor reviews daily reports, work orders and citations.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>
Job Title	

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

i. Education and Experience:

- Bachelor's degree from an accredited college or university with a major in environmental health, public health or a closely-related field and one year of experience with lead, asbestos, environmental remediation work, code enforcement and property maintenance, or construction;
OR
- Associate's degree from an accredited college or university with a major in environmental health, public health, or a closely-related field and two years of experience with lead, asbestos, environmental remediation work, or construction;
OR
- High School diploma or equivalent and three years of experience with lead, asbestos, environmental remediation work, or construction;
OR

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- Hold a valid professional certification as an industrial hygienist, professional engineer or registered architect, or in a related professional engineering, health, or environmental field, such as safety, professional, or environmental scientist;
OR
- Hold a valid registered nurse or registered sanitarian certification;
OR
- Hold a valid State of Wisconsin Lead (Pb) Risk Assessor certification

(Only equivalencies listed may be considered.)

The Home Environmental Health Inspector must be willing and able to do the following:

- Perform field work in all Milwaukee neighborhoods.
- Perform interior and exterior inspections on properties.
- Comply with the departmental dress code.
- Climb ladders, stoop, and bend.
- Work outdoors in all weather conditions.
- Participate in required classes virtually, in-person, or via blended learning.

ii. Knowledge, Skills and Abilities:

Technical

- Knowledge of public health and safety principles and practices as well as the science of risk assessment.
- Knowledge of mathematics and the ability to make accurate calculations.
- Ability to read and interpret work-related documents.
- Ability to use computer applications such as Microsoft Office and the Internet.
- Ability to use mobile communications devices and standard office equipment.
- Ability to learn to use x-ray fluorescence equipment, dust wipes, and cameras to document lead-based painted surfaces.
- Analytical, problem-solving, and data interpretation skills.
- Ability to promote wellness, disease prevention, and safety and to engage in ongoing professional development activities.

Communication and Interpersonal

- Written communication skills, including the ability to produce correspondence and reports.
- Ability to respond promptly to requests, provide services in a culturally sensitive manner, and manage uncomfortable customer situations.
- Ability to build and maintain positive working relationships with a multi-cultural, multi-disciplinary staff, other agencies, and the public.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.

Judgement and Responsibility

- Ability to follow programmatic protocols, including taking enforcement action.
- Ability to work well both independently and in a team environment.
- Professional, dependable, flexible, and adaptable.
- Detail- and quality-oriented.
- Ability to maintain confidentiality.
- Ability to use good judgment to make sound decisions.
- Organizational, time management, and project management skills

III. Certifications, Licenses, Registrations:

- Valid driver's license at time of appointment and must be maintained throughout employment
- Must attain a valid Wisconsin Lead Risk Assessor License within 3 months of appointment and throughout employment.

IV. Other Requirements:

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- Properly insured personal vehicle for use on the job is required (automobile allowance provided).
- Travel outside of the City of Milwaukee may be required.

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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" 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 checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" 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.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input 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.
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<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 checked="" 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: 50%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" 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 checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" 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 checked="" 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 functions.)

CHECK ALL THAT APPLY:

<input checked="" 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 checked="" type="checkbox"/>	Hand tools (please list): flashlights		

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<input checked="" type="checkbox"/> Office Machines (check all that apply):	<input checked="" type="checkbox"/> Copier	<input checked="" type="checkbox"/> Facsimile	<input checked="" type="checkbox"/> Calculator	<input type="checkbox"/> Cash register
<input type="checkbox"/> Other (please list): templates, XRF machine, step ladder (3/4 steps), HEPA vacuum, XRF pole				

- 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.)

Position is generally funded by federal HUD grants.

Competencies, essential for the success of the Home Environmental Health Inspector include the following:

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive and negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing

Style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Diversity – Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.

Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; upholds organizational values.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and material properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.


Professional Development – Learns new skills on own initiative; Demonstrates understanding and interest in current trends and best practices in the field of discipline; Applies new skills and knowledge on the job;

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Evaluates own potentials/weaknesses and plans for improvement; Has proficient skills in necessary computer applications.

Promoting Health and Preventing Disease – Obtains and interprets information regarding risk factors (both direct and contributing) to establish the determinants of community health status and factors that might be targeted for modification; Promotes health broadly defined as quality of life in community; Persuades and influences individuals and groups by increasing knowledge, shaping attitudes, and modifying behaviors towards disease prevention and intervention.

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

DocuSigned by:

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Lindsey O'Connor

Health HR Admin 11/2/2023

Signature of Department Head or Designated Representative

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.