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March 17, 2004

MEMORANDUM

TO: Kathy Marquardt, Office of the City Clerk

FROM: Linda Schubert-Ross, Health Department *ls*

SUBJECT: Technical Correction to the 2004 Positions Ordinance

It has come to our attention that a technical correction is needed to the 2004 Positions Ordinance for the Health Department. The auto allowance footnote (X) was inadvertently removed from a position of Staff Development Manager during creation of the 2001 Positions Ordinance.

As shown on the attachments, the 2000 Positions Ordinance shows a title change from Public Health Nurse Supervisor (X) to Staff Development Coordinator (X) based on a DER study of that position. The 2001 Positions Ordinance shows the creation of a Staff Development Unit with the position of Staff Development Coordinator, but the (X) footnote was inadvertently dropped. The position was further classified as Staff Development Manager.

In checking with both DER and the Budget Office, it is clear that the (X) footnote was inadvertently left off of the position of Staff Development Manager during the creation of the 2001 Positions Ordinance and that the error has carried through to the 2004 Positions Ordinance.

In order to correct this error, please make the following change to the 2004 Positions Ordinance effective 1/1/04.

<u>Caption/Position Title</u>	<u>Add</u>	<u>Delete</u>
HEALTH DEPARTMENT ADMINISTRATION DIVISION Staff Development Manager		
Staff Development Manager (X)	1	1

If you have any questions, please feel free to contact me at extension 8832.

cc: Crystal Ivy, Budget Office
Pat Bock, DER

Attachments

Division of Epidemiology and Planning

Epidemiology and Disease Control Section

Epidemiologist (X) (Y) 1

Bioterrorism Grant (Q) 991477 C2/29/00

Microbiologist III (.7 FTE) (Q) (GG) 1 991477 C2/29/00
..... 000176 C7/25/00

Epidemiologist (Q) (X) 1 991477 C2/29/00
..... 991786 C5/23/00

Vital Statistics Division

Research Analyst-Senior 1

Office Assistant II 3

Communicable Disease Division

Public Health Nurse Supervisor (X) 1

Public Health Nurse (X) (G) 2

Survnet Grant (V)

Office Assistant II (V) 1

Milwaukee Fetal Infant Mortality Review Grant (M)

Health Project Coordinator (X) (M) 1

Family and Community Health Services

Director of Community and Family Health Services (X) (Y) 1 991154 C12/17/99

Family and Community Health Services Director (X) (Y) 1 991154 C12/17/99

Office Assistant III 1

Public Health Nurse Supervisor (X) 1 991477 C2/29/00

Staff Development Coordinator (X) 1 991477 C2/29/00

Public Health Nurse (X) (G) 2

Program Assistant II 1

Boiler Operator.....	1	
Custodial Worker II/City Laborer.....	1	
<u>Epidemiology Section</u>		
Epidemiologist (X) (Y).....	1	
<u>Bioterrorism Grant (Q) 991477 C2/29/00</u>		
Epidemiologist (Q) (X).....	1	
Microbiologist III (0.7 FTE) (Q) (GG).....	1	010011 C7/17/01
Microbiologist III (Q) (GG).....	1	010011 C7/17/01
<u>Vital Statistics Division</u>		
Research Analyst-Senior (Y).....	1	010563 C11/6/01
Office Assistant II.....	3	
<u>Milwaukee Fetal Infant Mortality Review Grant (M)</u>		
Health Project Coordinator (X) (M).....	1	
<u>Family and Community Health Services</u>		
Program Assistant II.....	1	
Office Assistant III.....	1	
Office Assistant II.....	2	
<u>Staff Development Unit</u>		
Staff Development Coordinator.....	1	000940 C1/16/01
Staff Development Manager.....	1	000940 C1/16/01
Public Health Nurse (X) (G).....	1	
<u>Maternal and Child Health Division</u>		
Maternal and Child Health Division Manager (X) (Y).....	1	

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 22, 2000

Incumbent: VACANT Department: HEALTH DEPARTMENT

Present	Request
Title: Public Health Nurse Supervisor	Title: Staff Development Manager
Salary: SG 007 (\$41,670-58,334)	Salary: SG 007 (\$41,670-58,334)
Step: NA	Source: HEALTH DEPARTMENT
Recommendation: Title : Staff Development Coordinator Salary: SG 007 (\$41,670-58,334) New Rate: NA	
Rationale: This position's scope of responsibilities are expanded to include staff development issues in the entire Health Department, not just public health nursing. It is recommended that this position be retitled to a Staff Development Coordinator. This new title is consistent with the primary function of this position.	
History of Position: In October, 1993 all Public Health Nurse Supervisor positions, including this position, were reclassified from Salary Grade 005 to Salary Grade 007.	

Action Required:

In the Salary ordinance, under Salary Grade 007, add the title "Staff Development Coordinator."

In the Positions Ordinance, under Health Department, Administration Decision Unit, Family and Community Health Services, delete one position of Public Health Nurse Supervisor (X), and add one position of Staff Development Coordinator (X).

Background and Analysis: In January 2000, the department requested that one Public Health Nursing Supervisor position be retitled to Staff Development Manager. The Department indicated that this position's responsibility has expanded to include staff development issues in the entire department not just nursing.

A new job description was provided the Department of Employee Relations. The basic function of the position will be to coordinate and ensure adherence to standards of practice for all public health professionals and assess, plan, develop and implement department staff development, education and training. Its responsibility includes the direct supervision of 2 Public Health Nurse Coordinators. While other Public Health Nurse Supervisors will report to one of six program managers, this position will report directly to the Community and Family Health Services Director.

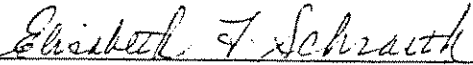
Staff Development Manager

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Recommendation: A title change to Staff Development Coordinator is recommended to more accurately describe the position's duties and responsibilities.

Prepared by:



Elisabeth F. Schraith, Human Resources Representative

Reviewed by:



Jeffrey S. Hansen, Employee Relations Director