

CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS

Maria Monteagudo
 Department of Employee Relations
 City of Milwaukee
 200 E Wells St, Room 706

June 26, 2020

The Honorable
 Finance and Personnel Committee
 Common Council
 City of Milwaukee

Common Council File No. 200180 – Communication from the Department of Employee Relations relating to classification studies scheduled for the June 30, 2020 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are schedule for the City Service Commission meeting on June 30, 2020.

City Attorney

Current	Recommended
Assistant City Attorney V PR 2QX (\$97,420 - \$136,395) Recruitment may be at any rate in the range up to \$131,024 at the discretion of the City Attorney. (One Vacant Position)	Special Deputy City Attorney PR 1NX (\$103,841 - \$145,382) Recruitment may be at any rate in the range at the discretion of the City Attorney. (One Vacant Position)

Note: Residents receive a rate that is 3% higher.

Department of Public Works – Operations Division – Fleet Services

Current	Recommended
Fleet Training Supervisor PR 1AX (\$48,670 - \$63,426) FN: Recruitment rate is \$56,746 (One Position)	Fleet Acquisition Manager PR 1EX (\$58,462 - \$81,844) FN: To receive 4.8% additional for snow/ice control overtime work (One Position)

Note: Residents receive a rate that is 3% higher

Health Department

Current	Requested
Medical Laboratory Technician PR 3DN (\$38,042 - \$44,399) (Four Positions)	Medical Laboratory Technician PR 3DN (\$38,042 - \$44,399) FN: Recruitment is \$40,694 FN: Recruitment may be at any rate in the pay range based upon experience and credentials with DER approval. (Four Positions)

Note: Residents receive a rate that is 3% higher.

Health Department

Current	Recommended
15 New Auxiliary Positions	Temporary Disease Intervention Specialist Supervisor PR 9QN (\$63,807 - \$81,844) FN: Recruitment at any point in the range with DER approval
210 New Auxiliary Positions	Temporary Disease Intervention Specialist Coordinator PR 9RN (\$45,473 - \$55,825) FN: Recruitment at any point in the range with DER approval
12 New Auxiliary Positions	Temporary Public Health Aide PR 9SN (\$30,865 - \$35,902) FN: Recruitment at any point in the range with DER approval
7 New Auxiliary Positions	Temporary Epidemiologist PR 9TN (\$62,338 - \$87,270) FN: Recruitment at any point in the range with DER approval

Note: Residents receive a rate that is 3% higher.

Respectfully submitted,

M. Monteagudo

Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement

JOB EVALUATION REPORT

City Service Commission Meeting: June 30, 2020

City Attorney

Current	Requested
Assistant City Attorney V PR 2QX (\$97,420 - \$136,395) Recruitment may be at any rate in the range up to \$131,024 at the discretion of the City Attorney. One Vacant Position	Special Deputy City Attorney PR 1NX (\$103,841 - \$145,382) Recruitment at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel One Vacant Position

Note: Residents receive a rate that is 3% higher.

Background

The Department of Employee Relations has received a request from City Attorney Tearman Spencer to classify a one vacant Assistant City Attorney V to a new classification within the City Attorney's Office. A job description was provided and discussions were held with the City Attorney and Mary Lyles, Administrative Specialist Senior.

This new position is expected to work closely with the City Attorney and the Deputy City Attorneys in directing the work of professional and administrative staff in the Office of the City Attorney. This position is needed in order to identify and implement organization and administrative changes to streamline current office work processes to facilitate and support decisions on legal issues which in turn will impact costs to the City of Milwaukee.

Duties and Responsibilities

The Special Deputy City Attorney is a senior legal strategist to the City Attorney and directs the daily operations and activities of the Office of the City Attorney. The position will have overall responsibility for evaluating all office practices in order to help mitigate risk; for optimizing the organization and utilization of professional and administrative staff; and for guiding assignments to ensure integration and consistency with the City Attorney's vision and mission for the office. This position will serve as a key liaison with public and private sector officials as designated by the City Attorney including with representatives from the Mayor's Office and members of the Common Council. The duties and responsibilities of the position are summarized below.

45% Operational Oversight

Provide strategic leadership to the professional and administrative staff in the Office of the City Attorney; supervise the day-to-day activities of all department staff; ensure the implementation and completion of City Attorney directives; provide leadership in the absence of the City Attorney; collaborate with department leadership to ensure the City Attorney's mission is integrated into the execution of work performed by the Office of the City Attorney to includes the review of all documents and communications prepared by staff of the office; work with department leadership in implementing performance management; manage the functional areas of the department to ensure the flow and exchange of information, integration of knowledge, information tracking and communication of critical issues; prepare briefs and correspondence for various audiences as appropriate; manage department projects and ensure appropriate staff follow-through by coordinating action items and deadlines; assist in the development of the annual budget and screening candidates for all positions within the office, and complete other duties assigned by the City Attorney.

45% Policy Oversight

Collaborate with the department's senior leaders in both developing and implementing the City Attorney's Office strategic plans; convene and collaborate with senior managers on developing policies and resolving issues; create and ensure implementation of policies and procedures; and evaluate Office of the City Attorney practices in order to mitigate risk.

10% Peripheral Duties

Serves as the leader of the department in the absence of the City Attorney and other duties as assigned by the City Attorney.

Minimum requirements as established by the City Attorney's Office include a Juris Doctor and bachelor's degree; a license to practice law in the State of Wisconsin or the ability to obtain within six months of appointment; and three years each of legal experience, Senior Human Resources experience and legal management experience in a complex legal environment. These requirements have not yet been assessed by the Staffing Division.

Analysis and Recommendation

As a new Elected Official and Department Head, City Attorney Tearman Spencer has completed an overall assessment of the organization structure, roles and responsibilities, workflow and administrative and other management functions. The assessment concludes that there is a need for a number of changes in order to support his vision of how the office should be structured and how it should operate. The changes include:

- A clear system of assigning, completing and monitoring completion of work assignments
- The need for integrating a project management tool to create clear timelines and accountability in order to respond to key priorities
- An open flow of information and knowledge through the office to address workload challenges and competing priorities as well as alerting staff on critical issues
- The creation of performance management standards and expectations for all staff.

Changes associated with these findings will necessitate a position with substantive authority in the chain of command to ensure implementation of the objectives in support of the City Attorney's vision for the office. It is anticipated that such changes will create efficiencies, staff accountability; ensure work product quality; and provide a coordinated work process for employees to follow.

The primary focus of the Special Deputy City Attorney will be to serve as a senior legal strategist to the City Attorney as well as to manage the creation and implementation of a new organizational structure, streamlined roles and responsibilities, and greater efficiency in workflows. The position will collaborate with the Deputy City Attorneys in managing staff within the different functional areas of the department and ensure the City Attorneys mission is integrated into all work products. Having this new position focus on the transition of departmental operations will optimize the utilization of professional, paraprofessional, and administrative staff. Having the Special Deputy City Attorney leading the transition also allows the Deputy City Attorneys to put their focus on the most important work of the office which is the legal concerns of clients. Historically, the Deputy City Attorney assignments have included Employment/Labor/Benefits/Contracting; Real Estate/Education/Housing; Litigation; and Neighborhood Revitalization/Enforcement. This new position will also serve as a point person for city departments and elected officials.

To assist in determining the classification level for this position, this report considered other positions in the City Attorney's Office and throughout city government.

Department	Title	PR	Minimum	Maximum
City Attorney	Deputy City Attorney	10X	\$110,689	\$154,961
DOA	Administration Director	10X	\$110,689	\$154,961
DOA-Budget	Budget and Management Director	1NX	\$103,841	\$145,382
DOA-IRD	Legislative Liaison Director	1NX	\$103,841	\$145,382
DPW-Admin	Administrative Services Director	1MX	\$97,420	\$136,395
Mayor	Chief of Staff	1MX	\$97,420	\$136,395
City Attorney	Assistant City Attorney V	2QX	\$97,420	\$136,395

Non-Resident Rates, PR 10X maximum capped by the Mayor's Salary of \$147,335.76

As a part of the leadership team in the Office of the City Attorney, this Special Deputy City Attorney will be responsible for setting the strategic plans and policies for the department, reorganizing office work processes, setting performance standards and protocols, and implementing directives set by the City Attorney. As proposed in the job description the work of this position will have impact on the quality of the work product produced within the office and provided to city departments and elected officials.

In considering other positions within the city system at this level of accountability, this report recommends classifying this position as Special Deputy City Attorney in Pay Range 1NX (\$103,841 - \$145,382). This places the title one pay range higher than that of Assistant City Attorney V in Pay Range 2QX (\$97,420 - \$136,395), as the position will have supervisory responsibility for all levels of professional staff. Other titles in this pay range such as the Budget and Management Director and Legislative Liaison Director have responsibility for similar policy-level decisions with impacts on city department operations city-wide.

Action Required – Effective Pay Period 14, 2020 (June 28, 2020)

In the Salary Ordinance

Under Pay Range 1NX:

Add the title 'Special Deputy City Attorney' (3) (6)


In the Positions Ordinance

Under City Attorney:

Add one position 'Special Deputy City Attorney (Y)'

Delete one position 'Assistant City Attorney V (A) (Y)'

Prepared By:


Andrea Knickerbocker, Human Resources Manager

Reviewed By:


Maria Monteaquedo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: June 30, 2020

Department of Public Works – Operations Division – Fleet Services

Current	Recommended
Fleet Training Supervisor PR 1AX (\$48,670 - \$63,426) FN: Recruitment rate is \$56,746 One Position	Fleet Acquisition Manager PR 1EX (\$58,462 - \$81,844) FN: To receive 4.8% additional for snow/ice control overtime work One Position

Note: Residents receive a rate that is 3% higher

Background

The Department of Public Works has requested to repurpose a vacant Fleet Training Supervisor in Pay Range 1AX (\$48,670 - \$63,426) to create a new classification of Fleet Acquisition Manager. This new position will be responsible for preparing specifications for vehicles, equipment and attachments; materials and supplies for all DPW divisions; as well as other city departments including the Milwaukee Police Department. This Fleet Acquisition Manager will have responsibility for preparing requisitions, receiving and evaluating bids, ensuring specification compliance, and making recommendations for awards of vehicle and equipment purchases on an annual basis. A new job description was provided and discussions were held with Laura Daniels, Operations Division Director.

Duties and Responsibilities

The position will oversee equipment set-up and preparation-for-service activities; administer the continuous evaluation and improvement of approximately 4000 City of Milwaukee fleet vehicles, pieces of equipment and assets worth over \$263 million. Oversees the equipment disposal process by working with DPW divisions to decommission, prepare and sell surplus equipment units. Also procure and administer equipment through grants and manages the City of Milwaukee’s alternative fuels program and green fleet initiatives. Duties, responsibilities and requirements include:

- 30% Prepare detailed specifications for automotive equipment purchased by the City including to meet engineering and design changes and to comply with internal customer requirements. Continually analyze equipment and operating costs; obtain user input from operators and division. Determine and implement improvements to specifications; evaluate new products and ideas; and establish life cycles for all Fleet Services operations. Provide management to all Fleet Operations sections as needed including direct supervision in the place of other managers in their absence and during emergency operations.
- 20% Prepare purchase requisitions and manage purchase contracts. Prepare supporting documentation and participate in formal and informal bid processes. Ensure compliance with specifications throughout the entire acquisition process. Prepare award recommendations and vendor service contract requirements. Represent the Fleet Services Section at related meetings with committees, commissions and departments. Oversee the inspection of new equipment prior to delivery, during the build process and after delivery to ensure that specifications are met. Take remedial actions and direct vendors to make necessary corrective actions when discrepancies are found.
- 15% Work with customers in DPW and other departments, operators and drivers to establish equipment up-fit needs. Design, implement and supervise up-fitting and set-up of new vehicles, both in-house and with outside vendors including installation of markings and specialized equipment needed for users to perform their respective jobs. Coordinate placing vehicles and equipment into service.

- 15% Administer the continuous evaluation of the city fleet, including annual evaluations and grading for all vehicles and equipment within the fleet. Analyze information to determine vehicles and equipment to be disposed of within an economically feasible and timely manner. As part of the snow and ice control management team, report and respond as scheduled and called upon to meet the needs of the department in executing the critical mission for the City of Milwaukee.
- 10% Coordinate and oversee all section equipment retirement, preparation, and disposal operations, including multiple on-line auctions, sales, and scrap sales annually.
- 5% Provide information for the annual section budget for replacement and additional automotive equipment and section shop equipment. Assist other departments with budgetary information including pricing for new equipment and evaluations for equipment recommended to be replaced. Conduct investigations into product liability issues. Provide information and testimony in defense for the City of Milwaukee in queries and lawsuits. Make adjustments as required by policy makers.
- 5% Other duties as assigned.

Minimum qualifications include a bachelor's degree in business, public administration, project management, or related fields with five years' experience in repair and maintenance of a municipal fleet. A combination of education and experience in repairs and maintenance of a large varied fleet may be considered.

Analysis

Currently the duties and responsibilities proposed for the Fleet Acquisition Manager are performed by the Fleet Services Manager. Because of long term service with the City of Milwaukee, the current incumbent possesses the knowledge and competency to perform both this function as well as the Fleet Services Manager's primary responsibility for managing all aspects of the Fleet Services Operations in the Department of Public Works. With the upcoming retirement of the current incumbent, the department has identified the need to create a separate position to handle these responsibilities.

In determining the classification for this new position, this report considers other positions with similar responsibilities within city government.

Department	Title	PR	Min	Max
DOA-Purchasing	Procurement Manager	1EX	\$58,462	\$81,844
DCD	Procurement and Compliance Manager	1EX	\$58,462	\$81,844
DPW-Administrative Services Division	DPW Inventory and Purchasing Manager	1EX	\$58,462	\$81,844
DPW-Infrastructure-Transportation Infra	Inventory Services Manager	1CX	\$51,470	\$72,063
DOA-Purchasing	Procurement Specialist	2GX	\$51,469	\$72,063
DCD	Purchasing Agent - Senior	2FX	\$48,670	\$67,616
DPW-Infrastructure-Transportation Infra	Inventory Manager	1AX	\$48,670	\$63,426

This new Fleet Acquisition Manager will oversee equipment set-up and preparation-for-service activities; administer the continuous evaluation and improvement of approximately 4000 City of Milwaukee fleet vehicles, pieces of equipment and assets worth over \$263 million.

Of the positions listed above, the DPW Inventory and Purchasing Manager has the most comparable level of duties and responsibilities. The DPW Inventory and Purchasing Manager is responsible for overseeing and monitoring all of the Department of Public Works Inventory, inventory facilities, and all matters related to the department's Inventory

Control Program. Based upon this comparison, this report recommends the classification of Fleet Acquisition Manager in Pay Range 1EX (\$58,462 - \$81,844) with the addition of the 4.8% footnote for working overtime on snow/ice control.

Action Required – Effective Pay Period 14, 2020 (June 28, 2020)

In the Salary Ordinance

Under Pay Range 1EX:

Add 'Fleet Acquisition Manager (4) (18)'

In the Positions Ordinance

Under Department of Public Works – Operations Division – Fleet Services Section:

Add one position 'Fleet Acquisition Manager (X) (Y)'

Delete one position of Fleet Training Supervisor'

Prepared By: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed By M. Monteagudo
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: June 30, 2020

Health Department

Current	Requested
Medical Laboratory Technician PR 3DN (\$38,042 - \$44,399) Four Positions	Medical Laboratory Technician PR 3DN (\$38,042 - \$44,399) FN: Recruitment is \$40,694 FN: Recruitment may be at any rate in the pay range based upon experience and credentials with DER approval. Four Positions

Note: Residents receive a rate that is 3% higher.

Background

The Milwaukee Health Department (MHD) requested a study of the position Medical Laboratory Technician due to difficulties in recruitment and retention. A new job description was provided and discussions were held with Kristin Schieble, Laboratory Operations Manager; Sanjib Bhattacharyya, Laboratory Director; Rocio Serna, Human Resources Officer; and La'Neka Horton, Human Resources Representative.

Under supervision of the Laboratory Operations Manager, the Medical Laboratory Technician (MLT) provides basic analytical testing support at the Ziedler Municipal Building (ZMB), Keenan Health Center (KHC) and other clinic locations as needed. Those activities include, but are not limited to clinical sample processing, phlebotomy at Milwaukee Health Department (MHD) clinics, and perform routine Quality Control (QC) to assure high quality laboratory performance. The duties include processing clinical specimens to conduct preliminary screening tests at ZMB and KHC to support STI, TB, lab preparedness, and environmental program areas. The position will work towards maintaining lab-wide Quality Control (QC) activities and will also assist in staff trainings and back-up duties at ZMB and MHD clinics to support CD, STI, and anticipated family planning/STI clinic activities at South Side Health Center (SSHC). Clinic testing services may include pregnancy test, syphilis testing, wet prep and gram stain exams, HIV EIA; maintain inventory of standard microbiological media and other laboratory reagents; performs quality control (QC) for routine in-house and commercial media and reagents; maintains equipment, including incubator, refrigerator, centrifuge, and water baths; conducts specimen accessioning in Laboratory Information System (LIS) and Electronic Medical Records (EMR) systems; maintain patient confidentiality and works closely with MHD laboratory and KHC supervisors to support the STD, TB control and HIV programs; assist in specimen collection and transports; performs phlebotomy as needed and back up for related laboratory work at clinics. The position will provide supports to Quality Improvements (QI) activities, maintain safety and performs other duties as assigned by the supervisors. Duties and responsibilities include the following:

40% Technical

Provides STAT clinical laboratory services in a timely and efficient manner using manual and automated methods (e.g. gram stains, enzyme immunoassay for HIV or syphilis) both waived and moderately complex in classification; process specimens for offsite testing including, but not limited to, culture swabs, urine and blood specimens; performs specimen accessioning in Laboratory Information System (LIS), Electronic Medical Records (EMR) system and maintains patient confidentiality per Milwaukee Health Department HIPAA guidelines; refer clinical specimen for confirmatory testing per transportation guidelines; prepares standard media and other laboratory reagents, under the direction of supervisor and lead technical staff; operates and maintains basic instruments including laboratory balance, pH meter, laboratory heater stirrer, pipettes, autoclaves, agar and media dispenser, and hot-air ovens; and operates autoclaves, offer related training and filtration units for the preparation of sterilized media.

30% Operational

Maintains inventory of supplies and coordinates orders for clinics and main laboratory; at recommended intervals (e.g. daily, weekly, monthly), record the temperature of the incubators, freezers, and refrigerators located in the second floor of the KHC laboratory; maintain laboratory equipment (e.g. water baths, pH meter, pipettes, incubators, refrigerators and freezers, and centrifuges); maintains EIA instruments, eye-wash; assists with trouble-shooting and maintenance of instruments and equipment; maintain inventory of microbiological media and other laboratory reagents; performs quality control (QC) for in-house and commercial media and reagents; assists in training of assigned tasks to new employees and interns; maintain preparing specimen collection kit, inventory of reagents, supplies, glassware and disposables to assure continual laboratory operation; assists in disposal of biohazards per regulatory protocols by steam autoclave and contracted services in accordance with OSHA regulatory protocols and guidelines; and performs other duties as assigned.

20% Quality Assurance

Performs maintenance and repair of instrumentation and document quality control (QC) activities per regulatory guidelines and MHD laboratory standards; evaluates quality control results and document in Corrective Action when indicated; documents all appropriate information for QC, track and trend media and reagents performances, and assist in Quality Improvement activities in all MHD laboratory locations following established protocol; assists in improving the quality and efficiency of laboratory procedures, policies, and processes; attends annual in-service trainings; and assists MHD laboratory management and MHD clinic supervisors with regulatory compliances towards CLIA and other state and federal guidelines.

10% Phlebotomy Duties

Routine blood draws for adult patients at MHD clinic sites for STD and HIV screening; maintaining laboratory bio-safety and general safety practices per MHD laboratory blood-borne pathogen (BBP) and safety program guidelines; and performs other duties.

Minimum requirements include an associate's degree as a Medical Laboratory Technician (MLT); Associate of Applied Science in Medical Laboratory Technician and Phlebotomy from an accredited institution; Two years of laboratory experience in a public health microbiology laboratory, hospital or clinical laboratory with phlebotomy experience is preferred.

Analysis and Recommendation

In the past year, the department indicated that with three recruitments for the Medical Laboratory Technician title, efforts led to the hiring of only two candidates with extensive experience and one pending offer. Two offers were declined due to pay. As a result the department is requesting recruitment flexibility to compensate competitively and to retain current employees within this title. The starting pay currently aligns with that of an incumbent with minimal experience. This position requires an incumbent with an associate's degree and preferred two years of related experience. Therefore, the current minimum pay does not align with the labor market.

The following table provides information from the Economic Research Institute (ERI) for Medical Laboratory Technicians in various southeastern Wisconsin communities. The rates listed are for the 10th, 25th, mean, 75th and 90th percentiles of the labor market:

Medical Laboratory Technician
Southeastern Wisconsin

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	\$ 42,633	\$ 45,619	\$ 49,740	\$ 53,404	\$ 57,285
6	\$ 41,388	\$ 44,287	\$ 48,295	\$ 51,844	\$ 55,613
5	\$ 40,052	\$ 42,857	\$ 46,743	\$ 50,170	\$ 53,816
4	\$ 38,634	\$ 41,340	\$ 45,097	\$ 48,394	\$ 51,911
3	\$ 37,150	\$ 39,752	\$ 43,374	\$ 46,535	\$ 49,918
2	\$ 35,619	\$ 38,114	\$ 41,597	\$ 44,618	\$ 47,861
1	\$ 34,064	\$ 36,450	\$ 39,791	\$ 42,670	\$ 45,772

Source: ERI. As of June 23, 2020.

ERI defines a Medical Laboratory Technician as a position that performs routine tests, and compiles data from tests in medical laboratory for use in diagnosis and treatment of disease; Conducts quantitative and qualitative chemical analyses of body fluids, such as blood, urine, and spinal fluid, under supervision of a Medical Technologist.

Recommendation

Based upon the above analysis this report recommends increasing the recruitment rate for the title of Medical Laboratory Technician to \$40,694. Additionally, we are requesting an added footnote for recruitment flexibility within Pay Range 3DN to acknowledge skills, competencies, and experience of current and future incumbents.

Action Required – Effective Pay Period 14, 2020 (June 28, 2020)

In the Salary Ordinance

Under Pay Range 3DN

Add footnotes to the title 'Medical Laboratory Technician (2) (5)' and create the following:

(2) Recruitment is at \$1,565.15 biweekly (\$40,693.90 annual) and may be at any rate in the pay range based upon experience and credentials with DER approval.

(5) Recruitment is at \$1,612.10 biweekly (\$41,914.60 annual) and may be at any rate in the pay range based upon experience and credentials with DER approval.

Prepared By: Arielle Ewing
Arielle Ewing, Human Resources Analyst - Senior

Reviewed By: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed By: M. Monteagudo
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: June 30, 2020

Health Department

Current	Recommended
15 New Auxiliary Positions	Temporary Disease Intervention Specialist Supervisor PR 9QN (\$63,807 - \$81,844) FN: Recruitment at any point in the range with DER approval
210 New Auxiliary Positions	Temporary Disease Intervention Specialist Coordinator PR 9RN (\$45,473 - \$55,825) FN: Recruitment at any point in the range with DER approval
12 New Auxiliary Positions	Temporary Public Health Aide PR 9SN (\$30,865 - \$35,902) FN: Recruitment at any point in the range with DER approval
7 New Auxiliary Positions	Temporary Epidemiologist PR 9TN (\$62,338 - \$87,270) FN: Recruitment at any point in the range with DER approval

Note: Residents receive a rate that is 3% higher.

Background

The Department of Employee Relations has received a request from Dr. Jeanette Kowalik, Commissioner of Health, to classify new auxiliary positions in response to COVID-19. Those hired into these titles will be brought on as Temporary appointments. Job descriptions were provided and discussions were held with the Commissioner of Health, Rocio Serna, Human Resources Officer, and La'Neka Horton, Human Resources Representative.

Duties and Responsibilities

Current	New Positions	15 Aux Positions
Recommended	Temporary Disease Intervention Specialist Supervisor PR 9QN (\$63,807 - \$81,844) FN: Recruitment Flexibility with DER approval	15 Aux Positions

This new position will provide direct supervision to the Milwaukee Health Department Contact Tracers and will assist ongoing efforts by the City of Milwaukee Department of Public Health to prevent transmission of COVID-19, and other communicable infections. Duties and responsibilities include the following:

- Provide direct supervision for all MHD Contact Tracers/Case Investigators, and collaborate with the Medical Director overseeing contact tracing efforts and other communicable disease program Staff and Program Managers to provide overall direction for contact tracing initiatives at all MHD sites and across all MHD programs.
- Model successful disease intervention skills and mentor MHD contact tracers to best ensure the highest quality disease intervention outcomes; these skills primarily include interviewing, contact elicitation, and contact notification.
- Monitor disease intervention outcomes of contact tracers case work on a routine basis; maintain accurate statistics and reporting; coordinate data collection tools, program protocols, and data analysis for evaluation; ensure timely completion of reports on outcomes to funders as well as for internal purposes.
- Conduct interviews with patients who are infected with SARS-COVID-19, and refer their close contacts in for examination and screening; notification of possible exposure to infection is done confidential via telephone.

- Ensure all data collection pertaining to SARS-COVID-19, is collected utilizing approved data collection tools and procedures.
- Supervise all temporary contact tracing employees, ensuring high quality work is being performed and approving all attendance on a weekly basis.
- Conduct team meetings and 1:1's as needed for staff development.
- Assist MHD communicable disease program staff and other MHD staff across sites and programs by notifying clients of positive screening results, and scheduling any follow up visits.
- Assist clinic staff in timely reporting of all cases of SARS-COVID-19 to WIDHS and WEDSS surveillance system in accordance with Wisconsin regulations.
- Participate in and complete required contact tracing training, including SARS-COVID-19 specific information.
- Participate in special events as directed by Director.
- Assure that all project policies conform to policies of MHD.
- Maintain highest level of client confidentiality.
- Perform other duties as assigned.

Minimum qualifications include and at least two years of previous management experience. These requirements have not yet been assessed by the Staffing Division.

Current	New Positions		210 Aux Positions
Recommended	Temporary Disease Intervention Specialist Coordinator	PR 9RN (\$45,473 - \$55,825) FN: Recruitment Flexibility with DER approval	210 Aux Positions

Under the title of Temporary Disease Intervention Specialist Coordinator, employees will act either as a Contact Tracer or Case Investigator. Contact tracing is an evidence based public health practice designed to readily identify and connect with infected individuals, advise of isolation procedures, and collect and quickly notify all close contacts of quarantine. These positions will be the liaison with persons infected with COVID-19 and those who also may be affected by close contact. Duties and responsibilities include:

- Case Investigators – Identify and investigate patients with confirmed and probable diagnosis of COVID- 19.
- Contact Tracers – Identify, monitor, and support contacts who have been exposed to, and possibly infected with COVID- 19.
- Contact exposed, suspected or confirmed infected individuals and advise to quarantine without violating patient confidentiality.
- Build and maintain trust with patients and contacts by exhibiting sensitive interpersonal and cultural sensitivity skills while interviewing and interacting.
- Be knowledgeable about the principals of exposure, infection and infectious period so as to educate the public.
- Independently manage workload that includes reaching out to contacts over the phone, maintaining case logs, and timely data entry.

Minimum qualifications include a background in community health, health education, or customer service. These requirements have not yet been assessed by the Staffing Division.

Current	New Positions		12 Aux Positions
Recommended	Temporary Public Health Aide	PR 9SN (\$30,865 - \$35,902) FN: Recruitment Flexibility with DER approval	12 Aux Positions

The City of Milwaukee Health Department operates a hotline for questions from the public related to COVID-19. In addition, the hotline has become a resource for individuals who are seeking test results from the Wisconsin National Guard (WING) – sponsored testing locations, as well as those who have received no contact letters from the contact tracing team. This new position will direct calls and provide clerical roles as needed. Duties and responsibilities include:

- Access information through various means including use of written protocols and resource manual, computerized web links, and the internet.
- Build and maintain trust with patients and contacts by exhibiting sensitive interpersonal and cultural sensitivity skills while interviewing and interacting.
- Be knowledgeable about the principals of exposure, infection and infectious period so as to educate the public. Utilize expert sites such as the CDC and Wisconsin DHS and transmit that information verbally to others.
- Utilizing computer systems for accessing lab and patient information in a confidential, HIPPS-compliant manner.
- Provide basic information related to COVID-19 in a simple and clear manner to callers.
- Flexibility in duties that may be assigned.

Minimum qualifications include a background in customer service, information/resource navigation, social work, psychology, library sciences, teaching, public health, health education or similar consumer-facing roles. Candidate must also have experience with computers.

Current	New Positions		7 Aux Positions
Recommended	Temporary Epidemiologist	PR 9TN (\$62,338 - \$87,270) FN: Recruitment Flexibility with DER approval	7Aux Positions

The Epidemiologist is part of the Data and Evaluation Division in the Policy, Innovation, and Engagement Branch at the City of Milwaukee Health Department (MHD). The Epidemiologist’s portfolio is primarily made of up of programs in the Clinical Services Branch, which include the Sexual and Reproductive Health Program, Immunization Program, and Communicable Disease Program. The Epidemiologist conducts ongoing and systematic assessment of the health of the community, including the timely collection, analysis, interpretation, dissemination, and use of public health data. Health data is obtained through field research, observation, questionnaires, studies, and through public health record and surveillance systems. This position would assist staff in recognizing and achieving program priorities, goals, and objectives. Duties and responsibilities include the following:

- 50% Plan and conduct epidemiologic studies, case analysis, and urgent outbreak investigations to address important and practical public health problems; Collaborate in the survey or investigation design process, including conducting a literature review, determining methodological techniques and processes, designing questionnaires and other data-collection instruments; Follow ethics and confidentiality guidelines and principles (including federal, state, and department rules) when planning studies; conducting research and quality improvement; and collecting, disseminating, and using data; Generate descriptive analyses of surveillance data for a variety of audiences; Assess need for special analyses, including cluster investigations, survival or longitudinal analyses, or cost-effectiveness/cost benefit/cost utility analyses; Provide technical assistance and training on data management, epidemiological methods, and statistical

analysis to department staff. Act as a resource on internal and external committees; Support the development of the City of Milwaukee Health Department's Community Health.

- 25% Apply knowledge of epidemiologic principles and methods to make recommendations regarding the validity of epidemiologic data. Make recommendations for effective, evidence based public health interventions; Prepare written and oral reports and presentations that communicate necessary information to professional audiences, policy makers, and the general public; Use principles of risk communication to efficiently and effectively disseminate epidemiologic findings; Create data visualizations to help stakeholders understand and interpret data; Prepare epidemiological information for funding proposals.
- 15% Design surveillance/data management systems to include groups subject to health disparities or other potentially underrepresented groups (using standard categories where available); Manage sensitive health databases (i.e. RedCap, WEDSS, WIR), including overseeing the collection, cleansing, storing, and maintenance of data from multiple sources across different platforms.

Minimum requirements include; Master's Degree in Public Health, Epidemiology, Biostatistics or closely related field and a minimum of two years experience in epidemiology or public health including data management systems and/or reproductive health.

Analysis and Analysis

Case investigation and contact tracing is vital to the COVID- 19 response. These positions and related positions have been designed as disease control measures aimed at prevention and reduction of transmission of the disease. Responsibility will include but will not be limited to tracing, investigating, and communicating with patients that have had a confirmed diagnosis or exposure to COVID-19 in the City of Milwaukee. Contact tracing is one of the five measures used as gating criteria to move through phases of the Moving Milwaukee Forward Plan. Creating these position and titles will contribute to the City moving through the Moving Milwaukee Forward Plan.

Based upon the above this report recommends the following:

Recommended
Temporary Disease Intervention Specialist Supervisor PR 9QN (\$63,807 - \$81,844) 15 Auxiliary Positions FN: Recruitment at any point in the range with DER approval
Temporary Disease Intervention Specialist Coordinator PR 9RN (\$45,473 - \$55,825) 210 Auxiliary Positions FN: Recruitment at any point in the range with DER approval
Temporary Public Health Aide PR 9SN (\$30,865 - \$35,902) 12 Auxiliary Positions FN: Recruitment at any point in the range with DER approval
Temporary Epidemiologist PR 9TN (\$62,338 - \$87,270) 7 Auxiliary Positions FN: Recruitment at any point in the range with DER approval

Note: Residents receive a rate that is 3% higher.

Action Required – Effective Pay Period 14, 2020 (June 28, 2020)

In the Salary Ordinance

Create Pay Range 9QN with the following rates:

Wage Rate:

Biweekly	2,454.12	3,147.86
Annual	63,807.12	81,844.36

Resident Wage Incentive:

Biweekly	2,527.74	3,242.30
Annual	65,721.24	84,299.80

Add the title 'Temporary Disease Intervention Specialist Supervisor (1)' and create the following footnote:

(1) Recruitment at any point in the range with DER approval.

Create Pay Range 9RN with the following rates:

Wage Rate:

Biweekly	1,748.96	2,147.11
Annual	45,472.96	55,824.86

Resident Wage Incentive:

Biweekly	1,801.43	2,211.52
Annual	46,837.18	57,499.52

Add the title 'Temporary Disease Intervention Specialist Coordinator (1)' and create the following footnote:

(1) Recruitment at any point in the range with DER approval.

Create Pay Range 9SN with the following rates:

Wage Rate:

Biweekly	1,187.10	1,380.85
Annual	30,864.60	35,902.10

Resident Wage Incentive:

Biweekly	1,222.71	1,422.28
Annual	31,790.46	36,979.28

Add the title 'Temporary Public Health Aide (1)' and create the following footnote:

(1) Recruitment at any point in the range with DER approval.

Create Pay Range 9TN with the following rates:

Wage Rate:

Biweekly	2,397.63	3,356.55
Annual	62,338.38	87,270.30

Resident Wage Incentive:

Biweekly	2,469.56	3,457.25
Annual	64,208.56	89,888.50

Add the title 'Temporary Epidemiologist (1)' and create the following footnote:

(1) Recruitment at any point in the range with DER approval.

Prepared by: Arielle Ewing

Arielle Ewing, Human Resources Analyst - Senior

Reviewed by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager

Reviewed by: M. Monteagudo

Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date <u>6/26/2020</u>	File Number <u>200180</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject <u>Communication From the Department of Employee Relations relating to the classification studies scheduled for the June 30, 2020 City Service Commission Meeting.</u>			

B	Submitted By (Name/Title/Dept./Ext.) <u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input checked="" type="checkbox"/> Other (Specify) <u>Federal CARES Act fund</u>	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

F

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet. _____

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

 1-3 Years 3-5 Years _____ 1-3 Years 3-5 Years _____ 1-3 Years 3-5 Years _____**H**

List any costs not included in Sections D and E above. _____

I

Additional information. _____

JThis Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet**

City Service Commission Meeting of June 30, 2020
Finance and Personnel Committee Meeting of July 1, 2020

NEW COSTS FOR 2020

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Attorney's Office	Assistant City Attorney V	2QX	Special Deputy City Attorney	1NX	\$97,420	\$103,841	\$3,211	\$449	\$3,660
1	DPW-Operations	Fleet Training Supervisor	1AX	Fleet Acquisition Manager*	1EX	\$56,746	\$61,268	\$2,261	\$317	\$2,578
2	Health	Medical Laboratory Technician	3DN	Medical Laboratory Technician	3DN	\$39,183	\$40,694	\$1,511	\$264	\$1,775
1	Health	Medical Laboratory Technician	3DN	Medical Laboratory Technician	3DN	\$38,042	\$40,694	\$1,326	\$231	\$1,557
1	Health	Medical Laboratory Technician	3DN	Medical Laboratory Technician	3DN	N/A	N/A	N/A	N/A	N/A
15	Health	New Positions	N/A	Temporary Disease Intervention Specialist Sup	9QN	N/A	N/A	N/A	N/A	N/A
210	Health	New Positions	N/A	Temporary Disease Intervention Specialist Coord	9RN	N/A	N/A	N/A	N/A	N/A
12	Health	New Positions	N/A	Temporary Public Health Aide	9SN	N/A	N/A	N/A	N/A	N/A
7	Health	New Positions	N/A	Temporary Epidemiologist	9TN	N/A	N/A	N/A	N/A	N/A
250								\$8,309	\$1,261	\$9,570

Assume effective date is Pay Period 14, 2020 (June 28, 2020).

*Additional pay for snowice control overtime work is included in estimated new rate of pay.

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Attorney's Office	Assistant City Attorney V	2QX	Special Deputy City Attorney	1NX	\$97,420	\$103,841	\$6,421	\$899	\$7,320
1	DPW-Operations	Fleet Training Supervisor	1AX	Fleet Acquisition Manager*	1EX	\$56,746	\$61,268	\$4,522	\$633	\$5,155
2	Health	Medical Laboratory Technician	3DN	Medical Laboratory Technician	3DN	\$39,183	\$40,694	\$3,022	\$527	\$3,549
1	Health	Medical Laboratory Technician	3DN	Medical Laboratory Technician	3DN	\$38,042	\$40,694	\$2,652	\$463	\$3,115
1	Health	Medical Laboratory Technician	3DN	Medical Laboratory Technician	3DN	N/A	N/A	N/A	N/A	N/A
15	Health	New Positions	N/A	Temporary Disease Intervention Specialist Sup	9QN	N/A	N/A	N/A	N/A	N/A
210	Health	New Positions	N/A	Temporary Disease Intervention Specialist Coord	9RN	N/A	N/A	N/A	N/A	N/A
12	Health	New Positions	N/A	Temporary Public Health Aide	9SN	N/A	N/A	N/A	N/A	N/A
7	Health	New Positions	N/A	Temporary Epidemiologist	9TN	N/A	N/A	N/A	N/A	N/A
250								\$16,617	\$2,522	\$19,139